Job Description: Job Coach

Reports to: Head of Programmes
Location: Across campuses and employer sites
Contract: Term-time 39 weeks (to include the last week in August)
Hours: 37.50hrs 9am–5pm
Salary: (£31,500.00) FTE (actual salary £26,169.23)
Contract Type: Permanent

Role Purpose

The Job Coach plays a key role in supporting learners to develop employability skills, independence and confidence through planned, meaningful work experience and work-related learning. Working across campus and employer sites, the Job Coach facilitates personalised workplace coaching, monitors learner progress, fosters positive employer relationships, and ensures every student is prepared for next steps into employment, supported internships, volunteering or further education.

The Job Coach maintains high professional standards, contributes to a safe and inclusive environment, and ensures accurate records and communication across the programmes team.

Key Responsibilities

1. Work Experience Delivery & Employability Coaching

- Plan, facilitate and support high-quality, meaningful work experience and work-related activity for all learners.
- Coach students toward independence, confidence and employability, using Pinc Methodology and Universal Support Strategies.
- Review learner progress regularly with employers, capturing feedback, actions and next steps.

- Support students to identify and apply for suitable roles that contribute to long-term progression.

2. Teaching, Learning & Programmes Support

- Differentiate workplace tasks to meet the needs of learners with SEND.
- Support the development of problem-solving skills, independence, and professional behaviour.
- Link work-related activity to accreditation where appropriate (e.g., AQA units).
- Embed PSD (Personal & Social Development) themes, English and Maths practice into work-related sessions.
- Support preparation of resources and workplace learning environments.

3. Methodology, Values & Professional Standards

- Model high expectations for progress, conduct, punctuality, and presentation.
- Comply with all Pinc College systems, processes, policies and methodology.
- Maintain professional communication with students, employers, families, and colleagues.
- Promote Pinc's values, inclusive culture and learner-centred approach.

4. Communication & Record Keeping

- Maintain accurate placement records, attendance data, ILP progress updates, and daily journals using MIS systems (e.g., Databridge).
- Record observations, testimonials, and employer feedback to support assessment and quality assurance.

- Follow college communication procedures and attend team, campus and cross-college meetings as required.
- Ensure Gatsby Benchmark evidence is captured and maintained.

5. Student Wellbeing, Safeguarding & SEND

- Provide pastoral support, confidence-building, and wellbeing strategies for learners.
- Support SEND adjustments and reasonable adjustments in workplace settings.
- Report all safeguarding concerns immediately to the Designated Safeguarding Lead.
- Ensure students receive a comprehensive induction to placements and employer expectations.
- Apply trauma-informed and inclusive strategies consistently.

6. Health, Safety & Compliance

- Follow onsite employer Health & Safety procedures, ensuring risk assessments are completed and reviewed.
- Ensure PPE is used appropriately, and work areas are safe and organised.
- Promote safe travel, supporting independent travel training where required.
- Ensure compliance with equality, diversity, and inclusion of practices in all environments.

7. Admissions, Funding & MIS Compliance

- Maintain accurate records of placement hours, attendance and ILP progress to support funding audits.

- Contribute to taster days, enrolment events and initial assessments.
- Support the Head of Programmes and Assistant Head of Programmes to ensure all data meets audit requirements.

8. Employer Engagement & Partnerships

- Build positive relationships with employers to support ongoing, sustainable placement opportunities.
- Communicate professionally with employer partners, ensuring clarity of expectations and student needs.
- Support employer understanding of SEND needs, reasonable adjustments, and inclusive practice.

9. Campus Support & Operational Duties

- Support the daily organisation of placement logistics, travel planning, and schedules.
- Assist with student induction, celebrations, progression events and cross-campus activities.
- Contribute to parent/carer communication and reviews when required.
- Support whole-campus operations in line with direction from the programmes team.
- Travel between sites and employers

10. Professional Development

- Engage in internal and external CPD opportunities.
- Participate in appraisal, supervision, and reflective practice.
- Maintain up-to-date knowledge of SEND, employability, safeguarding, and work-related learning.

This role is assigned to a designated campus; however, the Head of Programmes may require the post-holder to work temporarily at another campus within their group of campuses to meet operational needs. Any reasonable additional costs incurred as a result will be reimbursed in line with the expenses policy.

The team member may be required to carry out any other duties reasonably requested, and which are commensurate with nature of the role.

Person Specification: Job Coach

Requirements	Essential	Desirable	Where we will look for this evidence
Qualifications	Base training Enhanced DBS with child workforce. Maths and English level 2 or willing to work towards within an academic year.	ICT Qualification QTS or Level 5 teaching qualification Assessor qualification Supported employment qualification. SEND qualification Enhanced DBS with child workforce on update service.	Application

		Coaching/ Mentoring qualification	
Experience	Worked in Further Education and/or Specialist Provision with students with SEND. Experience with neurodiverse students and students with an EHCP Experience of nurturing successful partnerships and relationships with businesses and organisations Safeguarding	Securing Placements Evidence of continued professional development Special Educational Needs and Disabilities (SEND)	Application/Interview/ task
Hard Skills	Experience using Student Management Information Systems. Proficient in the use of Microsoft tools, especially Word, Excel and Outlook.		Application and Interview
Soft Skills	Good interpersonal Skills.		Interview

	Attention to detail. Well-developed problem solving and decision-making skills. Well-developed communication both written and verbal. High professional standards		