

ROLE PROFILE

General Details	
Role	Progress Coach
Vacancy Number	VN427
Department	Business
Reporting to	Learner Manager
Responsible for	No direct reports
Place of work	Telford College
Tenure	Permanent
Hours/FTE	37 hours per week, term time
Salary	£20,399 pro rata
Terms & Conditions	Business Support
DBS	Enhanced
Closing Date	Monday 23 rd September 2019 at 9am
Interview Date	Tuesday 1 st October 2019

Moral Purpose – Students first – a belief that all students can achieve and an unwavering commitment to pursue achievement for all.

The Role

The purpose of this role is to act as a progress coach to a designated number of learners, working closely with the academic tutors, to manage successful completion of the learners' journey through monitoring progress and performance to ensure an excellent learning experience, predominantly in the areas of Maths & English.

Main duties and responsibilities

The successful applicant will be expected to:

Learning Progression and Coaching

- Manage a specific case of approximately 120 - 150 learners and their programmes to ensure successful completion of their studies.
- Work with learners on a one-to-one basis to complete their electronic individual learning plan on induction, setting long term targets at the initial stages to identify their intended employment, qualification, English & Maths and aspirational targets which will be measurable against their achieved outcomes so must be recorded accurately and be appropriate.
- Conduct a suitability review in conjunction with the academic staff within the first 4 weeks with learners to ensure the learner is on the right programme and that the programme is suitable.
- Work with learners on a one-to-one basis to monitor and update their EILP in conjunction with the tutorial planner, setting targets and reviewing progress in conjunction with academic tutors, English & Maths tutors, functional skills tutors, ALS staff and any other relevant members of the delivery or support team.

- Monitor that learners are uploading assessments in accordance with their assessment deadlines and follow up on learners that have outstanding submissions, working with academic staff to ensure support strategies are implemented to support the learner.
- Ensure that learners starting late on programmes have their induction entitlement.
- Identify and monitor learners identified as 'at risk' including early leavers and implement strategies to support which may include referral to appropriate Internal and external support services as necessary, monitoring and updating outcomes.
- Ensure learners attendance is consistently monitored and actioned in accordance with the attendance intervention policy, to ensure learners are attending and working towards the Colleges target.
- Communicate, as required, with other academic/support staff, parents/guardians and employers/external agencies, within limits of Data Protection, in regard to the progress of individual learners.
- Co-ordinate the coverage of the wider tutorial activity including, PSD, Employability and Entrepreneurial activity, learner involvement and enrichment participation within designated areas and contribute to additional curriculum activities as appropriate.

Organisational

- Work in conjunction with the Director(s), Learner Manager and Enrichment Facilitator to develop a tutorial scheme of work to include individual and group tutorials, in line with the tutorial entitlement and where appropriate and in collaboration with the relevant academic tutor adapt to meet individual group and learner needs.
- Support the Enrichment Facilitator in developing tutorial materials including the use of e-resources.
- Contribute to the overall quality assurance (QA) of EILPs and progress reviews and contribute to other curriculum quality assurance procedures as necessary.
- Monitor termly that ELPs are fully completed and reviewed on a regular basis.

Team Development

- Develop effective professional relationships with students and teaching staff, working within the College's professional boundaries.
- Work closely with Student Services staff to maximise student success.
- Attend tutor team and course team meetings.

- Attend progression boards with the academic staff where necessary.
- Work collaboratively with colleagues, managers and external stakeholders to enhance the existing curriculum and develop new learning programmes focused on progression to further study and employment.
- Contribute to the successful realisation of targets and development plans.

Personal Development

- Attend regular meetings and internal/external CPD sessions to support development, professional development, professional knowledge, skills and abilities.
- Develop an excellent working knowledge of the curriculum area.
- Continuously evaluate all aspects of own professional practise in order to maximise learners' success and the quality of the learner experience.

Other Corporate Responsibilities

- Reflect the vision, mission, aims and values of the College.
- Always strive for continuous improvement in your professional practice and delivery of outcomes.
- Commit to the safeguarding and promotion of the welfare of children, young people and vulnerable adults.
- Participate in the College's Performance Development Review and engage in continuous professional development.
- Continually improve teaching, learning and assessment through proactive CPD and sharing best practise.
- Support enrolment procedures as appropriate and cover for absent colleagues as appropriate.
- Be compliant with Data Protection Act arrangements and confidentiality.
- Identify the financial, health and safety, equality, safeguarding, confidentiality or other risks associated with the post's sphere of responsibility and to define and take positive action to manage these risks.
- Carry out such other duties as may reasonably be required from time to time.

This role profile is current as the date shown. It is liable to variation to reflect changes in the role.

PERSON SPECIFICATION

EVIDENCE KEY

A =	Application
I =	Interview
C =	Certificate
	Or a combination

	Essential	Desirable	Evidence
1. Hold a full teaching / relevant qualification or be working towards the completion of one (E.g. PGCE, PCE, DTLLS DET etc.)		✓	A/C
2. A-Level or equivalent qualification	✓		A/C
3. IAG qualification		✓	A/C
4. Awareness of, and empathy with, the needs of students	✓		AI
5. Knowledge of safeguarding issues in education	✓		A/I
6. Understanding of issues relating to confidentiality	✓		A/I
7. Knowledge of current developments and issues in further and higher education	✓		A/I
8. Understanding and/or experience of aspects of the tutorial curriculum and outcomes for learners, including career learning and employability, health and wellbeing, internet safety		✓	A/I
9. Experience of working in an education or related setting	✓		A/I
10. Experience of providing advice, guidance and/or education to young people and/or adults	✓		A/I
11. Experience of working as a member of a team	✓		A/I
12. Experience of working in a student support or related role		✓	A/I
13. Experience of delivering group sessions		✓	A/I
14. Experience of developing and/or using manual and IT based recording/tracking systems		✓	A/I
15. Experience of youth work		✓	A/I

16. Experience of mentoring/coaching		✓	A/I
17. Ability to communicate effectively in person, on the telephone and in writing with students, staff, parents and external agencies	✓		A/I
18. Ability to form and maintain appropriate relationships and professional boundaries with children and young people	✓		A/I
19. Excellent organisation and IT skills and ability to prioritise own workload	✓		A/I
20. Ability to make a positive contribution to the team, valuing colleagues' particular professional expertise and respecting other members of the team as individuals	✓		A/I
21. A commitment to reflective practise, professional development and performance improvement	✓		A/I
22. A commitment to the development and promotion of Telford College as a centre for learning excellence	✓		A/I
23. An understanding of and commitment to diversity and equality of opportunity	✓		I
24. Knowledge and/or competencies of health and safety as relevant to the post and a commitment to safeguarding the health and safety of learners and others	✓		I
25. Level 2 qualification (GCSE A* - C, or equivalent) in maths and English or a willingness to attain these qualifications with the support of the College	✓		A/C

ADDITIONAL INFORMATION

Conditions of Appointment

All Appointments to the College are subject to:

- Verification of relevant qualifications
- Receipt of references considered suitable by the College
- Verification that you are legally permitted to work in the United Kingdom
- Disclosure & Barring Service (DBS) Checks

The College's policy is to have an enhanced disclosure check for all posts. As an organisation using the Disclosure & Barring Service (DBS) to assess applicants' suitability for positions of trust, the College complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly. It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of conviction or other information revealed. The College has a written policy on the recruitment of ex-offenders which is available from Human Resources.

Equality and Diversity

The College is an equal opportunities employer and encourages applications from all sections of the community.

The College welcomes applications from persons with disabilities and will interview any person with a disability who meets the essential criteria for the role as outlined in the person specification.

Safeguarding

The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.

Location

The postholder will be required to carry out their duties on the College premises.

