

Vacancy Information

Learning Support Practitioner (Job Coach)

Job ref: 11-064

Hours	Full Time
Salary	£16,605 – £18,030 per annum
Duration	Fixed term until 22/06/2012
Location	Colchester

To apply: Please complete and return the enclosed application form, or send in your CV with covering letter if preferred, by email to jobline@colchester.ac.uk or by post to Jane Hatton, HR Department, Colchester Institute, Sheepen Road, Colchester, Essex, CO3 3LL. In either case, or if you have already sent in your CV, we would be grateful if you could complete and return the enclosed equal opportunities monitoring form.

Applications received by 03/02/2012 will receive first consideration. However, we reserve the right to close the post earlier if necessary.

Additional Information

Colchester Institute is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is exempt from the Rehabilitation of Offenders Act 1974. You must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings. If you are offered the post we will need to obtain a satisfactory Criminal Records Bureau Disclosure for you.

The College places a strong emphasis on recruiting high quality staff and on supporting continuing professional development for all staff to ensure that they are effective in providing high standards of teaching and learning and in putting customers first.

Candidates applying via email will not receive hard copy information by post and are therefore recommended to visit our website www.colchester.ac.uk to obtain further details about the College

JOB DESCRIPTION

JOB TITLE: Learning Support Assistant (Job Coach)

RESPONSIBLE TO: Additional Learning Support Manager

LOCATION: Colchester

SALARY: £16,605 – £18,030 per annum

PURPOSE STATEMENT:

To support adults with a learning difficulty and/or disability to develop skills to enable progression from college into employment.

MAIN TASKS:

1. Assist with the recruitment, interviewing, and assessment processes for Learning for Living and Work programmes
2. Support the development of learners' employability skills by providing appropriate personal and physical support as necessary in a range of contexts
3. Empower learners to work independently and to integrate with other colleagues in the work place/learners and staff at college
4. Provide travel and route planning training for learners to enable independent travel to work placements
5. Complete regular written reports on learner progress and maintain other appropriate learner records as required.
6. Contribute to the ILP and tutorial process and attend reviews with learners, carers and staff from other agencies
7. Contribute towards the development and maintenance of a sound customer base of employers in the locality
8. Network where appropriate with parents/carers and referring agencies
9. Develop effective working relationships with employers and other relevant staff from work placements
10. To observe all college policies including Health and Safety, Equal Opportunities and Safeguarding
11. Assist in the completion of health & safety checks and risk assessments

12. Actively participate in staff meetings, formal supervision and performance reviews.
13. To undertake such other duties that may be required by or on behalf of Colchester Institute provided they are consistent with the nature of the post.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute.

January 2012

PERSON SPECIFICATION

Learning Support Practitioner (Job Coach)

Ref: 11-064

	Essential	Desirable
Qualifications / Training	<p>Evidence of good standard of general education-must have GCSE or equivalent i.e. Level 2 Adult Literacy and Numeracy in both Maths & English (A-C grade)</p> <p>L2/L3 Learning Support qualification (or a willingness to work towards)</p>	<p>First Aid training</p> <p>Health and Safety training</p> <p>Safeguarding training</p> <p>Risk Assessment training</p>
Knowledge / experience	<p>Significant experience of working with people with learning difficulties/disabilities</p> <p>Knowledge of safeguarding (and with specific reference to vulnerable adults)</p> <p>Knowledge of good health and safety practice (within work environments)</p>	<p>Knowledge of educational experience in secondary school or FE.</p> <p>Experience of supporting learners within the workplace</p>
Skills / abilities	<p>Excellent oral communication skills, including presentation skills and telephone skills</p> <p>Excellent written communication skills</p> <p>Positive attitude towards inclusion and disability</p>	

	<p>Proven ability to enthuse others</p> <p>Good computer/ICT skills - competent user of Microsoft applications e.g. Spreadsheet, Word, PowerPoint, Outlook, Internet</p> <p>Proven ability to work well as part of a team</p> <p>An understanding of Equality and Diversity.</p> <p>Good time management and organisational skills</p>	
Special Requirements	<p>Able to travel between Colchester Institute and other organisations in the area to support students in the work place.</p> <p>Able to work flexibly</p>	

January 2012