**C1 Job Coach**

Pay grade: C1

Pay scale level: 12-17

Hours: 32.5 per week - term time only + 5 training days

Hours of work: Based at Post 16 provision working within employment settings across Leeds*. Hours will be completed between 8.45 – 4.15pm depending on needs of young people.*

Responsible to: Teacher responsible for Careers and PSHE

Welcome to our school,

Broomfield SILC is a generic special school for pupils aged 2 to 19 years with 3 sites: our main site and 3 satellite sites at Windmill Primary, Rodillian Secondary and the new Post 16 provision The Future Steps Hub at White Rose Business Park. The SILC is based in the South of Leeds and caters for a wide range of needs from moderate learning difficulties; severe learning difficulties; complex and multiple learning needs; Autism and social and emotional and mental health needs. Some students have additional needs – physical; medical; speech and language; visual, hearing or sensory impairment.   We are a very popular choice for parents and carers and currently have 271 pupils on roll.

Broomfield secured a ‘Good’ Ofsted in March 2023 where inspectors commented that leaders have ‘**high ambitions**’ and ‘**high aspirations for all pupils**’ and that ‘**staff are proud to work in our school**’. I am very proud of our school community where staff are committed to supporting young people to fulfil their potential and prepare them fully for their future, particularly focusing on communication, independence, and emotional regulation.

We have an exciting opportunity for full time permanent C1 position as a Job Coach based at The Future Steps Hub and within workplaces across Leeds to support our development of employability curriculum. These roles are suitable for candidates who have some experience working with young people with additional needs. Candidates who have experience in education, adult services and social care will be considered for this role.

In return you will be provided with comprehensive Continuous Professional Development and will be supported by a professional, knowledgeable and friendly staff team who will ensure you are fully equipped to meet the needs of our diverse learners. Specific training will be offered within this role.

The successful candidate will have the following qualities:

* Ability to relate well to children, young people and adults
* Excellent team player
* Resilience
* Ability to use initiative
* Problem solving skills
* Excellent communication skills
* Positive ‘can do’ attitude
* Dedication to improving outcomes for most complex young people
* Willingness to learn, reflect and share effective practice with others

 In return we can offer:

* Working with the most inspirational pupils and staff who are respectful, creative and resilient
* The support of a professional, knowledgeable and inclusive staff team
* A comprehensive CPD programme with potential for career development
* An opportunity to be an integral part of the young peoples journeys and a real sense of achievement
* A workplace that listens to all staff and values their skillset and contribution

Kathryn Bryan

Headteacher

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age, or disability.

**Safeguarding Recruitment Statement**

**The school is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure.**

**Access:** The Broomfield main site and our partnership sites have disabled access facilities, including a lift.

For further details please see our recruitment page on My New Term <https://mynewterm.com/school/Broomfield-South-Silc/108123> or visit our website- <https://www.broomfieldschool.org.uk/Job-vacancies/>

*Please note that Broomfield South SILC operates No Smoking or vaping policy*

**Role:**

The role of the **C1 Job Coach** will ensure the delivery of high quality supported work placements, pre-internships and supported internships.

You will be responsible for the day to day provision working alongside the Careers Lead and Post 16 team to support young people with the skills needed to prepare them for the world of work.

**Requirements:**

The C1 Job Coach should have experience of working with either young people or adults with learning disabilities and other barriers to their learning.

Experience working in the care, education and or employment sector would be beneficial especially with young people over the age of 16.

Ideally the C1 Job Coach will have received training however a full training package will be offered to all.

**Possession of a driving licence (minimum one year) is essential.**

Ability to work autonomously and as part of a team to meet the needs of the young people.

Across school we have a “learner centred” approach. We have a holistic approach to teaching young people, helping them wherever possible with challenges that life may throw at them. We have an “all hands on deck” approach, so when you are not fulfilling the elements of your C1 role, you may be asked to assist in other areas as directed. All the duties outlined are carried out under the general direction of SLT.

**Key Responsibilities**

* Work alongside the Careers team to develop external work placements
* Support, observe and record on placement progress using a work diary and in school assessment programmes
* Help students achieve their full potential towards future employment
* Undertake employer based reviews
* Work as part of a team assisting approximately 14 students with learning disabilities to access training and employment opportunities
* Support students with learning disabilities to participate in a range of employment related activities as highlighted in their individual learning plans and work profiles
* Work with each student to maximise their potential and demonstrate their ability to be as independent as possible in their aspiration to gain meaningful work experience or progress to supported employment
* Help students gain external work experience placements and supported employment placements leading to part-time paid work
* Facilitate transition from work experience to continuing work placement; supported employment placement; or further study programme
* Complete any designated training to support your role and implement CPD taken.

**Any Special Conditions of Service:**

There is a requirement to submit to an enhanced Criminal Records Bureau background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

This job description is subject to change at any time, with prior discussion with the employee, in line with the requirements of the school.

I acknowledge that I have seen and received a copy of the above job description

Name:

Signed: Dated: