**JOB DESCRIPTION**

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| **Job title:** | Progress Coach  |
| **Accountable to (line manager):** | Curriculum Manager  |
| **Scale:** | UCG points 19 -22 on the Support Staff Scale 5 £24,417.64 Inc. LW - £26,187.43 Inc. LW excluding on costs PRO RATA  |
| **Workload:** | 35 hours per week Term time only (38 weeks) |

**Components of the job**

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|  | To work with Personal Tutors, Course Leaders and managers to support learners through pastoral tutorial sessions and using relevant teaching and learning methodologies.  |
|  | To carry out initial assessment of learners to inform planning, to be disseminated across teaching staff. |
|  | To plan and deliver 1:1 and group pastoral tutorial sessions for learners. |
|  | To support learners on a 1:1 and small group basis to achieve their targets and goals. |
|  | To ensure appropriate support strategies are in place to meet individual learner needs. |
|  | To produce and maintain records according to the College systems and procedures. |
|  | To monitor and update individual learning plans for learners including target setting and monitoring. |
|  | To support the organisation of and attend parents evenings and other parent facing events, and attend open days and events.  |
|  | To proactively monitor learner attendance and address concerns. |
|  | To track attendance including issuing any disciplinaries and working with parents |
|  | Prepare learners for progression to the next level within and from the College. |
|  | To provide cover in the absence of a colleague (where work has been set for the learners). |
|  | To establish and maintain good working relations and a learning environment that is appropriate to the learner groups. |
|  | Participate in annual appraisals of performance and regular reviews. |
|  | Undertake any personal development necessary to ensure effective performance in the role. |
|  | Undertake any additional duties that the Corporation may require within the scope of the post. |

**Personal Specification**

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| **Personal attributes required** | **Essential (E) or****Desirable (D)** |
| **Qualifications:** |  |
| Minimum Level 2 qualification in English and Maths. | Essential |
| Level 3 qualification in the relevant subject area. | Desirable |
| **Knowledge, skills and abilities:** |  |
| Experience of working with the 16-19 age group, e.g., Youth work, careers, teaching, learner support | Essential |
| Experience of delivering group sessions  | Desirable  |
| Demonstrable commitment to Equality and Diversity, Safeguarding, Health & Safety and Personal, Social & Employability skills.  | Essential |
| Ability to communicate at all levels and develop effective team working skills. | Essential |
| Ability to use IT to support delivery and maintain learner records. | Essential |
| The ability to interpret data using management information skills. | Desirable |
| Understanding of post 16 accreditation and educational progression routes | Desirable |
| **Other:** |  |
| Motivational, positive, and enthusiastic approach. | Essential |
| Ability to embrace change. | Essential |
| Ability to form and maintain appropriate relationships and personal boundaries with children, young people, and vulnerable adults. | Essential |
| Emotional resilience with challenging behaviours. | Essential |