

Loughborough College Job Description

1. Job Details

Job Title:	Progress Tutor – Public Services
Competency Level:	Curriculum Support 2
Reporting To:	Curriculum Manager
Department:	Sport and Service Industries
Annual Salary (FTE):	£11,595.60-£12,713.40 per annum, based on 0.6 of the FTE £19,326-£21,189 per annum. Based on 22.2 hours per week.
Date:	May 2018

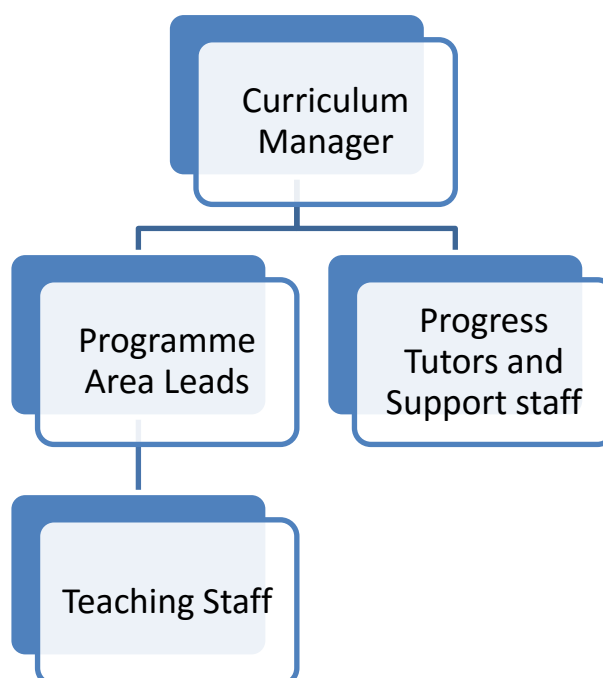
2. Job Purpose

To manage and coach a case load of students, in partnership with curriculum and other staff, to ensure that students become independent learners who progress successfully.

3. Dimensions

Not applicable

4. Organisation chart



5. Key Responsibilities

- To coach students to:
 - attain their learning goals and meet or exceed their expectations
 - develop their personal and social skills
 - enjoy learning and make progress
 - develop knowledge, understanding and skills to contribute to their economic and social well-being
 - increase their employability
 - be able to progress onto a higher level course inside or outside college, or into work
 - understand their rights and responsibilities at work
 - voice their views to positively influence and improve provision and be involved in the decision-making of the organisation
 - develop their knowledge and understanding about their health and well-being
 - be involved in community-based development activities and projects
 - have enrichment and extended services including work experience which contributes to their personal, spiritual, moral and social and cultural development
 - receive appropriate and timely information, advice and guidance on their next steps in training, education and employment
 - receive individual care and support to promote their learning and development, and to help them achieve their potential
 - be safeguarded and protected from sexual and physical harm, harassment, bullying and discrimination - including those based with employers or sites away from the college
 - understand their roles and responsibilities in relation to equality and diversity
- To hold progress reviews with students in line with course requirements typically every 4-8 weeks
- To deliver pre-planned sessions and deliver workshops for students behind with work
- To comply with best practice administrative and quality assurance systems
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events

- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management

6. Key Result Areas

Action	Result
Use and apply a life coach model	To ensure students set themselves aspirational yet achievable targets
Weekly coaching and monitoring meetings with individual students	To ensure students are on track to achieve or exceed their targets and goals
Weekly sessions with groups of students	To ensure students are on track to achieve or exceed their targets and goals
Monitor progress and disseminate student progress with key staff	To ensure students can meet their targets and progress
Document all appropriate aspects of student progress on the ILP	To ensure information about students is recorded accurately and disseminated to relevant staff
Regular focus groups with students	To ensure the student voice is heard and feedback acted on appropriately
Participate in staff development opportunities and mandatory training	To ensure skills and knowledge are up to date and mandatory training requirements are current

7. Key Working Relationships and Communications

Internal: Head of Department, Curriculum Manager, Programme Area Leader, Curriculum Staff, Administration Staff, and College Departments.

External: Employers, Community/Charity Organisations, Health & Well Being Organisations, Parents and Guardians.

8. Scope for Impact

Not applicable

9. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	Possess a relevant vocational or academic qualification at level 3	•		Application/ Certificates
2	Possess a level 3 teaching qualification		•	Application/ Certificates
3	Possess a degree in a relevant subject		•	Application/ Certificates
4	Good standard of literacy and numeracy. Possess qualifications in Maths and English Levels 4 - 9 (GCSE grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
5	Possess relevant work/ vocational experience e.g. in an educational setting or with young people	•		Application/ Interview
6	Experience of delivering tutorial based sessions to groups	•		Application
7	Experience of supporting and advising diverse groups of students	•		Application
8	Proven experience of motivating students to achieve excellent results	•		Application/ Interview
9	Experience of setting appropriate targets	•		Application/ Interview
10	Evidence of effective use of ICT/ILT in all aspects of work	•		Interview/ Assessment
11	Experience of collaborating with colleagues	•		Interview
SKILLS & KNOWLEDGE				
12	Good coaching and facilitating skills	•		Interview/ Assessment
13	Experience of monitoring and disseminating student progress	•		Interview
14	Knowledge of coaching methodologies and the ability to apply these	•		Interview
15	Work flexibly and to deadlines	•		Interview
16	Excellent planning, administration and organisational skills	•		Interview/ Assessment
17	Communicate effectively with students and colleagues at all levels	•		Interview
18	Work independently and as a part of a cross-curricular team	•		Interview
19	Provide student progress feedback to students and key staff	•		Interview
BEHAVIOURS				

20	Work effectively with colleagues as part of team	•		Interview
21	Motivate and relate with students from a range of different cultural backgrounds	•		Interview/ Assessment
22	Comply with professional standards at work	•		Interview
23	Show commitment to the improvement and maintenance of standards	•		Interview
24	Promote the College's equal opportunities policy and practices	•		Interview
25	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in May 2018 and may be amended in light of changing circumstances following discussion with the post holder.

10. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	