

## Little Heath School: Job Description

### Work Related Learning Support



<b>Job Title</b>	<b>Work Related Learning Support</b>
<b>Salary/Grade</b>	<b>LBR 4 Point 10 (To be reviewed in July 2026)</b>
<b>Hours</b>	<b>Part Time (3 days) – Term time Only</b>
<b>Contract type</b>	<b>Fixed Term until July 2026</b>
<b>Location</b>	<b>Little Heath School (across two sites)</b>
<b>Reports to:</b>	<b>IAG/Careers Leader</b>

#### JOB PURPOSE

- 1) Under the general supervision of the IAG/Careers Leader the support will establish and support employer connections, work experience/tasters and offer job coaching to students in finding and retaining paid work.
- 2) The WRL Support will take role, demonstrate, mentor & model best practice Job Coaching and support the employer connections.
- 3) Support employer meetings needed for the World of work project.
- 4) Provide support to students that enables them to secure and maintain employment and to maximize their independence, competence and integration in the workplace.
- 5) Establish partnerships with a range of organizations in the community with a view in securing work, work experience and/or tasters.
- 6) Deliver excellence in all aspects of Job Coaching, ensuring effective Vocational Profiling and Discovery, Employment Planning and Employer Engagement.
- 7) Participate in a range of contracts and programs working with a range of potential employers including education, social care and health and business partners
- 8) Contribute actively to the smooth running and development of work experience and tasters.

#### RESPONSIBILITIES

- Provide support to students to enable them to visit worksites, travel to and from work, perform tasks, use worksite facilities, take part in work related social activities, attend meetings, training or interviews related to their employment needs.
- Support students to develop 'soft skills' – interpersonal skills in the work environment.
- Provide on-the-job training to students in integrated work settings and/or support co-workers to become competent and independent.
- Carry out and learn each job prior to designing training programs and

pacing the student.

- Acquiring or complete risk assessments where appropriate.
- Match students to job shadows considering students' needs and job requirements
- This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.
- Ensure compliance with PALs (Personalized Alternative Learning) legislation and the Gatsby Benchmarks; prior knowledge is desirable but not essential, as training can be provided.
- Demonstrate the ability to build networks and proactively seek new opportunities to enhance Work-Related Learning (WRL), careers education, employability skills, and Preparation for Adulthood (PFA).
- Maintain accurate records of pupil data and Work-Related Learning activities to support tracking and reporting.
- Design and deliver bespoke learning programs, including personalized careers pathways and learner journeys tailored to individual student needs.
- Support the delivery of Work-Related Learning (WRL) through both direct teaching and coordination of external opportunities, ensuring alignment with educational and career development goals.
- Support collaborative learning opportunities through initiatives such as the Jungle Café and onsite Tuck Shop, integrating practical enterprise and employability skills into the wider curriculum.
- Plan, organize, and deliver careers events, including fairs, employer-led workshops, and enrichment activities that broaden students' exposure to pathways and professions.
- Contribute to careers-related curriculum development, embedding employability and WRL objectives across subject areas where appropriate.
- Assist in the training and upskilling of staff, working closely with the Careers Lead (or line manager) to co-deliver CPD sessions and share best practice.
- A growth mindset is essential – while prior experience is valued, many elements of the role can be learned on the job with the right attitude and willingness to develop.

## Person Specification - Work Related Learning Support

Criteria	Description	Essential/Desirable
Experience	Experience of working in a wide variety of work settings and job roles.	E
	Experience of work and successfully dealing with employers	E
	Experience of recruitment and/or training	D
	Experience of risk assessments	D
	Experience of working with people with learning disabilities	E
Education and training	A good level of education and understanding of employment issues	E
	Training in Systematic Instructions	To be provided
	Health and Safety at work	D
Knowledge and Skills	PALS and Gatsby Benchmark	D
	Self-organization and self-motivation	E
	Able to use personal initiative within a structured framework	E
	Good Negotiation skills	E
	Ability to communicate effectively with potential employers	E
	Able to use standard office IT programs	E
	Ability to communicate effectively both orally and in writing, with other staff, parents, employers and other professionals.	E
	Basic knowledge of Health and Safety at Work Act	D
	Ability to show empathy and understanding towards students	E
Personal circumstances	Ability to promote and work towards increasing independence amongst students	E

and attributes	Ability to meet the physical requirement of the job	E
	Ability to keep records	E
	Willingness to undertake all relevant training	E
	Ability to work under pressure	E
	Ability to work flexibly Understanding/awareness of Equal Opportunities.	E
	<b>Full Driving License – drive school minibus</b>	E