

JOB DESCRIPTION

Job Title:	Progress Coach – Tutorial
Reports to:	Programme Manager – Tutorial and Intervention
Responsible for:	Tutor Groups
Contract:	Full time, permanent
Salary:	Scale 9 (£32,420- £35,029 per annum)

Job Purpose:

The Progress Coach plays a key role in supporting students' academic progress, personal development, and overall wellbeing. Working closely with teaching staff, support services, and students, the Progress Coach ensures that every learner receives the guidance and encouragement they need to succeed and thrive at Leyton Sixth Form College.

Main Responsibilities:

Delivery of Tutorial Resources

- Work with the Programme Manager – Tutorial and Intervention and Senior Tutor Team to deliver the college tutorial programme effectively.
- Promote a culture of high expectations, resilience, and the compassionate education framework among students.
- Contribute to a positive and supportive learning environment.
- Contribute to the ongoing development of the tutorial curriculum, ensuring it remains inclusive, relevant, and engaging.
- Through the Tutorial Programme Promote student engagement with the wider college community, skills development and progression.
- Attend Tutorial Team meetings as and when required.

Student Support and Progress Review

- Act as a dedicated coach and mentor for a caseload of students (10- 12 tutorial groups) monitoring attendance, punctuality, academic progress, personal development and skills development and progression.
- Monitor and track student performance, attendance, punctuality, and engagement, intervening when necessary, via the colleges support and disciplinary systems to improve outcomes.

- Deliver regular 1:1 progress reviews and group tutorial sessions to support students' engagement, aspirations, and achievement.
- Support students in setting goals and developing action plans to ensure they achieve their full potential.
- Liaise with teaching staff, parents/carers, and external agencies to support student development and wellbeing.
- Identify barriers to learning and signpost or refer students to relevant internal and external support services as needed.

Student Skills Development and Progression

- Guide students through their skills development and progression programmes, including applications to university, apprenticeships, or employment.
- Develop Individual Progress (ILPs) with students, reviewing and updating goals in collaboration with academic staff.
- Support students with personal statement writing and write UCAS references.
- Support college-wide initiatives such as the Aspire Programme, careers guidance, and skills development and progression events.
- Monitor safeguarding and wellbeing concerns, adhering to the college's safeguarding policy and reporting protocols.
- Maintain accurate records and provide data/reports to support quality assurance and student tracking processes.
- Deliver engaging and informative tutorials on personal development, career education, skills development and progression, and life skills

General

- Contribute to the college's operational aims and objectives as outlined in the Strategic Plan
- Actively promote compassionate education
- Support the aims and ethos of the college as articulated in the Mission Statement, 'Compassionate Education Framework and other relevant documents
- Contribute to the college's commitment to inclusion and equality and, specifically, its ambition to be an anti-racist organisation
- Promote college policies in line with our strong commitment to achieving equality of opportunity for students and in the employment of and care for staff
- Maintain an up to date understanding of Safeguarding Children and undertake training as required

- Maintain confidentiality and observe data protection and associated guidelines where appropriate.
- Comply with health and safety regulations associated with the post and employment at the College.
- Undertake any staff development (INSET/CPD) relevant to the needs of the post.
- Contribute to the college's quality improvement framework through participation in appraisal and performance review.
- Understand, comply and promote college policies in own area of work, and undertake any appropriate training to assist this process.
- Carry out any other duties commensurate with the grade and general responsibilities of the post.

Other information

Additional working time will be required for the effective completion of managerial responsibilities. The post holder will work an additional 10 working days throughout the academic year.

Per Person Specification – Progress Coach

*Application form (A), Task (T) or Interview (I)

Criteria for Selection	Essential/ Desirable	Method of assessment *
Qualifications and Training		
<ul style="list-style-type: none"> Graduate status or equivalent and/or substantial experience in the relevant subject area. 	E	A
Experience		
<ul style="list-style-type: none"> Successful record of working in a student-centred setting /pastoral development 	D	A / T / I
<ul style="list-style-type: none"> Experience working with young people aged 16+ in an educational, youth, or voluntary setting. 	D	A / T / I
<ul style="list-style-type: none"> Experience of delivering group sessions or workshops. 	E	
<ul style="list-style-type: none"> Knowledge of post-16 education pathways, including UCAS and apprenticeships. 	E	A / T / I
Skills and Abilities		
<ul style="list-style-type: none"> Excellent communication skills both oral & written 	E	A / T / I
<ul style="list-style-type: none"> Ability to lead teams effectively and set, achieve and maintain high performance standards 	E	T / I
<ul style="list-style-type: none"> Ability to work collaboratively with others and also work effectively within a team 	E	A/T/I
<ul style="list-style-type: none"> Good organisational, presentation and coordination skills. 	E	T / I
<ul style="list-style-type: none"> Sound administration and IT skills 	E	A
Knowledge and Understanding		
<ul style="list-style-type: none"> Evidence of understanding and engagement with the concepts outlined in the commitment to compassionate education 	E	A / I / T
<ul style="list-style-type: none"> Understanding of wider educational developments nationally and their implications for the College 	E	I / T
Values and Personal Qualities		
<ul style="list-style-type: none"> A genuine passion for supporting young people to achieve their potential. 	E	A/I
<ul style="list-style-type: none"> Commitment to, and advocate for, the vision, mission and strategic priorities of LSC 	E	I
<ul style="list-style-type: none"> Commitment to and compliance with LSC's safeguarding and health and safety principles 	E	I
<ul style="list-style-type: none"> Commitment to respect and value equality and diversity, and an understanding of how this applies to own area of work 	E	A / I
<ul style="list-style-type: none"> Commitment to own continuing personal and professional development 	E	I