

Trainee Support Coach

Yellow Submarine, Social Enterprises



Job title

Trainee support coach

Salary

Pay Band 1: £12.24 - £12.66 p/hour depending on experience

Hours:

approx. 16 hours per week. The role requires working fixed hours on a Monday and Tuesday (08:30 – 16:30) with some flexibility of hours required during the rest of the week. Term time only is possible.

Location:

Yellow Submarine, Oxford and Witney

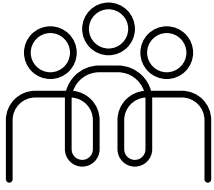
Yellow Submarine is an award winning charity supporting people with learning disabilities and autism to live life to the full. We run two social enterprise cafes and a bakery, within which we support and train young adults to transition from education into employment, and move towards greater independence. Search '[Yellow Submarine Cafes](#)' to learn more.

Due to the growth of the charity, we have a unique opportunity for a new team member to join us to support trainees on this journey.

If you would like the opportunity to join a small, supportive and friendly team, where you'll get to see the impact of the charity's work first-hand, this is the job for you.



BENEFITS



Staff Centred Training

Regular supervision and appraisal

Social Events

Activities organised by staff, for staff

Career Progression

Opportunities for staff to work towards their own personal goals

Shape Strategy

Be a part of organisational team meetings across the whole charity

Job Satisfaction

Be a part of something amazing, help to change people's lives

Work-Life Balance

Sociable working hours, closed on all bank holidays and during the Christmas period

Perks

25% staff discount on all café items, and a paid lunch break



JOB DESCRIPTION

We are looking for someone to join an existing team to help support the trainees during their lesson days. Each session is led by an experienced tutor and we are looking for someone who can provide 1-1 support for the trainees to enable them to access the learning, as well as be able to lead small group activities both in and out of the classroom. Full support and training will be provided.

The role also has scope to include supporting trainees on internal work experience in our cafes and bakery, and on external work experience placements in the community. There is also an opportunity to support our trainees to complete travel training.

Lessons only run during school term time and therefore this role requires that annual leave is not taken during this period, and could suit an applicant who would prefer a term time only contract. Additional work can be offered if the successful applicant would prefer a year round contract.

The successful applicant must be proactive, be able to work flexibly and efficiently, and have a calm and compassionate nature. A sense of fun is a must!

JOB DESCRIPTION

KEY DUTIES	
LESSON SUPPORT	<p>As a key member of the coaching and training team, this role involves supporting the tutors by preparing the learning environment and resources ahead of lessons.</p> <p>Deliver training activities to small groups of trainees both in and out of the classroom.</p> <p>Support trainees to access activities relating to their course, in the community.</p>
ADMIN	<p>Administrative tasks including organising the trainee reward system, collating goal setting paperwork and travel expenses, and helping to coordinate key celebrations.</p> <p>Complete necessary paperwork including registers.</p> <p>Ensure stock levels of classroom supplies are maintained.</p> <p>Communication with the whole enterprise team, and attendance at quarterly training days (which are held on a Sunday)</p>
WORK EXPERIENCE	<p>Support trainees on internal work experience in our cafes and bakery.</p> <p>Accompany and support trainees on external work experience placements in various locations.</p>



To carry out any other duties with the general scope of the post, as directed by your line manager or the charity's Co-Directors.

This is an outline job description and should not be regarded as an inflexible specification. Responsibilities will be reviewed periodically in line with organisational priorities and duties may change or new duties be introduced after consultation with the post holder.

Every Yellow Submarine employee is required to uphold equal opportunities and anti-oppressive practice; whilst upholding safeguarding policies and procedures as set out by the organisation.

“The work that you all do, not even just for the trainees but for each other too, is truly life changing”

REQUIREMENTS



	ESSENTIAL	DESIRABLE
EXPERIENCE	Working as part of a team	Classroom support role/TA experience Training/coaching experience Working with adults or children with learning disabilities/ Autism
SKILLS	Able to read, write and speak English fluently Demonstrate effective verbal and non-verbal communication skills Patient and able to support trainees to complete work independently	Observation skills and an ability to identify areas of improvement Provide feedback to both trainees and to tutors Administrative skills IT – Word, Excel and Canva
PERSONAL ATTRIBUTES	Be able to get on with people from all walks of life and a 'can do' attitude Patient, nurturing and compassionate Be able to remain calm under pressure Hard-working, conscientious and committed Be able to handle situations with tact, sensitivity and compassion Confidentiality A willingness to undertake training where necessary	Able to help others reach their potential Have a proven reliability, excellent time keeping and attendance record



APPLICATION PROCESS

We welcome applications from all people regardless of race, gender, disability, religion, belief, sexual orientation or age and we are committed to providing under-represented groups with the help and support they need to apply.

Recruitment process

To apply, we require you to complete an application form, available on the 'Join our Team' page of our website <https://www.yellowsubmarineshop.org/jobs>, along with a covering letter explaining why you are interested in this role, and send to becs@yellowsubmarine.org.uk

Following a successful initial interview, we must seek two references and complete a DBS check in order to be able to make a formal job offer.

Initial interviews will be scheduled upon receipt of completed application forms, applicants are encouraged to apply as soon as possible as the vacancy may be closed, should the role be filled.

Start date: September 2025, with some training and induction to take place prior to this.

If you have any questions, please contact Becs Lay becs@yellowsubmarine.org.uk

