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## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Progress Coach
<b>REPORTING TO:</b>	Extended Learning Manager
<b>SALARY:</b>	Scale 4/5 £21,027 - £25,703 pro rata (Inclusive of Outer London Weighting) (Actual salary £18,147 - £22,182 per annum, Inclusive of Outer London Weighting)
<b>HOURS:</b>	36 Hours per week/ term time only

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### Job Purpose

To be responsible for providing support to students academically across one of our pathways, liaising with external agencies, colleagues, students, parents and guardians to ensure the support for progress within the Pathway is as good as it can be. This will be through weekly 1:1 coaching sessions, informal meetings or helping students with their UCAS applications.

To be responsible for the relationship with the pathway and to pro-actively seek out students to support.

### Main Responsibilities

**For recent graduates or other entry level practitioners, appropriate training and support will be given in order to carry out the following duties.**

- To deliver 1:1 and small group study support for students within a Pathway.
- Use methods and styles of support consistent with Pathway progression routes and students' personal goals.
- To support the development of skills required by students to progress into HE and/or employment consistent with Pathway progression routes and students' personal goals.
- To develop external links with curriculum pathway related organisations to deliver workshops and seminars. This includes offsite visits to raise the aspiration of students seeking a particular career.
- To support the completion of UCAS applications, in conjunction with the HE Officer, with the delivery of appropriate workshops to ensure timely completion.
- To work collaboratively with Additional Learning Support (ALS), College Counsellor, Welfare Officer, Personal Mentors and HE Officer to ensure students receive the targeted support required.

- To deliver employability skills, relevant to the curriculum pathway, enabling students to maximise their progression opportunities for employment. This also includes the delivery of relevant enrichment activity.
- To carry out initial assessment of students to inform planning.
- To analyse pathway data and autonomously develop targeting and prioritisation strategy with pathway teams.
- To monitor personalised learning checklists (PLCs) and individualised learning plans (ILPs) for students and facilitate the updating of these documents, providing timely, relevant and accurate updates in relation to student progress.
- To deliver workshop support sessions within a Pathway.
- To diagnose and understand gaps in student study skills, in order to facilitate improved ability to study and make academic progress
- To be flexible and responsive in all aspects of the post, undertaking duties as required.

### **General Responsibilities**

- **SAFEGUARDING** - All staff are expected to safeguard and promote the welfare of students. All staff are also required to complete safeguarding training and attend further training as needed.
- **EQUAL OPPORTUNITIES** –We are committed to the equal opportunities for all. Staff are expected to act in accordance equal opportunities policy and practice.
- Support the aims and ethos of the college and promote and work in accordance with College policy and practice
- Carry out any other duties commensurate with the general responsibilities of the post.
- To undertake and/or support the delivery of any training or development as required by the College.

## PERSON SPECIFICATION

### Progress Coach

	Essential/ Desirable
<b>Qualifications</b>	
A-C or above in GCSE English and Maths, or equivalent	E
A degree or equivalent qualification	E
<b>Experience</b>	
Experience of working with young people to develop their skills	E
Experience of providing support for individuals to facilitate learning and self-advocacy	D
Experience or building links with employers to deliver enrichment and/or sponsorship opportunities	D
Experience of supporting the successful completion of UCAS applications	D
Experience of organising events to inform young people and raise aspirations	D
Experience of providing academic support to students	D
Experience of developing employability skills with young people	D
Experience of delivering workshops to individuals and groups	D
<b>Skills &amp; Abilities</b>	
Excellent communication skills, both verbal and written	E
Ability to use own initiative to solve problems	E
Experience of working effectively under pressure	E
Good organisational skills and ability to manage ,multiple tasks and deadline	E
Ability to work effectively as part of a team	E
<b>Knowledge and Understanding</b>	
An understanding of young people, what inspires them and what they need to succeed	E
Knowledge of different coaching and/or mentoring techniques to improve student achievement	D
An understanding of the issues around student safeguarding	D
<b>Personal Attributes</b>	
Friendly and approachable personality	E
Committed to equal opportunities and the success of students.	E