

TRELOAR TRUST

JOB DESCRIPTION

POST: Employability Coordinator

ACCOUNTABLE TO: Progress and Transition Manager

LOCATION: Treloar School and College, Holybourne

Key duties

- Arrange external work experience for all students including the completion of health and safety checklist, risk assessments and associated paperwork for all students completing external work placements
- To engage new employers including national employers on a yearly basis to ensure we offer a wide range of opportunities for our students
- Arrange all Internship Work Placements
- To attend students Annual Review meetings and contribute to annual review reports regarding work experience
- Prepare and lead employment workshops
- To provide training to staff to enable them to support students effectively on their work placements
- To keep clear records regarding interactions with students and internal and external stakeholders.
- To keep accurate records of students attending internal and external work placements
- Set appropriate targets for all external work experience placements
- Undertake observations of staff supporting work experience placements
- To develop proactive working systems to support Work Experience activities.
- To maintain accurate database of work experience contacts.
- To co-ordinate and prepare individual learners' for their Work Experiences both inside and outside of Treloar's. This will include supporting the completion of required paperwork in preparation for work placement visits and work with Transition team, students and the MDT to gain the information to lead on and coordinate work experience for students.
- To adhere to the school and college work experience policy and procedure, including the completion of appropriate paperwork such as work experience profiles
- To actively find, nurture and maintain links with Work Experience providers. To develop further opportunities and contacts and distribute this information as effectively as possible for use by learners and staff.
- To attend meetings and work with the Transition Team to ensure that the learners person centred plans are used to inform work placements and transition plans and underpin the learners' long term goals.
- To develop business and community contacts and networks and develop a range of placements within and outside the Treloar Community in a range of different formats to meet the needs of their student group.
- To complete observations in the workplace and provide these to the Head of Quality
- To oversee internal work experience for the school and college
- To provide statistics to the Progress and Transition Manager on a termly basis and ensure the work experience database is updated
- To write an annual report relating to work experience and Internships
- To work with interns for 6 months after they leave to support them to make employment links in local area

General

- Work in partnership with the internal staff.
- To work with the Transition Manager to develop, maintain and updated a clear and central monitoring and evaluation system of all student internal and external work placements and activities.
- To be jointly responsible for the menu of Work Experience activities and optimise a range of internal activities which are available in collaboration with others.
- Contribute to report processes for learners.
- Maximise opportunities for Work Experience placements with external businesses.
- Ensure all learners taking part in a work activity have been prepared for the activity, learning and recording opportunities explained and de-briefing exercises put in place.
- Use feedback from learners, employees and placement staff to inform the Transition Plans and produce appropriate recommendations.
- Write reports as requested by senior management team.
- Co-ordinate personnel to support learners within the Work experience environment.

Other

- To Support the Trust in safeguarding and protecting the welfare of all learners.
- To comply with policies and procedures relating to safeguarding, health and safety, equality and diversity, confidentiality and data protection, reporting concerns to an appropriate person.
- To maintain and develop own professional knowledge and awareness.
- To undertake any other such duties or general tasks and hours of work as may reasonably be required and any other responsibilities, which may from time to time, be delegated by your manager.
- A job description is not a rigid or inflexible document but acts to provide guidelines to the duties expected while in the post.
- This job description will be reviewed and amended in the light of changing professional demands.

Treloar Trust
HR Department
July 2024

PERSON SPECIFICATION – Employability Coordinator

MINIMUM	DESIRABLE
<p>Qualifications</p> <ol style="list-style-type: none"> 1. Good general education to Level 3 or above. 2. Level 2 qualification in Numeracy and Literacy (or commitment to achieve). 3. Job Coach or similar qualification (or commitment to achieve). 	<ol style="list-style-type: none"> 1. Professional qualification - in related area e.g. Job Coach
<p>Knowledge and Experience</p> <ol style="list-style-type: none"> 1. Knowledge and Experience of finding work placement for learners 2. Knowledge of current best practice for work experience in line with current legislation/guidance 3. Experience of working and understanding the needs of young people with a physical disability Good understanding the need for confidentiality 4. Must have experience of prioritising own workload 5. Experience of engaging with employers to create work experience opportunities for young people with physical disabilities 6. Experience of completing risk assessments Experience of keeping databases updated 7. Experience of leading/coordinating work experience placements 8. Awareness of best transition practices 	<ol style="list-style-type: none"> 2. Experience of handling confidential information
<p>Skills and Abilities</p> <p>Ability to positively influence and persuade people Resourceful Excellent report writing skills Willing to learn new skills and continually develop in the role by networking and understanding of ongoing changes in this area within local authorities. Able to work on own initiative and lead meetings Excellent organisational and communication skills Able to communicate effectively with a wide range of people internally and externally Ability to understand how to meet the needs of learners Able to lead in group activities</p>	<ol style="list-style-type: none"> 1. Negotiating skills 2. Trained job coach

<p>Personal Qualities</p> <ol style="list-style-type: none"> 1. Ability to deal with people at all levels 2. Diplomatic and sensitive 3. Ability to work with colleagues in many different disciplines 4. Inter-personal understanding- actively responds to the feelings and concerns of others 5. Initiative – must be able to work without close supervision 	<ol style="list-style-type: none"> 1. Smart appearance
<p>Personal Circumstances</p> <ol style="list-style-type: none"> 1. Ability to work flexible and occasionally unsociable hours 	<ol style="list-style-type: none"> 1. Car or access to a car and driver / transport
<p>Physical Requirements</p> <ol style="list-style-type: none"> 1. Good general health and ability to visit various locations eternally 	
<p><u>TRELOAR TRUST IS COMMITTED</u> <u>TO SAFEGUARDING CHILDREN AND YOUNG PEOPLE</u> All successful candidates will be subject to a Disclosure and Barring Service Check along with other relevant employment checks</p>	

BOTH THE JOB DESCRIPTION AND THE PERSON SPECIFICATION ARE SUBJECT TO THE TRUST'S EQUAL OPPORTUNITIES POLICY