

# Ruskin Mill Trust (the Trust)

## Job Description

<b>Position:</b>	Job Coach/Travel Trainer
<b>Post Reference No:</b>	RMT10012
<b>Field of Practice:</b>	Field 2 (Practical Skills)
<b>Grade:</b>	5
<b>Responsible to:</b>	Assistant College Principal (Student Journey (PSTE))
<b>Location:</b>	Glasshouse College, Argent College

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### Job Purpose

To support students on both internal and external work placement opportunities which will include responsibility and training in respect of travel arrangements to and from work placements.

To play an integral role in supporting placements, building relationships with employers and key staff within internal and external work placement organisations.

To support students to access placements that enhance their learning experience.

To provide opportunities for independent employment by way of experiential learning within the placement setting.

The post holder will be expected to embrace, articulate and work with the Trust's objectives, vision, values, purpose and method, ensuring that the Trust's paradigm of biodynamic agriculture, Anthroposophical medicine and practical skills education, which is informed by Steiner Education, is maintained, implemented and integrated within the provision of the College.

The post holder is to contribute to the whole life of the College and Trust, always remembering that our core purpose is to improve the education and lives of the young people at the College.

You will be required to carry out your duties at all College premises, some of which are located a distance from the main College sites and at such other places as the Trust may reasonably require.

The post holder will be expected to travel on an occasional basis between the Trust's sites, and to and from other places as the Trust may reasonably require.

Early morning, evening and weekend working may be required to meet the demands of the business.

### Corporate Contribution

The post holder will be expected to contribute as required and uphold the aims, objectives and commitments of Ruskin Mill Trust.

## **Main Duties**

1. To have a good knowledge of the purpose of the 'third stage' of the PSTE curriculum in its intention to help students realise their potential within the community in an outward facing capacity.
2. To help to equip students with the skills needed for work through structured learning in the workplace.
3. To work closely with students to develop their capacity to be 'outward facing' towards community.
4. To support students to develop independent working skills that allow them to be "work ready".
5. To identify and implement adjustments to minimise or remove any barriers to learning within the work placement setting.
6. To travel with students to placement via public transport, car or walking.
7. To communicate regularly to the Education, Health and Care Manager in developing each student's capacity to work within the community.
8. To develop and coordinate a programme of work experience both internally and externally within the catering operation of the college to include supported internships as and where appropriate.
9. To assist students in improving their functional skills in relation to work place activities.
10. To work with students to improve their interface with the community and improve their employability skills.
13. To ensure compliance with all other relevant policies, including Manual Handling, Health & Safety and Food Hygiene, in those areas under jurisdiction; to include:
  - i. Regular monitoring and review of potential hazards and risk assessments
  - ii. First Aid procedures and equipment
  - iii. Fire Precaution and equipment
  - iv. Manual Handling assessments
  - v. COSHH regulations and assessments
14. To comply with the Trust's Manual Handling Policy and Practice.

## **General**

1. To share the Trust's commitment for promoting and safeguarding the welfare of students.
2. To be responsible for promoting and safeguarding the welfare of students, children and vulnerable adults that you come into contact with.

3. To carry out the above duties in accordance with the Trust's Health and Safety Policy.
4. To actively support and promote equality and diversity throughout the Trust.
5. To work co-operatively with other staff within the Trust.
6. To work with students as and when required.
7. To deliver training or development opportunities as required.
8. To maintain a 'duty of candour' and to be open and honest at all times, ensuring that concerns are raised promptly through the appropriate management routes.
9. To comply with all the policies and procedures of the Trust as contained in the booklet entitled "Ruskin Mill Trust - Student Protection Policies".
10. To maintain exemplary standards of professionalism, honesty and respect at all times, and not abuse the privilege of access to confidential information.
11. To be responsible for the care and development for your working area.
12. To attend meetings and supervision as required.
13. To undertake training and development as required by the Trust and the Hiram Education and Research Team. To be committed to professional self-development, through participation in-service training as necessary for the successful carrying out the role.
14. To undertake work related continued professional development (CPD) as required by the post.
15. May, from time to time be required to work additional hours as shall be reasonably necessary to discharge properly your duties and responsibilities outlined in this job description.
16. To undertake any other duties appropriate to this level of post which will evolve as the job progresses until the job description is reviewed.

### **Staff Management and Supervision**

The Job Coach/Travel Trainer has no direct line management or supervision responsibility but may be required to line manage designated staff from time to time as required.

### **Liaison**

To liaise with all staff employed by the Trust, professional bodies, external consultants, and any outside bodies as and when required.

## **Job Revision**

This job description should be regarded as a guide to the duties required and is not definitive or restrictive in any way. The duties of the post may be varied from time to time in response to changing circumstances. This job description does not form part of the contract of employment.

Where the post holder is disabled or becomes disabled every effort will be made to supply all necessary aids, adaptations or equipment to allow them to carry out all the duties of the job. If, however, a certain task proves to be unachievable job redesign will be given full consideration.

## Position: Job Coach/Travel Trainer

The following are the criteria that will be used for Shortlisting

### Experience, Knowledge and Skills:

- A team player with experience of working with young people with SEND.
- Excellent interpersonal, customer service and relationship building skills.
- Have the ability to build highly effective and productive relationships both internally and externally with employers and other key stakeholders.
- Flexible approach to work and working environment/s.
- Knowledge of Rudolf Steiner Holistic Education with particular reference to the works and insights of John Ruskin and William Morris.
- Adaptable and shows initiative.
- High level of personal resilience.
- Full Driving licence.

Once appointed, the post-holder must complete the following trainings and qualifications within the timescales set

Training or Qualification	Name	Timescales for completion	Length of programme
Qualifications / Training	Introduction to Practical Skills Therapeutic Education	Within 12 months of commencing role	Up to 12 months
	Management of Actual and Potential Aggression	first available opportunity	1 day
	PREVENT training	Within 3 months of commencing role	Online about 1 hour
	Safeguarding Internal Policies and Procedures	Within 3 months of commencing role	2 hours
	Equality and Diversity	Within 3 months of commencing role	2 hours