

Work Coach

(BCT) Vacancy



bigcreative.education

CREATIVE
WORKS
A SPACE FOR WORK AND LIFE

creativeworks.space



bcis.education



[report](#)

Welcome to Big Creative Training

BCT is a well-established creative industry training provider with more than twenty years' experience in delivering and supporting education and work opportunities. Our mission statement is to Develop Talent, Transform Lives, Create Careers.

BCT runs vocational study programmes, apprenticeships, traineeships and adult learning courses, also operating Creative Works and Big Creative Independent School.



Creative Works is BCT's co-working space in E17's Creative Enterprise Zone, for creatives and SMEs. Beyond providing offices, meeting rooms and studios, CW host an events programme and offer members the opportunity to collaborate with locals through BCT's apprenticeship scheme.

Big Creative Independent School is BCT's single-form alternate provision for 14-16-year-olds who have disengaged with formal education. BCIS cover Maths, English, Science, Music and Media.

Staff Benefits

- Company pension scheme
- Healthcare cashback
- Bike-to-work scheme
- Career development available
- Staff social events
- Interest-free emergency or career development loans
- Free on-site lunches during term-time

[BCT Alumnis >](#) [BCT Culture >](#)

[International Work Experience >](#)

[Games Design Showreels >](#)

[Artist Development Programme >](#)

Work Coach

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Desirable Qualifications

- Teaching and Learning Qualification to 16+
E.G. PTLLS, CTLLS, PGCE, Cert ED

Essential Qualities

- Understanding of working with young people with SEND needs
- Preparation of curriculum and assessment materials
- Communications skills
- Organisational skills across digital and shared platforms

Desirable Skills

- Supportive and empathetic approach to interns needs
- Creative approach and able to work independently as well as part of a larger team
- Digital and IT literate to a good level
- Fluid delivery style utilising learning aids, systems and processes

Key Responsibilities

- Pre-Placement Support
- Conduct vocational profiling and assessments
- Help with documentation, dress codes, workplace culture and travel planning
- Build positive relationships between interns and employers
- Support learners to prepare for workplace expectations and routines
- Workplace Support
- Learn job roles to effectively train interns
- Break down tasks using systematic instruction techniques
- Support the use of visual aids, assistive technology and workplace adaptations
- Encourage reflection, monitor progress and build confidence
- Troubleshoot problems and identify skills gaps
- Support learners to develop increasing independence within the workplace



Salary and Days of Work

- 14 hours across 2 days a week for 38 weeks per year
- Pro rata of 26 days of annual leave plus UK bank holidays
- This is a **fixed-term part-time** position until Jul 2027
- Start Date ASAP
- Pro rata of annual salary FTE £28,000 (actual salary £8,987)

How to Apply

Please complete the application form at <https://www.bctforms.com/bct-staff-application-form-p1/>

You must be eligible to work in the UK as this job is in London and cannot be done remotely.

BCT is an equal opportunities employer and welcomes applications from all communities, encouraging equality, diversity and inclusivity. We are committed to safeguarding all enrolled learners and appointment of successful applicants are subject to satisfactory references and an enhanced DBS check.

We welcome industry professionals who wish to enter teaching, via the fully funded Taking Teaching Further scheme's qualification. This includes 6 months of reduced timetable for training with full pay and lesson cover.



**TAKING TEACHING
FURTHER**

What our staff say...



[BCE Alumni share their stories](#) - 2026

[BCE Alumni share their stories](#) - 2025

The staff get on well with each other and work together positively to benefit the organisation.

Lovely working environment with a supportive team and great students.

What our alumni say...



Not only did the college give us the tools and knowledge to succeed, they prepared us for life as creatives of the future.

Georgia



If it wasn't for BCT there's no way I would have become the person I am today. Thanks for helping me find myself!"

Amani

