

# LIGHTHOUSE FUTURES TRUST

## JOB DESCRIPTION: BRANCHING OUT JOB COACH

### Job Purpose

Support the Senior Job Coach to design and implement a programme of activity that delivers the charity's employability programme in Branching Out consistently and to a high standard.

### Principal Responsibilities

#### Planning

- Work with the Senior Job Coach to delivery the overall programme for Branching Out, ensuring that the scheme of work is appropriately matched to the abilities and areas of interests of the interns.
- Support the implementation of the delivery plan to ensure the programme is effective.
- Support the continuous development and evaluation of the Branching Out programme to ensure it continues to meet the needs of the interns and referral organisations.
- Develop relationships with key representatives of Leeds City Council Parks & Gardens teams at Lotherton Hall and Roundhay Park

#### Intern support

- Support interns to learn the tasks by using techniques such as TSI (Training in Systematic Instruction) to master tasks by breaking them down into smaller elements.
- Produce visual or written aids (for example, a step-by-step task list) and ensure any assistive technology is provided.
- Use a tailored, coaching and mentoring approach, to support the interns with their pastoral, social and emotional needs, building confidence and skills.
- Support intern self-assessment and reflection as part of target-setting, monitoring and reviewing progress.
- Work with the Senior Job Coach to support interns through the process of securing paid employment or meaningful progression by: negotiating with the internship employer; supporting interns with c.v. development, job searches and submitting applications; prepare for interviews, accompanying them when required; or signposting to other agencies.
- Take part in consultations with families/students who may be joining the pre-internship as well as participation in annual and EHCP reviews as required.

#### Process management

- Support the Senior Job Coach in setting, monitoring and reviewing personal objectives and training plans for each intern
- Ensure that all relevant intern information is stored and maintained securely.
- Ensure that all students understand personal safety aspects and safe working practice in the workplace.
- Promote and safeguard the welfare of Interns including ensuring the Safeguarding Policy and processes are adhered to.

**Other**

Contribute towards building and developing a positive culture and ethos within the charity including positive team working and collaboration amongst all staff.

Act with honesty and integrity and uphold the values of the charity (pioneering, compassionate, person-focused, un-stoppable, authentic).

Maintain high standards in attendance and punctuality with good, personal time management.

Ensure that all relevant policies and procedures are followed at all times including (but not exclusively) Health and Safety and Safeguarding.

Takes opportunities to continuously learn and grow with a willingness to attend and participate in relevant meetings/professional development opportunities as appropriate.

Be flexible and work according to needs, performing any reasonable duties as requested by the CEO/Line Manager which may involve assisting other areas which are commensurate with the grading of the post.

To ensure all aspects of work are done to the highest standards.

## BRANCHING OUT JOB COACH, PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	A good standard of General Education to GCSE level or equivalent	
<b>Experience</b>	<p>Prior experience of gardening and/or low-level grounds maintenance such as pruning, planting etc.</p> <p>Working with vulnerable people in a coaching / teaching capacity (preferably autistic people or people with learning disabilities or social, emotional health support needs)</p>	<p>Working with SEN and/or ASD pupils and/or in an educational setting</p> <p>Working with employers</p> <p>Safeguarding training and experience.</p> <p>Training in Systematic Instruction.</p>
<b>Skills and Knowledge</b>	<p>Ability to use hand-tools in delivering outdoor maintenance and grounds work.</p> <p>Good attention to detail and ability to record accurate information on a variety of platforms i.e. spreadsheets, databases etc</p> <p>Ability to empower individuals to build confidence, increase independence and achieve goals.</p> <p>Ability to communicate effectively and appropriately in written and verbal form with students, parents/carers, employers and other stakeholders.</p> <p>A commitment to Safeguarding, health and safety, data protection and equal opportunities.</p>	<p>Ability to demonstrate a good understanding of autism and/or learning difficulties</p>

	Ability to use Microsoft Office Software, email and internet.	
<b>Attitude</b>	<p>Able to cope with the physical demands of the role and be prepared to work outdoors in all types of weather.</p> <p>Hold each student in high regard and have a 'can do' approach for each individual.</p> <p>Ability to inspire and engage young adults</p> <p>High levels of resilience and ability to remain calm under pressure</p> <p>Highly motivated and committed to working independently as well as being a good team player</p>	