| **Post: Progress Coach** | | |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | Essential  Level 3 qualifications  Desirable  A degree or post graduate qualification | Application |
| **Professional Experience & Understanding:** | All Essential  Understanding of:   * Knowledge of equal opportunities, Special Educational Needs and Safeguarding * Some knowledge of the theory and practice of providing effectively for the individual needs of students   Experience:   * Experience of working effectively with children/ young people * Experience of providing academic support to students * Some experience of working effectively with a range of professionals to promote children’s/young people’s learning or welfare * Experience of undertaking a range of clerical duties * Experience of promoting, observing and reporting on student performance and development * Management Information Systems e.g. SIMS | Application and Interview |
| **Professional Abilities:** | All Essential  Ability to communicate effectively to a variety of audiences  Ability to persuade and influence  Ability to communicate complex ideas simply to a wide range of audiences  Ability to plan effectively  Ability to evaluate  Ability to provide comprehensive reports  Ability to manage time effectively and meet deadlines  Ability to work effectively with stakeholders and within a corporate environment | Application, Interview and Reference |
| **Personal Qualities:** | All Essential  Honesty and Integrity  Discretion  Flexibility  Resilience  Commitment to making a difference  Excellent inter-personal skills | Interview and Reference |

Where the applicant /post holder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.