

Job Coach Tasks - Start of the year					
Status	Tasks	Additional Info	Owner	Start	End
	1. Facilities				
	1.0 Arrange with site manager to have passes made up			September	
	1.1 Printer Logins	1.1.1 Ask a customer liaison for assistance (e.g uk/joe.bloggs + password)		September	
				September	
	2. Communication				
	2.0 Photo of new cohort	2.0.1 Place a photo with some info about EmployAbility on to the floor plates		September	
	2.1 Update the EmployAbility Leaflet	2.1.1 Found inSharePoint Resources		September	
	2.2 Touch base with departments hosting a deep dive/tour/talk			September	
	2.3 Touch base with department leads taking an intern on placement			September	
	2.4 Send Placement 1 departments a snapshot/personal profile			September	
	2.5 Send Website lead info	2.5.1 Students snapshots/profiles, details of each placement and key up coming dates		September	
	2.6 Send Infonet lead info	2.6.1 Students snapshots/profiles, details of each placement and key up coming dates		September	
	2.7 Send SharePoint lead info	2.7.1 Students snapshots/profiles, details of each placement and key up coming dates		September	
	2.8 Print off EmployAbility performance hub documents for job coaches and Interns	2.8.1 Print off the "onsite calendar", the "barometer" and "successes" documents found in SOP's on SharePoint		September	
	2.9 Set up at monthly telephone conference call with the other job coaches at different sites			September	
	3.0 Set up a twice monthly site meeting with the site lead and school/college lead			September	
	3. Equipment				
	3.0 Set up laptops	3.0.1 log in details, email signatures (with the logo found in SharePoint Resources), white page details, RAS VPN, Microsoft lync		September	
	3.1 EmployAbility badges for the Interns	3.1.1 Large EmployAbility badges for the Interns to wear		September	
	3.2 EmployAbility support badges for the departments	3.2.1 Small badges for the departments to show their support		September	
	3.3 Badges made for placements	3.3.1 e.g "Trainee Customer Liaison" or "Receptionist in Training"		September	
	3.4 School contract phones to contact the interns			September	
	3.5 A camera			September	
				September	
	4. Inductions				
	4.0 Code of conduct with site lead			September	
	4.1 Discuss the the structure of the business with the Interns			September	
	4.2 Site Induction with stire manager			September	
	4.3 DSE Induction			September	
	4.4 Gym Induction			September	
	4.5 SWS Induction			September	
	4.6 Sports and Social club			September	
	4.7 Deliver Safeguarding training to the Interns	4.7.1 You can get this from SharePoint resources or Claire Cookson (Round Oak Deputy Head)		September	
	5. School/Administration				
	5.0 Interns, Parents/Carers and Site Manager sign the risk assessment			September	
	5.1 Set up BTEC folders			September	
	5.2 Set up professional portfolios	5.2.1 Contact the Warwick Job Coaches for the tabs/dividers		September	
	5.3 Set up cumunilative file			September	
				September	

Job Coach Tasks - End of the year					
Status	Tasks	Additional Info	Owner	Start	End
	1. Facilities				
	1.0 Old Interns empty lockers			July	
	1.1 Re-issue lockers to future interns			July	
	1.2 Clear out cupboard			July	
				July	
	2. Communication				
	2.0 Book future deep dives, tours and talks with departments	2.0.1 Liaise with past and future departments to arrange an		July	
				July	
	3. Equipment				
	3.0 Arrange for old laptops to be taken away	3.1.0 Go onto the Infonet, Click Uk, Click E forms, Click Request IT hardware, Click		July	
	3.1 Arrange for new laptops and log in details for future Interns	3.1.1 Arrange the help of IS to h		July	
	3.2 Oder fleeces, t-shirts badges and any pens required	3.2.1 Contact Warwick job coach		July	
	3.2 Order Uniform/PPE	3.2.1 Liaise with future departme		July	
				July	
	4. Inductions				
	4.0 Travel Training for future interns	4.0.1 Arrange VIP bus passes		July	
	4.1 Allocate new Interns to departments	4.1.1 Plan out start dates for the		July	
		4.1.2 Inform the departments of		July	
		4.1.3 Send the department all th		July	
	4.2 Book Inductions for future Interns	4.2.1 Site Induction with site ma		July	
		4.2.2 DSE Induction		July	
		4.2.3 Gym Induction (if applicabl		July	
		4.2.4 SWS (Smart workspace)		July	
		4.2.5 Sports and Corner club		July	
				July	
	5. School/Administration				
	5.0 Wrap up BTEC Work and job coach stores it away safely			July	
	5.1 Finish the professional portfolios	5.1.1 Inerns can take these hom		July	
	5.2 Gather Information on future Interns	5.2.1 Set up a folder containing the following: Snapshot,		July	
	5.3 'Access to work' forms completed	5.3.1 Job coaches and school/cc		July	
				July	