

**Job Description**

**Job Title:** Personal Development Coach

**Department/Office:** Student Support

**Reports to:** Assistant Principal: Students

**Summary of main purpose of Role**

To support, advise, challenge and monitor individual and groups of A level students to ensure they have high attendance and make effective progress towards an aspirational progression plan, which for most will be university

**Key Responsibilities:**

**Personal Development of Students**

1. Receive students to the College, providing information and advice to support them in developing aspirational progression plans, which for most will be university
2. Hold regular 1:1s with students to provide coaching to help them make progress towards their progression plans, including through the UCAS process
3. In accordance with schemes of work, instruct students for up to 1000 hours per annum in line with ILPs and curriculum plans for Personal Development, which have been designed to support students to university or other aspirational destination
4. Maintain regular contact with parents/guardians including through parents evenings, telephone calls, face to face meetings, and home visits
5. Assess, monitor and mark student work from Personal Development group sessions
6. Complete and maintain accurate records, to ensure that actions are tracked, including through etrackr
7. Supervise student learning activities in a learning centre, library, lecture room, IT centre, field work, visits, placements or other learning situation

**Additional Support**

1. Liaise with teaching staff to ensure that additional support is provided where there are subject progress concerns for individual students
2. Liaise with Careers Leader to ensure that additional support is provided where there are career progression concerns for individual students
3. Liaise with Learning Support staff to ensure that additional support is provided where there are learning support concerns
4. Liaise with Wider College Leadership Team to ensure student attendance procedure and student disciplinary procedure are followed

**Other responsibilities**

1. Prepare, adapt, organise and maintain learning resources and environment
2. Prepare for instructing, assessing and supervising the learning experience and the learning environment
3. Produce and carry out as directed, the organisation and administration appropriate to the learning situation including the marking of registers and the submission of other returns and records
4. Attend team, college and other appropriate meetings as required
5. Participate in any training appropriate for the role which may require attending internal or external courses
6. Contribute to the on-going development of schemes of work and curriculum plans
7. Undertake health and safety checks

**Standard responsibilities for all positions in NCG:**

1. Participate in any staff review/performance management processes involving the identifying and meeting of training needs for self and others.
2. Take appropriate responsibility to ensure the health and safety of self and others.
3. Pursue the achievement and integration of equal opportunities throughout all activities.
4. Undertake any other tasks and responsibilities appropriate to the level of this post.
5. Comply with all NCG policies and procedures.
6. NCG is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

**Person Specification**

|  | **Essential** | **Desirable** | **Method of assessment** |
| --- | --- | --- | --- |
| **Qualifications / Training** | |  |  |
| 2:1 degree or equivalent or better | ✓ |  | Application Form |
| Experience of studying at a Russell Group University |  | ✓ | Application Form |
| Relevant postgraduate or professional training |  | ✓ | Application Form |
| **Experience** | | |  |
| Experience of successfully working with young people to achieve a significant goal, this could be as a leader or participant | ✓ |  | Application Form /Interview |
| Experience of successfully organising events individually or as part of a team | ✓ |  | Application Form/Interview |
| Successful experience of coaching either as a coach or participant. |  | ✓ | Application Form/Interview |
| Experience of providing information advice and guidance to Sixth Form Students |  | ✓ | Application Form /Interview |
| Experience of multi-tasking and prioritising to achieve multiple demanding targets with differing deadlines |  | ✓ | Application Form /Interview |
| **Skills and Knowledge** |  |  |  |
| Ability to inspire and motivate others | ✓ |  | Application Form |
| Clear idea about the factors that contribute to an individual’s educational success | ✓ |  | Application Form/Interview |
| Razor-sharp ability to analyse large data sets including confidence with Excel | ✓ |  | Application Form /Interview |
| Excellent communicator able to engage and enthuse a wide variety of people including students, parents, and teachers | ✓ |  | Application Form /Interview |
| Highly reflective about own areas for development with a willingness to improve skills | ✓ |  | Interview |
| Knowledge of the ongoing developments in Secondary and Higher Education in the UK | ✓ |  | Application Form |
| **Attributes / Other Requirements** |  |  |  |
| Committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. We expect all staff to share this commitment  Staff will always strive to achieve 1 or 2 during lesson observation to demonstrate excellence in Teaching and Learning | ✓ |  | Interview |
| Passionate about the importance of education | ✓ |  | Application Form/Interview |
| Self-starter who is able to manage their own work and priorities | ✓ |  | Application Form/Interview |
| Able to obtain a satisfactory DBS clearance | ✓ |  | DBS form |
| Eligible to work in the UK | ✓ |  | Application Form |
| Flexible approach to working, including the ability to work evenings and weekends if required. | ✓ |  | Interview |