

Supported Internship Job Coach Job Description

Date last reviewed – April 2026

Position: Job Coach

Grade: NJC Grade 7 (£29,540 to £32,061)

Hours: 35 Hours per week. Term time only.

8.30am to 4.00pm Monday to Friday including unpaid 30 minute lunch break.

In some circumstances, these hours and days of work can be reduced / varied by agreement with the Headteacher and Governing Body, if the needs of the pupils and school can still be met.

General Details:

The details of your general duties are set out in this job description but actual duties will vary in accordance with the age and needs of the pupils, alumni and young people with disabilities.

The days of work through the year are to be agreed with the Headteacher / Governing Body.

It is expected that you will adhere to professional standards and school policy and procedures at all times.

Relationships:

The post holder will have a direct or indirect accountability to the school governing body, Head Teacher, The Supported Internship Facilitator, and the Careers Leader as appropriate to their specialist role as Job Coach.

They will also work with the Woodlands Meed and WSCC Adult Service Supported Internship team.

They will network, build and maintain relationships with the interns and their families, employers, and transitional organisations.

Job Purpose:

The Job Coach plays a central role in delivering high-quality, work-based support to individuals participating in the Woodlands Meed WSCC Adult Learning Service Supported Internship Programme. The primary purpose of the role is to enable young people with disabilities to thrive in their work placements by helping them learn to perform their duties accurately, efficiently and safely. This includes providing tailored, on-the-job coaching and applying the values, ethics and standards of supported employment throughout all interactions.

A key part of the role is to build and maintain a positive, productive relationship between the intern and the employer. By fostering clear communication, mutual understanding and appropriate workplace adjustments, the Job Coach supports both parties to work effectively together. The ultimate aim is to empower the intern to develop the skills, confidence and independence needed to secure paid employment at the end of the placement. The Job Coach will also be the first point of contact for the intern's family.

Tasks and Accountabilities:

Direct Support to Interns in the Workplace

- Deliver structured, on-the-job coaching to help interns learn workplace tasks accurately, efficiently and safely.
- Break down tasks into manageable steps and use appropriate strategies such as modelling, prompting and fading.
- Support interns to develop essential workplace behaviours including communication, timekeeping, problem-solving and teamwork.
- Promote independence by gradually reducing support as skills and confidence increase.
- Monitor progress and adapt coaching approaches to meet individual learning needs.
- Provide travel training support where required to ensure safe and reliable access to work.

Classroom-Based Support

- Support interns during classroom sessions delivered as part of the Supported Internship Programme.
- Reinforce learning from classroom activities, helping interns apply skills such as communication, employability, numeracy and digital literacy.
- Assist the tutor in managing the learning environment and ensuring all interns can participate fully.
- Provide differentiated support to meet individual learning needs, including use of visual aids, simplified instructions or alternative formats.
- Encourage positive behaviour, engagement and confidence within the classroom setting.
- Help interns link classroom learning to their workplace tasks and long-term employment goals.

Employer Engagement and Workplace Liaison

- Build and maintain positive working relationships with employers, supervisors and colleagues.
- Identify and negotiate reasonable adjustments to enable interns to perform effectively.
- Offer employers guidance on disability awareness, inclusive practice and communication strategies.
- Act as the main point of daily contact for any issues, concerns or feedback during the placement.
- Facilitate regular review meetings between the intern, employer and programme team.

Job Matching and Placement Preparation

- Assess interns' strengths, interests, aspirations and support needs to identify suitable job roles.
- Help match interns to appropriate placements that align with their employment goals.
- Prepare interns for workplace expectations, routines, dress code and culture.
- Conduct workplace assessments to understand job demands and identify potential barriers.

Monitoring, Reporting and Administration

- Maintain accurate and up-to-date records of support provided, progress made and any incidents.
- Develop and review individual action plans with clear goals and milestones.
- Produce written reports for internal reviews, employer meetings and programme evaluations.
- Track outcomes including skill development, independence levels and employment readiness.

Safeguarding, Health and Safety

- Ensure interns work safely and follow employer policies and risk assessments.
- Identify and report safeguarding concerns in line with organisational procedures.
- Promote safe working practices and support interns to understand workplace hazards.
- Contribute to risk assessments and implement agreed control measures.

Pathway to Paid Employment

- Support interns to build the skills and confidence needed to transition into paid work.
- Assist with job applications, CV development, interview preparation and job search activities.
- Advocate for interns with employers to secure paid roles where appropriate.

Professional Conduct and Continuous Improvement

- Work in line with the values and ethics of supported employment, promoting dignity, choice and inclusion.
- Participate in ongoing training and professional development.
- Collaborate with colleagues to share insights and contribute to programme development.
- Reflect on practice and seek feedback to continually improve the quality of support.

Other Duties:

Contribute to wider college life and participate in Woodlands Meed community events

The post holder will be expected to undertake other duties, commensurate with the post, which your direct line managers or members of the Leadership Team may reasonably and occasionally require. Transporting pupils, may be required to use your own vehicle for this.

Voluntary Tasks:

Minibus driving.

Explanatory Notes:

Woodlands Meed School offers all staff Professional Development Reviews with an agreed line manager. The main aim of this is to identify areas of success and for professional development / individual training needs. These PDRs will be scheduled annually as a minimum requirement, but ideally there should be a termly meeting and regular informal discussion.

This job description and allocation of responsibilities may be reviewed and amended following consultation. Such a review will take place as part of the Professional Development Review cycle and at any other time on request.

Agreed Job Description:

Signed: _____ Date: _____

Signed: *Headteacher* Date: _____

Signed: *Agreed Reviewer on
appointment* Date: _____

*Agreed Reviewer may be changed at a later date

Qualification and Training	Essential	Desirable
Good general standard of education Qualifications to GCSE particularly in English and Mathematics (Grade C/4 or above) or equivalent		x
Willingness to undertake both on and off the job training as and when deemed necessary.		x
Supported employment trained		x
Full clean driving licence and own vehicle	x	
Knowledge and skills and experience	Essential	Desirable
Experience of working with children and young people aged 16-25 with special educational needs	x	
Understanding of the Supported Employment model, including values, ethics and best practice.		x
Full clean driving licence and access to own vehicle	x	
Awareness of barriers to employment and how to remove or reduce them.		x
Understanding of reasonable adjustments and inclusive workplace practices.		x
Competence in using IT systems, including email, digital learning tools and case-management software.	x	
Ability to build effective working relationships with young people and other stakeholders	x	
Understanding of the local employment market		x
Understanding of health and safety in the workplace.		x
Keep accurate records and share appropriately.	x	
Interpersonal and Communication Skills	Essential	Desirable
Ability to teach practical tasks step-by-step in real work environments.	x	
Strong communication skills, adapting language and style to individual needs.	x	
Skilled in building confidence, motivation and independence in young people.	x	
Ability to manage behaviour positively and encourage engagement in classroom sessions.	x	
Strong interpersonal skills to develop effective partnerships with employers.	x	
Skilled in liaising with tutors, families and professionals to coordinate support.	x	
Relationship-Building		
Ability to build trusting, supportive relationships with interns.	x	
Ability to work in a team	x	

