



Job Application Pack

Job Title: Job Coach

Closing Date: 25th October 2013 at 5pm

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Harington Scheme Job Description



JOB TITLE: Job coach

REPORTING TO: Recruitment and Progression Teamleader

Fixed term contract from November 2013 to 31st July 2014

MAIN FUNCTIONS

To provide support for Learners on placement with employers. This will involve staying with the individual at the placement and helping them to learn their job role, learn job related skills such as how to clock on and off, when to take breaks and help making friends with colleagues.

MAIN DUTIES AND RESPONSIBILITIES

- 1 To provide support for Learners on placement with employers.
- 2 To complete job coaching training at the beginning of the employment.
- 3 To contact employers in order to develop new work experience placements and to liaise with employers during work experience placements.
- 4 Assist with monitoring the placement when the full time support has been faded.
- 5 To provide travel training for Learners going on placement. This includes planning the safest route and liaising with parents or carers.
- 6 To support trainees and potential trainees with visits to Jobcentres.
- 7 Complete administration tasks as required for example Vocational Profiles and Work Experience Placement Monitoring Forms.
- 8 To support learners with job search, developing CV's and completing application forms, help learners prepare for interviews and support them at interview as appropriate.
- 9 Participate in the implementation and development of our equal opportunities policy.
- 10 Being fully responsible for the maintenance of personal health and safety and the development of best practice, as well as that of Learners and fellow staff.
- 11 Carry out other tasks commensurate with grade as specified with the manager.

Hours: 25 hours a week.
Hours will be flexible, to accommodate the hours that individuals need support.

Salary: £12-15 per hour (inc. London Weighting)

Annual Leave: Based on 25 days per year (pro-rata)

Fixed term contract from November 2013 to 31st July 2014

This job description will be reviewed annually



Harington Scheme

Person Specification

Job Title: Job coach

Essential Criteria
You will need one or more of the following: Information Advice and Guidance NVQ 3 or other relevant qualification at level 3 Job Coach Training – such as training in systematic instruction Experienced in supporting people with learning disabilities in the workplace
Honest trustworthy and reliable
Team player
Flexible and adaptable
Good health record
Good standard of written and verbal communication
Prepared to complete job coaching training – a short course
Have some experience of working with people with learning disabilities
Ability to work with minimum supervision and self motivated
General awareness of health and safety
Knowledge of / commitment to equal opportunities and anti-discriminatory practice
Commitment to safeguarding and improving the well-being of children and vulnerable adults and ability to follow safeguarding procedures.
Ability to work variable/flexible hours to match learner needs
Desirable
Experienced in working with people with learning disabilities.
Car owner and driver

Please ensure that you describe how you meet all essential criteria in your application.



GUIDANCE NOTES FOR APPLICANTS

**We ONLY accept SIGNED applications made on our standard application form.
CV's will not be accepted**

Introduction

Staff selection at Harington is achieved by following a set of policies and written procedures that ensure consistency and fairness in recruiting the right person for each job. The selection panel shortlists all candidates for interview by producing a person specification for each job that contains the essential requirements for the post, and also the desirable qualities. Only applicants who can demonstrate that they have the essential requirements for the post will be called for interview. Desirable qualities may be used for making a decision, or for arranging training for the successful applicant on entry.

The application form is designed so that the information for short-listing i.e. sections 7 to 10 can be detached and copied to the panel. Your completed application form is the only basis for considering your initial suitability for the post. No assumptions will be made about your experience or skills. This advice note is to help you to complete the application form effectively.

Please make sure that all sections of the application form are completed. Any applications received that are incomplete may not be accepted. Additional sheets of A4 paper may be used if there is insufficient space.

Read through each section of the application form carefully. You may find it helpful to photocopy the form and do a rough draft first.

No applicants will be considered after 5pm on the day shown as the closing date for applications.

1. Personal Details

Make sure that your name, address and telephone numbers and email are legible.

2. References

You must give your present or most recent employer as one of your referees. Internal candidates should give the name of their line manager. If you are studying, please give your tutor as a referee. If you have not been employed, you may wish to give the name of someone who can comment on your ability to do the job. You should not give the name of a relative as a referee.

3. Disclosure of Criminal Record

As part of Harington's safer recruitment process Harington operates a strict pre-employment vetting process, which includes a CRB Disclosure.

Successful applicants seeking to work with children and/or young people will be required to undergo an Enhanced CRB Disclosure; this will include a check against the Protection of Children Act (PoCA) List and List 99. For posts working with vulnerable adults, this will include a check against the Protection of Vulnerable Adults (PoVA) List.

It is essential that you complete this section accurately as failure to declare previous convictions may prevent your employment if it subsequently becomes apparent that you do, in fact, have a criminal record. Any employment offered will be subject to completion of a Criminal Records Bureau check and receipt of a satisfactory Disclosure certificate.

4. Other information

The drivers licence question need only be answered if it is mentioned on the essential or desirable criteria for the job.

5. Declaration

Please read the declaration and data protection statement before signing. Owing to Data Protection regulations all applications must be signed and dated by the applicant.

6. and 7. Present and Past Employment

Starting with the most recent, list all the employers you have worked for and provide details of the job title and the period you worked for them. This information may be used to assess whether you meet the experience requirements for the post. Please list any break in employment, giving reasons.

8. Education, Qualifications and Training

Starting with the most recent, in each section please list qualifications and training. You may continue on a separate sheet if necessary. This information may help assess whether you have a relevant qualification or meet some other requirement.

9. Supporting Statement

This is the most important part of your application, as it is here that you have to make a case for your selection. Use the space to tell us how your experience, skills and training enable you to meet each of the essential selection criteria. Make sure your statement is positive and clearly set out. You may wish to use headings to divide the statements you make. Continue on a second sheet if necessary and **remember**, if you do not address each of the essential criteria specifically, you may not be short-listed for an interview. Look at the person specification again and satisfy yourself that you have fully covered all the requirements listed.

Do not repeat your career history, use only the relevant parts. In considering your experience remember all previous work, consider other relevant experience outside work such as community/voluntary/ leisure and other interests. In representing your skills and abilities, specify your own responsibilities not those of the workplace and give examples of achievements.

10. Equal Opportunities Monitoring Form

Please help us to monitor the effectiveness of our Equal Opportunities Policy by completing this form, which will be treated as confidential and will not form any part of the recruitment process.

Interview

Candidates should make every effort to be available for the time of the interview as it may not always be possible to reschedule the time. Candidates should prepare for interview by thinking about how their experience, skills and accomplishments are relevant to the post and think of any questions they may wish to ask. It may also be helpful to have a look at our website www.harington.org.uk or read our most recent inspection report available on the OfSTED website to get a good understanding of what we do (easiest to google using keywords Harington ofsted).

Depending on the seniority of the post, candidates may be asked to prepare a presentation and/or a task as part of the interview process. If this is the case you will be notified in advance when you are informed of the interview date and time.

Candidates will be interviewed by a panel of two to five people. Interviews last from 20 minutes to one hour, depending on the seniority of the post. All candidates are asked the same core questions (relevant to the post applied for), with supplementary questions asked by panel members as appropriate. There will also be an opportunity for the candidate to ask questions.

When answering questions, you should give the interview panel a full picture of how your experience and skills fit the post. If you cannot answer a question, please do not be nervous about saying that you do not know or need further explanation. Members of the panel will take notes during the interview.

Please post or fax your completed application to:

Staff Recruitment
The Harington Scheme
55a Cholmeley Park
London
N6 5EH
Fax: 0208 347 8860

Or scan and email to: info@harington.org.uk



Frequently Asked Questions : Job Coach Post

1. What is the Harington Scheme?

The Harington Scheme is a unique learning programme for people, mainly young, with learning disabilities and/or difficulties to help them into employment, further education or a more rewarding life through appropriate learning opportunities. There is a focus on employability and most learning programmes aim to help learners to develop skills to take the next step toward employment or more independent living. Set up as a charity by the local community in 1980, the Scheme is situated in North London and attracts learners from all over the capital.

There are four strands to the training :

the Horticultural Training Scheme prepares people with learning difficulties/ disabilities for work, finds them employment and supports them in their new jobs;

Harington Gardeners is a supported employment initiative offering a stepping-stone for those who cannot go straight into work;

the Day Service provision offers horticulture of a therapeutic nature to adults with a learning disability or mental health support needs;

the Foundation Skills provision equips young people with the basic skills needed for employment, self-direction and personal development.

Every learner has an individual programme of activities to support their personal development and skill needs. The majority of learners are found a job or further training when they leave and the Scheme supports them and liaises with employers for as long as is needed.

2. What range of learning difficulties/disabilities do you cater for?

Our learners are mainly young people aged 16-24 (85%) with a wide range of learning difficulties and disabilities. These can be broken down as follows (based on 2008/9 figures)

52% have moderate learning difficulties

15% have autistic spectrum disorders

13% have other specific disabilities e.g. epilepsy, mental health problems, visual/hearing impairment, ADHD and physical disabilities.

7% mild learning difficulties

3% have dyslexia or dyspraxia

3% ADHD

3% severe learning disabilities

6% no disability

Our training benefits approx. 70 learners per year with 40-45 learners on programme at any given time. Many learners attended special schools or were statemented at school and most do not have GCSE's.

3. Do you work around the academic year?

Partly. We have five break weeks each year when learners are not at the centre. This year the break weeks are:

28th October – 1st November 2013

23rd December 2013 – 3rd January 2014

7th April- 11th April 2014

4th August – 8th August 2014

4. What is Job Coaching?

Job Coaching is a tried and tested technique used to support people with disabilities in the workplace. The main steps in job coaching are helping the client find out what work would suit them (vocational profile); finding suitable work or work experience; training the client to do the job in the workplace and then fading to leave them independent. This helps train the client to learn the core work routines, as well as with the less frequent, such as signing in and taking breaks. The coach also helps the client build relationships with co-workers, seeks out natural supports in the workplace and liaises with supervisors. This usually includes providing travel training for the learner; working out an appropriate route and travelling the route with the learner, providing coaching until the learner can travel the route independently.

5. What is Safeguarding?

Safeguarding is a term used to denote the duties and responsibilities that those providing a health, social or education service have to carry out/perform to protect individuals from harm. It applies to children (age 0-18 years) and adults. A more specific definition of safeguarding children is as follows: The process of protecting children from abuse or neglect, preventing impairment of their health and development, and ensuring they are growing up in circumstances consistent with the provision of safe and effective care that enables children to have optimum life chances and enter adulthood successfully.

6. Working at Harington

We are a small, well established charity with a beautiful site in Highgate Village, North London. There is a friendly and welcoming atmosphere that was described as an “inclusive learning community” by OfSTED/ALI at our last inspection in 2006.

Over the years we have set ourselves high standards and expectations in delivering outcomes for our learners and this has led to the achievement of consistently good grades on inspection. The success of the Scheme is dependent upon staff working closely and flexibly, communicating well and supporting each other. We have a staff team of 18. There are four teamleaders who manage the provision as well as undertaking some delivery and 10 frontline delivery staff (trainers and support staff). The work is very rewarding but also quite demanding as many learners require a lot of support not only with their learning but with daily routines, social contact, safety and dealing with personal problems. We have found that personal qualities such as patience, understanding, empathy, a sense of humour and a caring nature are essential in working with learners with learning difficulties as well as a supportive team approach.

7. What are the working hours?

The post is 25 hours each week, but the post holder needs to be able to work flexible hours as the hours are very variable.

These hours will often be worked **within** the Harington working week of Monday – Friday between 8.00 a.m. to 5.00 p.m. However, due to the nature of Job Coaching, there will be weeks when there are long days, for example a day could include travel training a learner to a new placement, staying for the day and travel training the learner back to their home again. Supporting learners in gardening placements may involve early starts and supporting learners in retail jobs may occasionally involve work at the weekend.