

**Job Description & Person Specification**

<b>Post Title:</b>	Social Skills Coach	<b>Department:</b>	Learning Support
<b>Location:</b>	Bournemouth & Poole All Sites	<b>Contract type:</b>	Permanent
<b>Hours per week:</b>	37 hours per week	<b>Weeks per year:</b>	Term time only 38 weeks per year
<b>Scale:</b>	Scale 4 PT 21	<b>Salary:</b>	£19,978 Pro Rata
<b>Reports to:</b>	Learning Support Specialist Coordinator		

<b>1.</b>	<b>Department Overview</b>
	We are a well-established and responsive Learning Support team which forms part of the Student Experience Directorate at Bournemouth & Poole College. This large team of dedicated and experienced professionals work both with the wider college as well as external professionals to ensure that all young people have the best learning environment to allow them to achieve and develop to their fullest potential. With a wide range of support available, we aim to deliver a student-centred approach that is flexible to meet individual needs while promoting independence in preparation for the world of employment.
<b>2.</b>	<b>Purpose of the Role</b>
	<ul style="list-style-type: none"> <li>To provide comprehensive and dynamic cross-college support focused on improving the social skills and emotional health of high-needs students that have identified social, emotional and mental health difficulties (SEMH)</li> <li>Promote and develop expertise of all staff within the college through training, staff guidance and role modelling</li> </ul>
<b>3.</b>	<b>Key Accountabilities &amp; Duties</b>
	<ul style="list-style-type: none"> <li>Take responsibility for managing a caseload of students that have identified SEMH needs as detailed in their Education, Health and Care Plans (EHCP)</li> <li>Provide high quality support to young people and adults with SEMH difficulties, through initial assessments, annual reviews, transition support, individual and group interventions</li> <li>To ensure interventions meet the SEMH provision and outcomes stated in students' Education, Health and Care Plans (EHCPs)</li> <li>Work collaboratively with all colleagues to support and provide advice regarding complex needs, using a multi-disciplinary approach to ensure feedback is provided regarding student progress and personal development</li> <li>Liaise with all professionals and relatives as appropriate to ensure best practice in co-production of student support plans</li> <li>Provide professional input to consultation responses for relevant prospective students</li> <li>Keep accurate and timely records, following agreed formats and using college systems</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute to and deliver staff training (including induction training and workshops)</li> <li>• Liaise with local professional SEMH networks to maximise use of relevant professional networks, resources and training</li> <li>• Recognise own professional boundaries and seek advice and support as necessary</li> <li>• Always act in a way that ensures the respect, dignity and right to privacy of students</li> <li>• Uphold and promote the College’s vision, values and mission</li> <li>• Ensure compliance with all college policies and procedures, as well as relevant professional standards and SEN code of practice</li> <li>• Participate in the College’s appraisal process and undertaking any training as appropriate</li> <li>• To attend all relevant departmental, team and 1-1 meetings as required</li> <li>• Taking responsibility to ensure the health and safety of self and others</li> <li>• Actively support and promote a culture of equal opportunities, transparency and accountability</li> <li>• To assist the wider student experience team with new and ongoing projects and health promotion campaigns</li> <li>• To work collaboratively and positively as part of the wider team and provide cover for other members of the team, as required; Contributing to a highly effective and responsive support team</li> <li>• Maintain continuous professional development to support best practice</li> <li>• To represent the college at open events and transition activities in the local area</li> </ul> <p><b>*The above list of duties is not exhaustive and is subject to change. The post holder may be required to undertake other duties within the scope and grading of the post</b></p>
<b>4.</b>	<b>Equal Opportunities</b>
	<p>The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors.</p>
<b>5.</b>	<b>Safeguarding</b>
	<p>The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. The successful applicant will be required to undertake appropriate safeguarding checks as well as providing proof of right to work in the UK.</p>
<b>6.</b>	<b>Further Information</b>
	<p>This Job Description and Person Specification are current as at <b>May 2020</b>. In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please consult your Line Manager directly. A copy of this Job Description and Person Specification is held with Human Resources</p>

## Person Specification

Criteria	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge and understanding of social, emotional and mental health support needs of young people who have learning difficulties/disabilities</li> <li>• Ability to relate to and motivate young people and staff from diverse backgrounds</li> <li>• A broad knowledge of the issues facing young people in post-16 education</li> <li>• Knowledge of external support services</li> </ul>	<ul style="list-style-type: none"> <li>• Experience working within a health, local authority or FE college setting</li> <li>• Knowledge of the SEN Code of Practice</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent experience of designing and delivering interventions to meet SEMH needs of young people</li> <li>• Experience of working as an effective member of a team within an education setting</li> <li>• Experience of advocating on behalf of others to ensure positive outcomes</li> <li>• Experience in liaising effectively with colleagues and external agencies</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of using IT packages including word-processing, spread sheets and databases.</li> <li>• Experience of designing specific social skills programmes to meet EHCP outcomes</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate effectively with a range of students and staff both on an individual basis and in group settings</li> <li>• Advanced and demonstrable skills in empathy, understanding and listening</li> <li>• Ability to develop and deliver person-centred interventions and approaches</li> <li>• Experience of providing support, training and guidance for colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to produce clear and accurate statistical and written reports to agreed deadlines</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Able to work under pressure and manage a challenging case load</li> <li>• Highly resilient and proactive</li> <li>• High level and effective communication skills, with ability to communicate with staff and students at all levels</li> <li>• Committed to the development of young people who have a wide range of needs</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to work unsupervised and on own initiative</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Level 2 in English and Maths</li> <li>• A relevant Level 3 qualification eg Psychology/Youth work/Social care</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Level 4/5 qualification</li> </ul>
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• To travel between all College sites</li> <li>• Ability to work within College policies</li> </ul>	