

Job Description	
Job Title:	SEND Job Coach
Responsible to:	SEND & SEMH Manager
Department:	SEND & Inclusion Team
Rate of Pay:	TBD – dependant on skills, experience and qualifications
Hours:	Up to 37.5 hours per week (<i>flexible to suit the right individual</i>)

Main Duties:

Bridge Training Ltd is looking for a SEND Job Coach (Supported Internship) to join our supportive, student-centred team. This is an exciting opportunity to make a meaningful impact within a small, dedicated alternative education provider that supports young people aged 16–24 with Special Educational Needs and Disabilities (SEND) as part of their supported internship course.

We are seeking a compassionate and committed professional to work closely with learners who have an Education, Health and Care Plan (EHCP), helping them to develop the skills, confidence, and independence needed to succeed in real work environments. The SEND Job Coach will support learners throughout their supported internship, tailoring in-work support to individual needs, and working collaboratively with employers, curriculum staff, families and external partners to secure and sustain positive progression towards paid employment.

Since 1989, Bridge Training has helped young people across Gloucestershire re-engage with education and transition successfully into adulthood. Many of our learners come to us with complex barriers to learning and employment. We provide personalised study programmes, small group support, and opportunities for workplace learning that empower young people to thrive.

The SEND Job Coach will work closely with supported interns to provide **structured, responsive support before, during, and after workplace engagement**. This includes vocational profiling, role matching, in-work coaching using systematic instruction and tailored strategies and facilitating gradual independence in the workplace. The role also involves building positive relationships with host employers, enhancing their confidence and capability in supporting employees with additional needs.

Bridge Training is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.

Please note

This post is considered as Regulated Work with vulnerable children and/or protected adults; therefore, Bridge Training follow a Safer Recruitment Policy and process, **this appointment will be conditional on successful pre-employment and enhanced DBS checks. You will be required to sign up to the DBS update service (fee reimbursed).**

If you have spent more than 3 months working or living outside the UK in the last 5 years, then you will be required to present a copy of an overseas criminal record

check. Details of how to apply and contact details can be found on the GOV.UK website.

We do not accept CVs, and we do not accept CVs by post or email. All our vacancies must be applied by completing an application form via nicki.price@bridgetrainingltd.co.uk

Bridge Training Ltd is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity

Key Responsibilities

- Provide individualised job coaching and workplace support to learners with SEND and/or SEMH needs throughout their supported internship, adapting support levels as learners build confidence and competence in their roles.
- Undertake vocational profiling, job analysis and job matching to identify and secure suitable work placements that align with each learner's aspirations, skills, and support needs.
- Support learners with pre-placement preparation and induction activities, including travel support, workplace expectations, communication skills, and personal organisation.
- Provide systematic instruction and task breakdown to help learners master job tasks, building independence while using clear, structured approaches tailored to individual learning needs.
- Act as the primary link between learners, employers, curriculum staff and families/carers to ensure consistent, holistic support and effective progress monitoring.
- Work collaboratively with employers to ensure placements are inclusive and sustainable, including suggesting reasonable adjustments, explaining support strategies, and increasing employer confidence in employing people with additional needs.
- Conduct regular progress reviews with learners and employers, monitoring goals, celebrating achievements, and adjusting support plans where required.
- Provide job search support, application guidance and interview preparation for learners aiming to transition into paid employment during or after the supported internship.
- Maintain accurate records, case notes, risk assessments and reporting, ensuring compliance with provider and funding requirements.
- Contribute to the continuous development of the supported internship programme, including input into curriculum design, employer engagement strategy, and quality improvement activities.

General

- Promote a safe, respectful, and inclusive working environment for learners and staff, in line with Health & Safety regulations, the Code of Conduct, Safeguarding protocols, Data Protection (GDPR), and the Equality Policy. Ensure high standards of housekeeping are maintained throughout the provision.
- Actively participate in Bridge Training events, including parents' evenings, open days and careers events, to support learner engagement and progression.

- Demonstrate a commitment to continuous professional development by actively engaging in lifelong learning and seeking opportunities to enhance personal effectiveness and subject knowledge.
- Undertake any other reasonable duties as required, both at the primary place of work and across other Bridge Training locations. Over time, the responsibilities of this role may evolve; any changes will be made in consultation with the post holder and reflected in a revised job description. The company's appraisal process will serve as the formal mechanism for reviewing and updating this document.

The post holder will also undertake such other duties as may reasonably be required at the initial agreed place of work and other locations. In time the job may change and in consultation with the post holder, the job description will be revised and issued, as necessary. The appraisal process in place in the company will be the mechanism for instigating discussions and subsequent amendments to this document.

Benefits and Rewards

- Staff laptop
- Training and professional qualifications opportunities
- Small classes with specialist support
- Matched contribution pension scheme (Peoples Pension)
- Free on-site parking is available where space permits; however, the car park is primarily accessible at weekends
- 35 days holiday (+ bank holidays) per annum, with extra days given at Christmas.
- Free monthly car washing service
- Christmas and Easter closure period
- Team building events & paid Christmas Lunch
- Free and confidential advice, information, and counselling service
- Family friendly policies including compassionate leave, doctors and dental appointments.

Person Specification

Essential

- Experience of working with young people or adults with SEND, including learners with EHCPs and/or SEMH needs, in an education, training, employment or support setting.
- A strong understanding of the barriers faced by learners with SEND in the workplace, and the ability to provide tailored, person-centred support.
- Ability to provide practical, in-work support and coaching, including breaking down tasks, modelling behaviours, and gradually reducing support to build independence.
- Experience of building positive, professional relationships with learners, employers, colleagues and external stakeholders.
- Confidence working within real work environments, supporting learners to meet workplace expectations such as timekeeping, communication, teamwork and professional behaviour.
- Ability to support learners with pre-employment preparation, including workplace readiness, travel training, confidence building and employability skills.

- Strong communication skills, with the ability to adapt communication style to meet the needs of learners with a range of additional needs.
- Ability to maintain accurate records and progress reviews, contributing to learner monitoring, EHCP outcomes and programme reporting.
- A patient, empathetic and resilient approach, with a commitment to inclusive practice, safeguarding and learner wellbeing.
- Willingness to travel to employer sites and work flexibly to meet the needs of learners and placements.

Desirable

- Previous experience working specifically as a Job Coach, Supported Internship Job Coach, Employment Support Worker or similar role.
- Experience of supporting learners on Supported Internship programmes or other work-based learning pathways for SEND learners.
- Knowledge of systematic instruction, vocational profiling, job matching or supported employment models.
- Experience of working with employers to implement reasonable adjustments and inclusive workplace practices.
- Understanding of EHCP outcomes, annual reviews and person-centred planning.
- Experience of supporting learners with SEMH needs, including emotional regulation, confidence building and positive behaviour strategies.
- Knowledge of local labour market opportunities and progression routes into paid employment for learners with SEND.
- Relevant qualifications in SEND, education, youth work, health and social care, coaching or employment support.
- Experience of working within an Independent Training Provider, FE college, local authority or supported employment service.