**SEND Job Coach**

**Full Time, Term Time Only – 36 weeks**

**£19,609 to £21,101 p.a - *Actual salary***

At **Nescot College,** we are looking for a **Full- time** term time SEN coaches to support students with learning difficulties and /or disabilities whilst in work experience or supported internship programmes.

**Main Duties**:

* Supporting individuals or small groups in the workplace and college
* Use initiative and discretion to develop learners’ employability skills
* Visit host employers and arrange internship workplace visits
* Monitor individuals’ wellbeing in the workplace and college
* Support Learning in work skills sessions and English and Maths lessons
* Support learners in meeting their EHPs outcomes and provide feedback to support progress.

**What we’re looking for:**

* Motivated, organised and inspirational in order to support students effectively.
* Experience working with young people with SEN/D.
* A ‘can-do’ attitude is essential alongside a strong belief in the programme’s ethos.
* Excellent interpersonal communication skills, understanding of business practice and an energetic and flexible approach.

Some of the employers are based locally, others are further afield and may involve travelling with the interns to their place of work. You will then accompany them back to Nescot.

**Benefits at Nescot:**

* A discounted on-site gym, sports hall, fitness classes, hair and beauty salon, osteopathy and day nursery
* 5-minute walk from Ewell East Station and free onsite parking
* A choice of catering facilities including a Starbucks on-site
* Free online qualifications

*Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff. Safeguarding arrangements are “effective” with regular training for staff, and leaders have in place “an effective policy for safer recruitment.”. At Nescot, we’re proud of our inclusive culture and we welcome all applications. This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.*

*This college is a smoke-free campus—smoking and vaping are not permitted anywhere on campus.*

**Closing date is 1st October 2025** (we reserve the right to close sooner)

**Interview date to be confirmed**

**Job Description**

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| **Position Details:** | |
| **Title:** | SEN/D Job coach |
| **Department:** | Foundations |
| **Fraction:** | Full time, Term time only 36 weeks |
| **Status:** | Permanent |
| **Grade:** | LSA1 |
| **Child/Vulnerable Adult Contact:** | yes |

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| **Reporting / Department Details:** | |
| **Responsible to:** | Employment and Supported Internship Lead and Head of Foundations |

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| **Job Purpose:** |
| * To coach Supported Interns throughout their Supported Internship Programme (SIP), preparing them for sustainable paid employment. * To engage positively with the host employer, developing effective working relationships with department managers to ensure the continuum of the SIP placement; promote the SIP within the host employer, networking to explore opportunities across the business/organisation for interns’ further development. * To communicate regularly with Supported Internship Lead on intern progress and host employer relations, working collaboratively as part of the Supported Internship team. * To complete administrative tasks in a timely manner, making effective use of time spent in college, to include: ensuring each intern’s SIP log book and other records are up-to-date; liaising/supporting with English, Maths and any other relevant college departments; other administrative tasks as required by the SIP. |

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| **Main Duties and Tasks:** |
| * To visit the host employer in advance and learn interns’ job roles in readiness for training them; carry out risk assessment in the workplace and ensure interns are in a safe working environment in line with Health & Safety regulations; report back any irregularities or hazards to Supported Internship Lead. * To arrange intern workplace visits and possible travel arrangements to host employer in advance of their first day at work. * To oversee interns’ induction into the workplace, including Health & Safety; Fire Safety Procedures; Personal Protective Equipment requirements and supply thereof; any other workplace-specific induction training; advise on/provide simplified induction material/literature as required. * To support interns with every aspect of their SIP, including travelling to and from the workplace site, and fulfilling their required duties whilst there. * To support host employer by developing strong working relationships within departments: including possibly daily liaison with managers; giving confidential advice on interns’ strengths and support needs; sharing successful strategies; acting as first point of call if issues arise; negotiating solutions to ensure the smooth running of SIP. * To monitor the intern’s wellbeing in the workplace, ensuring hours and duties are the right fit for their SEN/D, energy and stamina; advising on and negotiating reasonable adjustments where required. * To facilitate intern progress in the workplace: reducing support as job skills are mastered, promoting independence as appropriate; seeking opportunities for interns to learn further skills, either in the same role or a new role within the host employer’s company/organisation; providing increased support when new skills/tasks are introduced. * To steer the internship by liaising with Supported Internship Lead at least once a week, reporting back, seeking advice and support as needs arise. In addition, to advise immediately of intern absence, changes to previously agreed intern hours/days/duties, in case of emergency or any other unexpected situations within the host employer’s workplace or SIP arrangements. * To ensure all interns: produce work-based evidence for their SIP log book; produce separate written evidence of developing employability skills; provide opportunities for written intern self-assessment/reflection; act as a scribe when necessary. * To develop strong working relationships with parents/carers: provide detailed email feedback on intern progress each week, follow up with phone calls when required; emails to include an account of intern duties/achievements, with objectives for further development expressed as SMART targets; encourage interns to search for sustainable paid employment. * To provide a Job Coach report on each intern for their Education Heath and Care Plan (EHCP) Annual Review; attend intern’s Annual Review, providing feedback on intern achievements and transition options. * To prepare interns in the final term of their SIP for next steps: negotiate opportunities for paid employment with host employer; support interns’ job search, including updating CVs, covering letters, making job applications; role play mock interviews; attend interviews with interns; signpost interns and parents/carers to other agencies; identify volunteering opportunities. * Promote a positive image of the college in all contacts with interns, employers, parent/carers, colleagues and professional bodies. * Behave professionally at all times, particularly when in host employer’s workplace. * Ensure the collection of detailed work records and management of data to help evaluate the service and produce appropriate reports, including contributing to the self-assessment process (SAR). |

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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and ongoing staff development in line with Nescot Enterprises aims. * To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates. * Staff at Nescot are required to complete mandatory online training modules to ensure the highest standards of education and safety. This training covers (but not limited to) child protection, health and safety, first aid, fire safety, safeguarding, and data protection. Additionally, staff may be required to undertake training specific to their role. This ongoing professional development is essential for maintaining a positive and supportive environment. |

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| **Equality and Diversity and Nescot Values:** | |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises. * To follow and adhere to Nestots Equality and Diversity policy at all times. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values. |

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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the within NEL. * The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students. |

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| **Additional Duties:** |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. |

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| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with Nescot Enterprises on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.  Copies of Nescot Enterprises Health & Safety Policy are available on sharepoint  This college is a smoke-free campus—smoking and vaping are not permitted anywhere on campus.   |  | | --- | | **Terms and Conditions of Nescot Enterprises Ltd:** | | * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College | |

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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed. * For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.  |  | | --- | | **Pension** | | * You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish. |   This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.  UPDATED BY: HoD Date: May 24  UPDATED BY; HR Date: Sep 25  Please turn over for Job specification |
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| **Person Specification – SEN/D Job Coach** | | | | |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Experience of working with young people with SEN/D.  Experience of supporting work experience placements.  Experience of working collaboratively. | A/I  A/I  A/I | Knowledge of Supported Internship Programmes (SIPs). | A |
| **Skills and Abilities** | Ability to work remotely.  Ability to organise workload and undertake administrative duties autonomously.  Ability to communicate clearly and concisely, in both written and verbal form, at all levels.  Good time management skills in order to meet targets.  Good ICT skills with a knowledge of word processing & spreadsheet skills. | A/I/T  I  I  I |  |  |

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| **Qualifications** | Equivalent GCSE grade C or above in Maths and English | | | A | Qualifications in Supported Internships or Systematic Instruction e.g. TSI.  Recognised qualification in working with young people with SEND. | | A  A |
| **Personal Qualities** | The ability to drive and holds a clean driving licence.  Able to work independently on own initiative.  Able to use discretion.  Able to work collaboratively, pursuing common aims and objectives of the SIP team when working remotely.  Able to engage and motivate interns, employers, parent/carers and colleagues.  Has awareness of equality and diversity and NEL Values which is promoted within your role  Commitment to continuing professional development  Commitment to safeguarding, PREVENT and promoting the welfare of learners  The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010  Commitment to energy management and sustainability | | | I  I  I  I  I  I  I  M  I |  | |  |
| **KEY** | | | | | | | |
| **A** = Application Form | | **I** = Interview | **O** = Observed Teaching Session | | **T** = Test | **M** = Medical Questionnaire | |

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