



# WORK AT SHIPLEY COLLEGE

## Job Coach

### Shipley College - Great people, great place!

**Hours:** 37 hours per week, term time only (40 weeks per year)

**Salary:** Actual Salary: £22,493 to £23,569 per annum (FTE £25,049 - £26,248 per annum)

**Closing Date:** Monday 19th January 2026 at 9am **(we may close this advert early if we have received a sufficient number of applications)**

**Interview Date:** Wednesday 28th January 2026 - time tbc

**Start Date:** ASAP

Due to internal progression, we are recruiting for a Job Coach to work with SEND students supporting and coaching them to develop workplace skills. The role includes providing one to one coaching to prepare and support students to attend real work placements. The role involves working closely with students to meet their individual needs in order to support them in becoming independent and includes travel training and some in work support. The successful candidate will also be liaising with employers to obtain student work placements and to support the employer to provide meaningful and successful work placements.

Benefits we offer include:	We are looking for someone Who has:
<ul style="list-style-type: none"><li>Term time only working</li><li>Access to a free gym on site</li><li>Reduced cost bus &amp; train travel*</li><li>Access to free onsite car parks</li><li>CPD/Professional Development opportunities</li><li>Shopping discounts</li><li>Access to reduced cost catering facilities</li></ul> <p>*qualifying period applies</p>	<ul style="list-style-type: none"><li>Level 2 (equivalent) qualification in Maths and English</li><li>Experience of working with young people with SEND</li><li>Experience of working in an educational or training setting</li><li>Excellent communication skills and can show empathy and understanding</li><li>Flexibility is needed to meet the needs of the programme</li></ul>

**How to Apply:** Application forms can be obtained from [www.shipley.ac.uk](http://www.shipley.ac.uk). Completed applications should be submitted to [jobs@shipley.ac.uk](mailto:jobs@shipley.ac.uk)

Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.

The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.



## Job Description

<b>JOB TITLE</b>	Job Coach
<b>RESPONSIBLE TO</b>	Supported Internship Coordinator

### INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings therefore may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to make any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### OVERALL PURPOSE OF JOB

Supported Internship is an innovative programme aimed at young people with additional learning needs. The purpose is to provide job coaching with a view to developing skills in the workplace and support to move into employment. You must be passionate, committed and positive about making a difference to young people with SEND and believe that everyone can work given the right job and appropriate support.

### DUTIES AND RESPONSIBILITIES

- To work closely with the Supported Internship Coordinator to develop strong employer links and employer engagement
- To work with employers to negotiate Supported Internship opportunities and, where appropriate, 'job carve,' ie customising a job's duties to fit an individual's specific skills and abilities.
- To assist with employer presentations, working closely with the Supported Internship Coordinator.
- To provide support to groups and individual interns in the workplace, which may include classrooms, workshops and in the community, for example travel training in preparation for students going out to work.

- To provide individualised support to the interns through job coaching and building natural support in the workplace.
- To ensure interns are coached to learn work related tasks and to promote their independence to increase job success capability.
- To support interns in promoting the behaviour required in order to maintain a positive and productive learning/working environment for example interview training, induction, managing planned absence and their ongoing training.
- To support learners as per their learning support plans/EHCP's, in the classroom, during Employability Skills, maths and English sessions.
- To ensure the support provided is effective in meeting the needs of the interns and will lead to a successful outcome and progression in the workplace.
- To complete digital records for example progress reports, EHCP trackers, work placement reviews, provide details for Access to Work Claims and record relevant information on the student's ILP.
- To attend and present at information events, training and conferences as well as operational meetings.
- To support interns to achieve excellent attendance and punctuality.
- To ensure health and safety checks, risk assessments and emergency plans are in place and regularly reviewed with the employer.
- To regularly liaise with the Supported Internship Coordinator.

## GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

# PERSON SPECIFICATION

## ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. If you do not meet all of the essential criteria, please do not progress with your application.*

Level 2 in literacy and numeracy or equivalent ( <b>must</b> have original certificates and no copies to be shown at interview)
Competence in the use of a range of IT skills
Excellent customer service skills, including effective and professional telephone and face to face communication within an appropriate context
Ability to communicate effectively through written, oral and electronic methods to develop good working relationships with all stakeholders within Shipley College and the wider community
Confidence and ability to present to parents/carers and employers
Experience of working with young people with SEND and an understanding of the strategies needed to work with young people who have SEND
Willing to work to a flexible attendance pattern to include early morning and late afternoon

## HIGHLY DESIRABLE CRITERIA

*These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.*

Experience of motivating and leading a team to deliver a high quality service
Experience working in a fast paced environment
Experience of having worked with young people in a work setting
Experience of effective coaching that empowers individuals, builds capability and supports a culture of individual development
Effective organisational and administrative skills with high levels of accuracy and attention to detail
Ability to prioritise, self-manage and cope well with a varied workload
Full clean driving licence and business insurance

## DESIRABLE CRITERIA

*In order to score highly, we strongly recommend that you reference every point in this category where possible.*

Knowledge and experience of Equality, Diversity & Inclusion
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda

## Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

**Diana Bird**  
**Principal**

## Shipley College Mission Statement

**To be a beacon of opportunity, transforming lives through learning.**

### **OUR CORE VALUES - THRIVE!**

**Transformational:** We champion lifelong learning, leading by example and fostering a culture of growth for all.

**Heritage:** We value our history and invest in our future.

**Relationships:** We build strong partnerships and work together to achieve shared goals

**98% of students agree that the College is a safe place to learn.**

**Inclusion:** We foster a welcoming, caring and equitable environment for you.

**Vision:** We inspire and support the pursuit of personal and professional ambitions, responding to a rapidly changing world.

**Excellence:** We are dedicated to delivering exceptional education and achieving outstanding outcomes.

**96% of students agree that College staff are friendly and helpful.**