

## **ROLE DESCRIPTION**

ROLE TITLE: Progress Coach

REPORTING TO: Deputy Director of Student Services

LOCATION: Franklin College, Grimsby

APPOINTMENT TYPE: Support staff role. Full-time, term time only

DATE: October 2017

### **ROLE PURPOSE:**

The post-holder will be responsible for student monitoring and intervention as part of a team of Progress Coaches who will work with young people in support of their induction, performance (including attendance and academic progress), independent study and progression post Franklin. The Progress Coach will be responsible for a case load of students, and will work with the students in groups, smaller tutorials and individual one-to-one supervisory meetings. The Progress Coach will check and monitor student attendance across College, and will liaise with teaching and support staff to intervene as appropriate (including direct contact with students, their families and other stakeholders).

Progress Coaches will support individual students under their care, providing help with a range of financial, academic, social and emotional issues which may be of significance to the progress of the student. This involves building students' resilience, helping them to solve problems, ensuring attendance to classes and signposting students to Deputy Directors of Student Services for safeguarding issues where required.

### **DIMENSIONS:**

Direct Reports: None

Budget Responsibility: None

## **MAIN DUTIES AND RESPONSIBILITIES**

- 1. Set high expectations for students by modelling behaviour that encourages independent learning, attendance, progress against targets and progression post Franklin.**
- 2. Contribute proactively to developing quality systems to support student attendance, in-year progress against targets, independent study skills, and career progression.**
- 3. Ensuring students understand safeguarding and how to keep themselves safe. Contributing to safeguarding at all times, with a commitment to safeguarding the welfare of young people and vulnerable adults who are in contact with the College and protecting them from any potential harm.**
- 4. Be solutions focused and to intervene in an appropriate, timely and effective way in order to support students' academic progress, attendance and progression.**

5. **Contribute towards the development and review of the tutorial programme to ensure that it meets students' needs effectively and efficiently, thereby raising student participation and attendance, and generate sustained improvements in student outcomes.**
6. To deliver and review the student induction with Progress Coach specific tutorial groups.
7. To be an active member of teams supporting students and student progress across the College.
8. Within the annual programme, to plan, deliver and review: class sessions; smaller group sessions that may have a focus on a specific aspect of progress; individual one-to-one supervisory meetings with students.
9. To use initiative and to communicate with College staff, students and their families and other agencies in order to ensure attendance and to support students in their learning and academic success.
10. Support individual students providing and/or signposting support with a range of financial, academic, social and emotional issues which may be of significance to the progress of the student.
11. To proactively monitor attendance and punctuality and take appropriate action.
12. To collate data and information on student progress to inform their progress reviews and target setting.
13. To prepare and write student references as required (including UCAS and Apprenticeships application processes).
14. To be efficient and effective in the use of the Franklin Information System (FIS) and other ICT systems as required.
15. To commit to quality systems and regular staff performance reviews including walkthroughs and work scrutiny.
16. To understand, implement and review the College's policies and procedures relating to student behaviour management and fitness to study.
17. To write reports, collate data and undertake administrative tasks as required to achieve the duties above.
18. Work to promote and contribute to the College's Equality, Diversity and Inclusion policy.
19. Such other tasks as may be necessary to ensure the continuing development of quality assurance across the College.
20. Such other tasks directed by the Principal as may be necessary to ensure continuing improvement of systems and service to students and their families and other stakeholders.

The post is a support staff post and conditions of employment fall within the nationally agreed Sixth Form Colleges Support Staff arrangements. The post is full-time term-time only. There may be an opportunity to work additional paid days by negotiation.

The post is graded on the range 19 to 24, currently £17,123 to £19,577 (pro rata £14,580 to £16,670). Annual pay progression is capped at point 22 and consideration of further progress to point 24 will be on the basis of additional responsibility or exceptional performance.

The post holder will be expected to work flexibly within the stated arrangements in the terms and conditions of employment to meet daytime and planned evening and weekend liaison work at Franklin College and other locations.

## PERSON SPECIFICATION

<b>Method of Assessment</b> The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Essential	Desirable	Application Letter/Form	Interview	Assessment Centre	Other
<b>Qualifications</b>						
Honours Degree or equivalent qualification.		x	x			
Achieved a good standard at a minimum of Level 3 with at least a good level 2 qualification in English.	x		x	x	x	
Level 1 /2 safeguarding or a willingness to work towards achieving this.	x					
Evidence of continuing personal / professional development throughout career.	x		x	x		
<b>Job Knowledge and Experience</b>						
Knowledge of young people and the issues they deal with in progressing from school to College.		x	x			
Knowledge of the range of qualifications offered by Franklin College and the progression pathways available.		x	x	x		
Good understanding of current issues/challenges facing young people that may impact on their performance and progress at College.		x	x	x	x	
Experience of working successfully with young people.		x	x	x		
Good understanding of the education environment, especially Sixth Form and Further Education.		x	x	x		
Experience of working in a team.		x	x	x		
Experience of effective Information, Advice and Guidance in an education or training context.		x	x	x		
<b>Personal Attributes and Skills</b>						
Ability to work collaboratively within a challenging environment	x			x		
Ability to work effectively with a diverse range of learners	x		x	x	x	
Ability to prioritise issues and take timely and appropriate action	x		x	x	x	
Willingness to work in a flexible, proactive manner and as part of a team.	x		x	x		
Ability to use initiative and seek positive solutions	x		x	x		
Ability to work under pressure and maintain a sense of perspective	x		x	x		
Proactive approach to work in order to work efficiently and effectively	x		x	x		
Excellent planning and organisational skills showing ability to meet deadlines	x		x	x	x	
Excellent written and verbal communication skills when dealing with a number of different stakeholders	x		x	x	x	
Ability to contribute to wider College activities	x		x	x	x	

