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right choice



Job description

Job title:	Skills Coach
Reports to:	
Directorate:	ICP
Job family:	Mencap Training Academy
Location:	
Role specific requirements:	Willingness to travel to various locations

Purpose of the role:

The Skills Coach is central to the delivery of Our Supported Internship Programme. The role supports a caseload of learners giving end to end individualised employment support. As such the Skills coach will need to be able to work independently and collaboratively with Tutors & the Employer Engagement Officer to support learners to complete all elements of the programme in line with requirements.

The post holder will be responsible for learner progression in the workplace and achieving paid outcomes for the learner. They will deliver support in various ways; 1-1 job coaching, working with learners to develop employability skills and embed English and Maths learning in the workplace. They will be responsible for ensuring that individuals develop the skills to be able to enter paid employment within targets set by Mencap and the programme.

They will give support in the classroom as needed, alongside the Tutor. There will be elements of pastoral support, and signposting to other agencies for specialist support such as social, community, benefits, health & wellbeing. They will work closely with the Tutor to ensure robust individual learner assessment processes are followed to set targets and goals. They will support with monitoring progression, collecting and inputting data as required by the programme.

They will report regularly on learner progress. They will work with their manager and colleagues to ensure regulatory (Ofsted) and funder (DFE) requirements are met.

The Skills coach will be responsible for conducting vocational profiling, careers guidance, travel training, health & safety in the workplace, job coaching, providing Access to Work

timesheets, maintain good employer relationships, & sometimes provide learning disability awareness training to employers.

The Skills coach will support the Tutor with embedding workplace learning needs in classroom sessions, agreeing ILP targets, recording and monitoring attendance, and feeding into termly reviews.

In everything they do they will act as an ambassador for Mencap and promote our values. They will establish strong working relationships with a range of stakeholders that enable Mencap to secure positive outcomes for people with a learning disability. This will include carers/parents. They will work collaboratively with other Skills Coaches in their area, sharing good practice, supporting delivery to drive efficiency and effectiveness to maximise impact.

Key responsibilities

- **Learner Progress & Documentation**
 - Ensure learners are continuously progressing towards paid employment during their time on the programme.
 - Maintain accurate records and update systems to expected standards.
 - Review and update individual plans with workplace, English, and Maths targets.
 - **Support & Coaching**
 - Deliver 1:1 job coaching and travel training.
 - Support learners on the Supported Internship programme to gain paid work.
 - Support learners to meet agreed targets in the classroom under Tutor direction.
 - Provide constructive feedback and guidance to learners.
 - Identify and support with the wellbeing concerns of your caseload
 - **Employer Engagement**
 - Generate job opportunities for your caseload by building and maintaining relationships with employers.
 - Liaise closely with the Employer Engagement Officer to ensure appropriate work placements are sourced for your caseload.
 - Ensure all reasonable adjustments are in place and reviewed regularly throughout the learners' placement.
 - Complete progress reviews with the employer in a timely manner.
 - **Collaboration & Communication**
 - Liaise with Tutors and Employer Engagement Officer on learner progress.
 - Escalate concerns around safety or progress promptly.
 - Participate in termly reviews and reflection events.
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- Work in collaboration, as a team, to meet the requirements of the programme.
 - Communicate with families, carers and all relevant agencies throughout the programme, where necessary.
 - **Assessment & Compliance**
 - Invigilate functional skills assessments as per awarding body standards.
 - Ensure workplace hours meet DFE guidelines.
 - Complete internal/external reporting and Access to Work timesheets accurately and in a timely manner, to the standard required.
 - **Safeguarding & Risk Management**
 - Follow Mencap's risk management and safeguarding procedures.
 - Recognise and report all safeguarding concerns linked to learners.
 - Report any concerns linked to staff conduct and practice to maintain a high culture of safeguarding.
 - **Professional Development**
 - Take ownership of CPD and use feedback to improve performance.
 - Participate in reflection events and contribute to programme development
 - Demonstrate flexibility, enthusiasm, and commitment to team collaboration.
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Our values



You will role model our five values in all your work activities.

Switched on about learning disability

We expect our people to be up-to-speed with the current world of learning disability, know about the challenges and realities people face and understand the impact Mencap is trying to bring about.

Collaboration

We expect people to be brilliant at collaborating across teams, functions, service types and perspectives so that people with a learning disability and their families receive the joined-up support they need. People will know and love all that Mencap does, not just the work they do.

Final comment

This job description is not exhaustive and reflects the type and range of responsibilities and outcomes associated with this role in Mencap.

Person specification

Skills & abilities	Essential/Desirable
Professional conduct and relationships	E
Effective communicator	E
Effective record keeping and reporting	E
Building positive relationships/partnerships	E
Judgement/troubleshooting skills	E
Working to targets	E
Excellent team working skills	E
Have an interest in and desire to know more about learning disability	E
Good ICT skills	E
Hold a driving licence and access to a vehicle	D
Working with Employers and Employer Engagement activity	D

Knowledge and experience	Essential/Desirable
Experience of supporting people	E
Experience of delivering against targets	E
Experience of job coaching	D
Experience of assessing and delivering functional skills qualifications	D
Experience of classroom support	D
Experience of risk management	D
Experience of case conference/caseload review	D
Experience of gathering stakeholder feedback	D
Experience of supported employment	D
Experience of IAG delivery	D
Knowledge of sector	E

Knowledge of safe working practices	E
Knowledge/Experience of Ofsted Inspections and the Education Inspection Framework	D

Qualifications	Essential/Desirable
A-C/9-4 English & Maths GCSE (or equivalent)	E
Level 3 Award in Education and Training (or equivalent)	D