

Job Title:	Personal Coach/EPQ Co-ordinator
Location:	Newham
Contract type:	Permanent
Contract term:	Full time / Part time
Salary with responsibilities:	£21,757 - £26,391
Job start:	ASAP

Core Purpose:

We are seeking to employ at least four full time personal coaches. To act as a key link between all aspects of the wider curriculum, whilst working with students and teachers to ensure that the curriculum is holistic, personalised and fully compliant with all National Curriculum requirements.

Key Responsibilities:

- To develop and deliver skills workshops for students, with a particular focus on skills linked to the Extended Project Qualification and transition to Higher Education and Apprenticeships;
- To develop and run a Research-Based Learning Projects, based upon an area of students own research, for Year 12/13 students. This could be an activity that will run for a full day, and could be delivered on or off campus with minimal additional support for up to 40 students;
- Planning and co-ordinating the delivery of Life Skills;
- Planning and co-ordinating the support for Employer Engagement;
- Planning and co-ordinating the personalised learning plans and routes for each of their students;
- Supporting students to reflect on and evaluate their progress, setting personalised targets;
- Liaising with staff within LDE UTC and employer partners to monitor and observe students' progress;
- Working with teaching staff to provide support for core projects and single lesson sessions, helping to ensure that all National Curriculum requirements are delivered;
- Making students aware of the progression routes available to them and how their learning relates to them.
- Acting as the primary link with parents; building relationships with parents to ensure that they are aware of the progress that their children are making.
- Working with other Personal Coaches on a whole school strategy for effective pastoral care;
- Working with students and staff to create links with local community leaders, businesses and organisations;
- Participating in the professional and collegiate work of the school;

This is a non-teaching role, though applications are encouraged from those with teaching experience, as well as those without.

Comply with Health and Safety Requirements

- Know and abide by the Health and Safety Rules within London Design & Engineering UTC.

Equal Opportunities

- Maintain and demonstrate a good understanding and knowledge of equalities legislation and the School's Equality and Diversity policies as applicable to the role.

Safeguarding

- Maintain and demonstrate a good understanding and knowledge of Safeguarding Children and the School's Safeguarding policies and procedures as applicable to the role.

Professional Development

- Maintain and update your own knowledge and skills in line with the requirements of the role.
- Attend meetings as required.
- Undertake any additional training highlighted by line management feedback.

- Lead by example to maintain a high standard of professionalism.

Other Duties

- Adopt a professional approach at all times and ensure all areas of personal activity comply with standards laid down by the UTC.
- Undertake such duties as may be required.

This job description is intended as a guide to the general duties and responsibilities of the post which will change from time to time according to the needs of the School. It does not form part of the terms and conditions of employment. The post holder will be expected to undertake the duties commensurate within the range and grade of the post or any other reasonable duties as directed by the Principal.

How to apply

To apply for this position please complete an application form including a supporting statement. Please ensure that all required details are completed. Applicants missing key information will not be called for interview. Applications should be emailed to Brooke.O'Callaghan@LDEUTC.co.uk or posted to:

Brooke O'Callaghan
London Design & Engineering UTC
Docklands Campus
15 University Way
London E16 2RD

Timings

The closing date for applications is 12:00pm on Wednesday 28th June 2017.

Candidates are welcome to contact LDE UTC for an informal discussion with Geoffrey Fowler, CEO & Principal by booking an appointment through Brooke O'Callaghan, Principal's PA. You can contact Brooke on 02030197333 or via email at Brooke.O'Callaghan@LDEUTC.co.uk Interviews will take place on Monday 3rd July 2017.

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.

Commencement

The post will commence ASAP