

## **JOB DESCRIPTION**

**JOB TITLE:**

Personal Development Coach

**SALARY:**

Support Scale SO2 £36,418 - £38,428 pro rata per annum, Inclusive of Outer London Weighting

**HOURS:**

36/38 weeks per year (Term-time only + 2 weeks)

**LOCATION:**

Campus based (Barnet, Southgate or Colindale)

**PURPOSE OF POST:**

The Personal Development Coach (PDC) plays a pivotal role in enhancing the overall student experience by supporting learners' personal and social development, as well as supporting them to improve their behaviours and attitudes in order that they can become successful and productive citizens. Working closely with curriculum teams, pastoral staff, and student services, the PDC helps students build the confidence, resilience, and skills necessary to succeed both in college and beyond.

This role will be campus based and sit within a 'Personal Development and Behaviour' Team

- To deliver and facilitate high-quality personal development tutorial sessions to designated groups of students across the college.
- To support students through whole-class delivery, small group work, and targeted workshops to maximise engagement with their learning and development.
- To contribute to a dynamic independent study and enrichment programme that promotes student achievement, wellbeing, and progression.
- To enhance students' skills and knowledge in areas such as mental health, resilience, self-management, employability, and engagement with core elements of their study programme (including English, Maths, and industrial placements).
- To monitor and support student attendance and progress through regular contact with students, parents, and carers, ensuring full engagement with their programme of study.

**RESPONSIBLE TO:**

Deputy Director for Personal Development and Behaviour.

**Main Duties:**

1. To provide high quality personal development tutorial support to foster and build partnerships of trust and support where students feel safe, secure, confident, valued and are encouraged and motivated to learn.
2. Facilitate the effective delivery of personal development tutorial sessions to remove barriers, develop self-awareness, student independence and a relentless focus on achievement to help them to achieve or exceed course and individual targets. This will include all elements of their study programme.
3. Facilitate individual student achievement and progression by empowering each student to take responsibility for their own learning and supporting them with personal targets which provide inspiration and motivation to help build confidence, independence, enjoyment and success.
4. Deliver, alongside the curriculum team, student induction activities and ensure that students settle into their study programmes effectively.
5. Deliver training sessions on The Skills Network Learning Platform to empower learners in effectively navigating and engaging with the system. Actively monitor learner participation and progress, providing support and encouragement to ensure timely completion of activities throughout their programme of study.
6. Promote, encourage and facilitate wider learning opportunities which broaden learning and self-development.
7. Facilitate the development of study skills, revision techniques, assessment techniques and critical thinking skills.
8. Work collaboratively and communicate effectively with curriculum and support teams to support the specific needs of individual learners to secure outstanding retention and achievement.
9. Work collaboratively with the Industrial Placement team and course tutors to ensure the effective engagement with attending placements and completion of paperwork.
10. Ensure accurate record keeping and follow-up, maintained in line with college policies, safeguarding and data protection.
11. Use dynamic coaching techniques to effectively respond to the individual needs of students and develop a range of interventions to support students.
12. Monitor and maintain accurate records of student attendance, progress, action planning, learning support and 'at-risk' indicators, utilising college systems.
13. Ensure pro-active actions are taken for students at risk, and communication with curriculum and parents/carers.
14. Explore and agree actions to address issues affecting learning such as low motivation, poor attendance or poor performance in collaboration with curriculum teams.
15. Work to improve student well-being and support students who present with mental health, well-being issues and other specific needs, as appropriate, in line with college policies.
16. Liaise with colleagues and partners to ensure transition support for students.
17. Promote, maintain appropriate behaviours and respond to behavioral issues, attendance and punctuality and ensure appropriate support is in place to address issues.

18. Develop and encourage an aspirational culture of achievement and success
19. Monitor student attendance and punctuality against College targets and intervene proactively if improvement is required through regular contact with students, parents/carers.
20. Ensure vulnerable 'at risk' students are identified, monitored and reviewed regularly in order to maximise achievement and retention, contributing to the reduction in achievement gaps.
21. Ensure that information, advice and guidance to students contribute to a positive student experience.
22. Support students' use of online resources including the student intranet (iLearn), Skills Network and M365.
23. Keep own knowledge, skills and practice up to date by continually using and recording the use of a range of resources.
24. Apply new knowledge and skills to consolidate learning, improve own practice, and review the effectiveness of newly acquired skills.

### **General duties and responsibilities**

1. To provide a helpful, professional and flexible service to internal or external customers of the department or the College.
2. To act in accordance with college values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To maintain up-to-date knowledge of developments, and best practice in your area to provide sound professional advice to the staff.
6. To be aware of equality and diversity, the needs of customers and students and demonstrate these principles in all aspects of your work.
7. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
8. To participate in and take responsibility for your own learning and development.
9. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. You may, from time to time, be required to work in the evenings or at the weekends

## Person Specification

### Progress & Achievement Coach

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
<b>Qualifications</b>	Relevant Level 3 qualification	Degree level qualification	A
	GCSE Maths & English A-C or equivalent		A
	L3 Award in Education or equivalent		A
<b>Experience</b>	Experience in delivering personal development or pastoral support in an educational or similar setting.		A/I/P
	Strong understanding of the challenges faced by young people and strategies to support their engagement and success.		A/I
	Proven experience in monitoring and supporting student attendance and academic progress through consistent communication with learners, parents, and carers		A/I
<b>Skills</b>	IT literate with sound working knowledge of Microsoft Office packages and packages specific to role		A/P
	Ability to collect and report data in a timely manner to allow qualitative and quantitative analysis of the quality of the service delivered		A

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
	Ability to demonstrate compassion and resilience		A/I
	Effective written and verbal communication skills at all levels		A/I/T/P
	Able to manage and prioritise own workload to ensure deadlines are met accurately		A/I
	Demonstrate creativity and flexibility in approach to supporting students		A/I
	Ability to make decisions and advocate on the students behalf		A/I/T
<b>Knowledge</b>	Good knowledge of issues and barriers that young people face		A/I/T
	Demonstrate understanding of the support required at the correct level for the varying student needs		A/I/T/P
	Good knowledge of safeguarding concerns and processes to support		A/I/T/P
<b>Personal Attributes</b>	Act as a role model to students and actively embrace and uphold College values and guiding principles.		A/I
	Evidence of commitment to own continuous professional development (please give information about your CPD during the past 2 years)		A
	Ability and willingness to travel		A

CRITERIA	Essential	Desirable	Method of Assessment A – Application Form I – Interview T – Activity P - Presentation
	and work at all main College campuses		
	Demonstrate high levels of confidentiality		A/I
	Work positively and collaboratively with colleagues across a range of departments, demonstrating a 'One College' Approach.		A/I

