

TEAM MEMBER ROLE PROFILE – April 2021

Title Level Reports to	Supported Studies Employment Coach NT4 AAM Supported Studies	Business: Harlow College Location: Harlow, Essex Department/Academy: Supported studies		
ROLE IN CONTEXT	ROLE IN ACTION	NEED TO KNOW	NEED TO BE	
<p>Context</p> <p>1. Success To be part of a forward looking FE college, currently a sector leader for student success and value added. We aim to provide our students with “more than a qualification”, providing them with the skills to achieve 1st class destinations and employment.</p> <p>2. Culture To contribute to a results driven operation in a fast paced culture where flexibility, hard work and change are the norm and our core values are:</p> <ul style="list-style-type: none"> • Students at the Heart • Work hard, work together • Be your best, be your future • Always be Innovative and Enterprising <p>3. People Individuals not numbers, we believe all our people, both staff and students, have the potential to succeed in whatever they set their minds to and, at Harlow College, everything we do is about getting them there.</p> <p>Purpose and Dimensions</p> <p>1. Job Purpose To support learners with learning difficulties and/or disabilities developing skills to enable them to progress to work placement and possible employment.</p> <p>2. Function's Strategy Contribute to the function's strategy which is part of the Teaching and Learning Strategy</p> <p>Part of a team responsible for the delivery of the College's teaching, learning and assessment strategy and 3 year strategic plan</p> <p>3. Key Partners/Relationships: ALS team Progression and Placement Officers Employers Business Development Team Parents/carers Local Authority Referring agents</p>	<p>Core Areas of Responsibility</p> <ol style="list-style-type: none"> To support the development of learners' employability skills by agreeing a plan of support and providing appropriate personal and physical support as necessary in a range of contexts To empower learners to work independently and to integrate with other colleagues in the work place/ learners and staff at college To provide travel and route planning training for learners to enable independent travel to work placements To support learners and maintain a safe learning environment where ever learning may take place – either on site or off campus and on occasions across the whole college working week Complete written reports on learner progress and maintain other appropriate learner records as required Contribute towards the development and maintenance of a sound customer base for employers in the locality Develop effective working relationships with employers and other relevant staff from work placements To act as an advocate for the learner as and when required To take responsibility for promoting and safeguarding the welfare of vulnerable adults and young persons you are responsible for, or come into contact with To attend team meetings and staff development activities as required To adhere to and implement the policies and procedures of the college <p>Critical Success Factors</p> <ol style="list-style-type: none"> Timely completion of all paperwork, especially time sheets, logs and action plans To ensure all activities are recorded in accordance with academy requirements To comply with safeguarding and health and safety legislation Achievement of college placement targets and personal appraisal targets Students with additional support needs achieve their work placement targets Create and maintain excellent, effective working relationships internally and externally with college partners and agencies Promotion of equality of opportunity 	<p>Organisational Capabilities</p> <ol style="list-style-type: none"> Ability to work to the standards and set procedures that come with the necessary scrutiny when working in the public sector but in optimum resource efficient ways so as to minimise delays and over-administration Achieves maximum benefit from limited resources Quickly adapts to change and sees it as an organisational 'norm' <p>Be the Expert (technical knowledge, qualifications, experience, occupational competence & requirements, etc)</p> <ol style="list-style-type: none"> Educated to level 2, preferably level 3, including English and maths at level 2 or above Experience of working with learners with learning difficulties and disabilities Ability to support learners in job search and employability skills Experience of recruitment and relationship building with employers using social media Able to understand and utilise digital technology Good communication skills and interpersonal skills Excellent organisational skills Ability to work under pressure and meet deadlines whilst maintaining good mental stability and resilience Ability to work as part of a team A flexible attitude with the ability to accept and implement change Time management and problem solving skills using own initiative 	<p>Competencies (core for all HC team members)</p> <p>1. Learning Orientated</p> <ul style="list-style-type: none"> ➤ Seeks feedback on their own performance from a variety of sources ➤ Shares learning with others ➤ Engages in development activities and achieves tangible progression ➤ Actively seeks to increase/improve knowledge and skills <p>2. Results Focused</p> <ul style="list-style-type: none"> ➤ Meets targets and job related outputs ➤ Remains focused on the priorities and delivers them relentlessly despite issues that may arise ➤ Resolves issues that affect targets being met <p>3. Quality Minded</p> <ul style="list-style-type: none"> ➤ Can evidence their contribution to the college's Quality Improvement cycle (e.g., SAR/QIP) ➤ Seeks ways to continuously improve the service/productivity of their working area ➤ Notices quality performance in others and offers feedback accordingly <p>Role Competencies (specific to role)</p> <p>1. People Performance</p> <ul style="list-style-type: none"> ➤ Effective coach and developer of people <p>2. Learning Orientated</p> <ul style="list-style-type: none"> ➤ Reviews activities/projects and identifies what worked well and what could be improved <p>3. Communicates with Impact</p> <ul style="list-style-type: none"> ➤ Builds positive relationships within and beyond own working area ➤ Communicates clearly (written and oral) ➤ Adapts style appropriately to suit the audience 	

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