

JOB DESCRIPTION

JOB TITLE: Project SEARCH Facilitator

REPORTS TO: SENDCO

RESPONSIBLE FOR: Project SEARCH Job Coach

WORK PATTERN: Full Time, 41 Weeks (equating to term time plus 2 weeks)

CONTRACT: Fixed Term until 31st July 2027 (to be reviewed at this point)

EVALUATED SALARY: Spine Point 19 £35,158pa FTE

Your principal place of work will be the Project SEARCH host employer's premises, Scunthorpe Central Library. However, you may be required to work on either a temporary or an indefinite basis at college premises as required.

Purpose of the Role

- To coordinate the delivery of a transition to work programme for young adults with a learning disability based at Scunthorpe Central Library, representing and promoting the college within North Lincolnshire Council.
- To identify a student's strengths, interests, and abilities related to skill acquisition, job development and employment.
- To deliver an employability curriculum whilst embedding Maths and English and use job coaching techniques to support young people's development towards employability.
- To seek appropriate employment consistent with the student's interests and skills and to work with our Project SEARCH Employment Partner North Lincolnshire Council, local business and industry to meet their employment needs.
- To determine and refer young people on the programme to appropriate support services for training and successful employment.

Key Responsibilities:

SKILLS DELIVERY & LEARNING

- Work with North Lincolnshire Council to identify internship sites within the host business so that students can participate in a variety of work experiences to build

marketable, competitive skills leading to employment.

- Develop opportunities that will increase job specific skills, work quality and productivity.
- Plan with students, families, and support services to determine career interests, specific job preferences (hours, location, etc.), skills and abilities to develop an individualised approach to employment.
- Support learners on the ProjectSEARCH pathway to gain sustained employment through skills delivery, exposure to job opportunities and employment plans.
- Perform specific workplace analysis, job analysis, task analysis, and job matching activities
- Provide a generic design for reasonable adjustments needed in the workplace, to be implemented across the whole host business. (eg signs on filing cabinets, pictorial instruction manuals)
- Identify and create solutions for behavioural habits that may interfere with gaining and maintaining employment
- Teach employability skills such as communication, problem solving, teamwork, grooming, budgeting and self advocacy, utilising ProjectSEARCH curriculum resources.
- Monitor and record daily attendance at work sites; teach students to inform departments independently of their absence or lateness
- Maintain student learning plans, setting appropriate long-term goals and short-term targets with students based on participation, skill development, attitude, etc. Review ILPs regularly and record progress.
- Assess students on a daily/weekly basis and layer on additional skills.
- Coordinate travel training (when appropriate) on public transport or teach students to be able to access private transport independently
- Develop Personal Profiles with each student to include evidencing of skills attained, letter of recommendations from internship sites, etc.

COMMUNICATION & ADMINISTRATION

- Attend appropriate Project SEARCH team meetings and faculty meetings.
- Plan and implement twice termly employment planning meetings for each student participant with appropriate parties including adult services representatives and

parent/career/keyworker.

- Communicate about internship rotations with other Project SEARCH team members
- Schedule, plan and implement monthly written communication with parents and other parties.
- Schedule, plan and implement Open Houses to publicise the program and recruit potential students, in liaison with other college staff.
- Communicate regularly with SENDCO, business liaison and job coach regarding student progress and issues and coordinate the operational meetings on site to discuss issues
- Ensure that learners are inducted and enrolled and their progress is properly recorded
- Ensure details of attendance, punctuality and absence are accurately recorded in college registers.
- Ensure student information is correctly established including learning aims, achievement and changes to learner information including learner withdraw, transfer and programme completion utilising college systems.
- Collect data on student outcomes including jobs gained, wages, hours worked per weeks, benefits taken, etc, in line with college systems and Project SEARCH requirements.
- Organise the agenda with the Business Liaison lead for the steering group meetings and produce minutes/action notes for the meeting.

PROFESSIONAL DEVELOPMENT

- Participate in CPD relevant to your current role, as identified through the PPR process, in order to update your knowledge of your subject both practical and theory.
- Reflect critically on your own delivery, materials and strategies used and how your own performance can be improved.
- Discuss annually and through termly reviews at your Appraisal Meetings how your performance can be improved and where appropriate agree what actions can be taken for further improvement

MANAGEMENT

- Coordinate, alongside North Lincolnshire Council, internal rotation opportunities within the host business and resulting reasonable adjustments, and necessary job support for students.
- Coordinate job trainer/coach activities.
- Coordinate and contribute to the submission of 'Access to Work' funding streams.
- Contribute to Educational Health Care Plan (EHCP) reviews for learners based on the Project SEARCH pathway, as appropriate.
- Develop celebration events to celebrate learner success, coordinating with parents, college staff, host business and other key stakeholders.
- Work with the SENDCO to develop links with other agencies to ensure effective transition from college to work or from current placement to successful community employment.
- Work with the SENDCO to refer students to appropriate agencies for further support related to successful employment.

OTHER

- Apply and understand the policies and working practices, aims and objectives, and the mission statement of the College and assist faculty managers in creating and constructing new practices and policies
- Be responsible for maintaining the definitive course file for Project SEARCH.
- Undertake such other duties as may reasonably be required of you commensurate with your role

Person Specification:

Qualifications & Awards	Essential	Desirable	Tested
Level 3 qualification or higher in education, training, youth work, or a related field	✓		C
Evidence of recent and relevant CPD (e.g. SEND, employability, supported internships)	✓		C, A, I
Level 2 (or equivalent) qualifications in English & Maths	✓		C
Specialist training in supported employment or job coaching models		✓	A, I
First Aid, Safeguarding, or Mental Health First Aid qualification		✓	C, A, I
Knowledge & Understanding			
Awareness of SEND Code of Practice & Supported Internships	✓		A, I
Good working knowledge of EHCPs	✓		A, I
Understanding of the barriers faced by learners with SEND in employments	✓		A, I
Knowledge of reasonable adjustments and inclusive workplace practices	✓		A, I
Awareness of safeguarding responsibilities and protocols	✓		A, I
Familiarity with funding streams such as Access to Work		✓	
Familiarity with employability frameworks or internship models (e.g. Project SEARCH)		✓	A, I
Understanding of post-16 SEND policy		✓	A, I
Experience			
Experience of working with Learners with Learning Difficulties or Disabilities	✓		A, I
Experience delivering or coordinating employability/life skills programmes	✓		A, I
Experience liaising with external partners (e.g. employers, local authorities, services)	✓		A, I
Experience managing or coordinating support staff (e.g. Job Coaches)		✓	A, I
Experience contributing to EHCP reviews or managing support plans		✓	A, I

Skills & Attributes			
Excellent interpersonal and relationship-building skills	✓		A, I, R
Ability to motivate and support young adults towards independence and employment	✓		A, I, R
Strong organisational skills, including documentation and progress tracking	✓		A, I, R
Proficient use of digital systems for reporting, communication and record-keeping	✓		A, I, R
Adaptable communication style to meet a range of learning needs	✓		A, I, R
Strong problem-solving and initiative when working independently	✓		A, I, R
Other Requirements			
Commitment to continuous professional development	✓		A, I
Commitment to inclusive education and supporting learners with SEND	✓		A, I
Willingness to work primarily in an external business environment	✓		A, I
Ability to work flexibility and maintain communication with college line management	✓		A, I, R
Full UK driving licence or the ability to travel between the workplace and college if required		✓	C, A

The Person Specification details the principal skills and personal attributes the post holder must possess and actively demonstrate in order to effectively fulfil the role. The criteria are ranked as 'Essential' and 'Desirable' and your application form should demonstrate how you meet each individual criterion and possess the key skills relevant to the job.

The ranking of criteria on the employee specification can be explained as follows:

Essential - The successful candidate must meet the Essential criteria in full on the first day of commencing in post, in order to be able to effectively fulfil the role to which he/she has been appointed.

Desirable - The post holder needs to meet the Desirable criteria to fulfil the role on a longer term, permanent basis. The successful candidate would be expected to develop his/her skills and knowledge within an agreed timescale (usually within six to twelve months of his/her start date) to meet the Desirable criteria in full, if they are unable to demonstrate they meet these criteria at short-listing and interview stage.

Criteria will be measured through a number of methods, the key to which is as follows:

A = Application

I = Interview

T = Test

C = Certificates

R = References

DBS = Disclosure & Barring Service

These letters are used in the 'Assessment Method(s)' column on the employee specification to identify to you the combination of methods we will use to assess you against the requirements of the position for which you are applying. In the first instance your application form will be used to determine the extent to which you meet the criteria for the role and will inform our short-listing decisions.

Where criteria are to be identified through the Interview and/or Test(s), these may involve scenario based or hypothetical questions and a combination of written exercises, literacy and/or numeracy assessments, presentations, and any other practical assessments relevant to the role.