

# Lapwing

## **JOB DESCRIPTION**

**JOB TITLE: SKILLS AND DEVELOPMENT COACH**

**REPORTING TO: DESIGNATED SENIOR MANAGER**

## **SUMMARY OF ROLE**

To support individual students and small groups of students with complex barriers to learning to access education and develop new skills by providing bespoke coaching, mentoring and support according to their needs.

To ensure good safeguarding practice and actively promote the welfare of all students on Lapwing education programmes.

To contribute in a pro-active and positive manner to the delivery of an effective and efficient service in line with Lapwing's ethos and values.

## **GENERAL ACCOUNTABILITIES**

- To be an ambassador for Lapwing - pro-active promotion of Lapwing's services and ethos
- To be flexible, add value, go the extra mile i.e. to take on other tasks and responsibilities beyond the remit of job role
- To contribute to the development of new initiatives and policies
- To be a team player by building relationships with other team members
- To attend and contribute to team meetings and training days as and when required
- To adhere to Lapwing policies and procedures
- To promote best practice in health and safety

## **SPECIFIC RESPONSIBILITIES**

To provide a coaching and mentoring service which meets the identified needs of the individual student by assisting in organising and facilitating learning in a wide range of activities.

To develop an understanding of the particular needs of the assigned students.

To support all aspects of student well-being and development.

To contribute to student review meetings, related documentation and periodical reports as required.

To contribute to the creation and maintenance of Individual Learning Plans, risk assessments, students support plans, student profiles and other student related documentation.

To plan and prepare activities, materials and resources and contribute to the implementation of specific development programmes for students, working with and supporting colleagues as appropriate.

To actively promote a person centred approach, ensuring students remain central to all decisions regarding their development programme.

To write session plans and support the Education Team in planning session activities, materials and resources.

To systematically reflect and evaluate student learning, progress and outcomes during and following individual sessions and over time.

To contribute to student review meetings, related documentation and periodical reports as required.

To assist in the personal and social development of students, taking care of their personal and care needs where identified, within a wide range of community settings.

To collect and transport students by car to various venues in order to deliver the education programme.

To represent Lapwing effectively by communicating in a timely and appropriate manner with parents, carers and other stakeholders as and when required.

To build and maintain successful relationships with students and, where appropriate, their family, treating them consistently with respect and consideration.

To maintain an awareness of legislation and practice changes.

To promote health and safety and implement risk assessments as appropriate.

To maintain effective relationships with team members, other professionals and the wider community.

To undertake such other duties as may reasonably lie within the scope of this post to ensure the effective delivery of Lapwing services.

This job description is not necessarily exhaustive and may be subject to review by the Head of Education in conjunction with the post holder.