

Progress Coach  
**King Edward VI College**  
Candidate Pack



# Introduction from Stuart Noss



King Edward VI College is a friendly, supportive and high achieving college, here to help students succeed.

As a long established provider of sixth form education, we are proud of the high quality student experience delivered by well-qualified staff.

Students work alongside staff on all aspects of the college's operations and future direction. Student leadership and student voice are not add-ons to how we do our work but key components of our institutional DNA.

We are an ambitious college, with high aspirations for students and ourselves. I am proud to be the Principal of a College which inspires, challenges and supports its young people to gain the skills they need to thrive.

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*Principal*

# Message from the Student Voice

*As a Students' Union we believe students should be at the heart of all the college does.*

All students should be encouraged and supported to be active contributors in the college community, from our president to the student in the classroom. Student Voice is fundamental in the development of the college and hence, we believe that accountability of those responsible is vital, from us to the Principal and from them to us, to ensure that we are all fulfilling this responsibility. We want the college to be a thriving environment which offers the best experience to our students, where they can grow and reach their goals.

We look forward to working with staff who are passionate about the college and who will walk through its doors, and challenge current thinking and take fresh approaches to provide the best experience possible. We are committed to partnership working to actively help our members and hope that our teaching and support staff are too.

Help us to be co-creators of the college experience, and together we can help the college reach its full potential.

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## *The Students' Union*



# Our Mission, Vision and Values

## Mission:

We inspire young people to gain the skills they need to thrive in an ever-changing world as we transform Sixth Form Education.

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## Vision:

Our students will be recognised locally and nationally for the remarkable impact they have on their communities.

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## Values:

- **Involved.** We are one community with a shared responsibility
- **Ambitious.** We are curious to create exciting ways to succeed
- **Genuine.** We are honest with ourselves and each other
- **Supportive.** We help each other improve with an optimistic and positive outlook.



# Key facts about the College

*We have been educating the young people of Nuneaton and the surrounding areas since 1552.*

Since re-designating as a Sixth Form College over 45 years ago the core purpose of the college has remained the same: to meet the needs of young people from across Nuneaton and the surrounding areas.

We are the only Sixth Form College in Coventry and Warwickshire and currently have over 1200 students and 100 staff.

We offer over 40 subject courses at A Level and level 3 BTEC, Maths and English GCSE and a diverse range of enrichment courses. We also offer a Level Three Foundation Programme for students needing to re-sit a range of Level Two courses, as well as Higher National Certificates in Media & Business.

In November 2017 the College was inspected by Ofsted and was judged as continuing to be 'Good'.

In January 2019 the college became the founding member of Better Futures Multi Academy Trust (BFMAT), an SFC focussed Trust sponsored by Coventry University.



# College Facilities



Students have Study Periods where they can research and complete assignments. The College Library and Study Centre are great places to help students develop their study skills. They offer a range of learning environments, so they can find a space that suits—whether they want to work on their own or in a group.

The College Library and Study Centre have over 70 open access computers plus all the equipment you would expect to find in a modern library – 6,000 textbooks, 40 magazines, 600 DVDs, 1,000 novels and over 500 e-resources. All of these resources have been selected to support sixth form courses and all of them are fully searchable on the library database in college and at home.

But best of all, we have trained and friendly college services staff to answer your enquiries.

For many subjects, specialist equipment is needed. We provide all the necessary materials and equipment to help students get the most out of their course. From video cameras to art materials, we keep supplied fully stocked and available on request.

# Better Futures Multi Academy Trust

## A bit about Coventry University.

Coventry University Group (CU) is nationally and increasingly internationally recognised as an innovator in the higher education world. The group is made up of a range of educational and innovation services companies. Headquartered in Coventry but with sites throughout the UK and the world. Teaching excellence is second to none in the UK, increasingly the University has a growing reputation for research in niche, interdisciplinary domains such as peace, trust and social relations, water and agro-ecology and transport.

The University has achieved TEF Gold and in the Guardian University Guide is ranked as 15<sup>th</sup> amongst UK HEIs, securing its place as the highest ranked modern university in the UK for the seventh year running. The Group is number one in the UK for working with small and medium sized enterprises. Through Coventry University College Ltd. The group is heavily engaged in the Degree Apprenticeship movement, In recent years the group has expanded its range of provision with campuses based in Coventry, East London and Scarborough. These sites offer high quality alternative and flexible provision at a competitive price, increasing access to HE.

## A bit about Better Futures MAT.

The formation of Better Futures MAT (BFMAT) has been notable in two key aspects; firstly, it is the only MAT to have as its focus Sixth Form Colleges and Sixth Form Education and how this sector can gain mutual benefit from a structural relationship with a leading HE provider; secondly, and more importantly, the collaborative, collegiate approach that has been taken in its formation and development. CU has not positioned itself as the expert on post 16 education or as needing to retain all the levers of power within the MAT, rather it has engaged in meaningful learning conversations about how best to utilise the relationship to improve the educational experience of the students. As a result, members of the MAT find themselves retaining high levels of autonomy while still having access to the financial benefits of a MAT and the opportunity to be a leading player in some exciting 'systems leadership developments in the sector..

The trust is at an interesting stage of its development. KEC formally joined as a founding member on 1 January 2019, followed shortly afterwards by Bilborough SFC and Gateway Sixth Form College. With the three founding members in place we will be focussing on co-creating 'The BFMAT way', not only what we want to do to achieve our vision and fulfil our mission, but just as importantly, how we intend to do this. Setting out our agreed ways of working, our collective expectations of each other and how we will measure our progress toward reaching our vision.

<https://www.Coventry.ac.uk/business/our-services/Coventry-university-group/better-futures-multi-academy-trust/>

# Better Futures Multi Academy Trust

## King Edward VI College

### Progress Coach

Start Date: 01 September 2022

Full time Term Time only 195 days to include 5 training days

Sixth Form College Support Staff Pay Scale 11 to 15 £22,989 to £25,894

*(Pro-rata part-time term time £18,368 to £20,689 per annum)*

**Closing Date for Applications: Monday 14 March 2022**

**Interviews to be held: Thursday 24<sup>th</sup> March/Thursday 31<sup>st</sup> March 2022**

#### **The opportunity**

We are seeking to appoint enthusiastic and inspirational individuals to support our strong and successful Progress Team. The college prides itself on having supportive, reflective, creative and ambitious staff who work to achieve the best outcomes for students. We treat our staff and students with respect, listen to both and involve all in our continuous improvement. Staff and student feedback are embedded in our systems.

The successful applicant should have a high level of organisational ability and communication skills and be capable of working both independently and as part of a team to support and mentor our students. A good standard of education to a minimum of A level or equivalent is essential.

The post is open to any suitable applicant. The successful candidate will be required to support subject staff by providing academic and pastoral support to learners. To work with students (individually and in groups) to focus on their learning and study skills, enabling them to progress to achieve their full potential.

#### **The responsibilities**

To support students with pastoral, employability, and life skills. To work with students (individually and in groups) to focus on their emotional and academic well-being, enabling them to progress and achieve to their full potential. This role is student-facing with planned and impromptu student interactions, and close collaboration with teachers is imperative to providing all round support. To lead group sessions effectively both face to face and remotely is a key aspect of the job and experience in this would be beneficial. Progress coaches harmonise their role with that of specialist support colleagues to provide extra support for students with SEND needs, students in care and other vulnerable groups. A proactive approach and use of initiative are essential to the role.

#### **The college**

This is an exciting time to be joining our high performing Sixth Form College as we develop partnership links across the education sector. We are pleased to be the founding College in the Better Futures Multi Academy Trust with Coventry University, which now includes Bilborough Sixth Form College and Gateway Sixth Form College. Working within a trust environment will be central to every role within the college.

The college has approximately 1400 students and 135 staff and is growing yearly

## What we offer

The chance to work with fantastic students who have chosen to continue their learning at King Edwards	The trust, autonomy and freedom to take creative risks	A truly progressive approach to how an educational institution operates
The chance to work with open minded colleagues who are ready to work in new and exciting ways	An organisation that wants all of their staff to be happy and achieve at work.	A friendly but fast paced & optimistic culture
A truly purpose rich job where your success is based on helping others	Consistent but emotionally intelligent feedback to help remove your blind spots and to accelerate your development	A safe, values led institution that put the wellbeing of students and staff first
The opportunity to work at a place where students are genuinely at the heard of our decision making.	Financial investment in your professional progression	We are not obsessed with hierarchy. We are obsessed with the student experience.
A flexible and contemporary approach to and view of work	A culture where failure is seen as a learning opportunity	Collaborative opportunities to work with colleagues from two other sixth form colleges

## Who we are looking for and what we expect

We are looking for adaptive and people centred staff. The college prides itself on having supportive, reflective and ambitious staff who work to achieve the best outcomes for students. We treat our staff and students with respect, listen to both and involve all in our continuous improvement.

We would like someone who can truly inspire students and staff to do things which inspire them. We want someone who is reflective and asks for help when they need it. Someone who always sees the best in our students and is willing to support the wider college and trust. No one subject specialism is essential, but an ability to contribute to a range of subject teaching areas would be welcomed.

Finally, we want the most creative, dedicated and effective people in education to join us and we will do all we can to make that happen. We want all appointments to believe in our mission and values. We also expect them to desire to work in a deliberately developmental organisation as illustrated below.

the three dimensions of a

## **Deliberately Developmental Organisation**



*The College is committed to the safeguarding and promoting the welfare of young people.*

*The successful candidate will be required to undertake a criminal record check via the DBS service.*

*The College promotes diversity and welcomes applications From all sections of the community.*

*All candidates with a disability will be offered an interview should they meet the minimum requirements of the post.*

*The College is committed to the continuing professional development of all staff*

# Progress Coach Job Description

## Job Purpose

To support students with pastoral, employability, and life skills. To work with students (individually and in groups) to focus on their emotional and academic well-being, enabling them to progress and achieve to their full potential. This role is student-facing with planned and impromptu student interactions, and close collaboration with teachers is imperative to providing all round support. To lead group sessions effectively both face to face and remotely is a key aspect of the job and experience in this would be beneficial. Progress coaches harmonise their role with that of specialist support colleagues to provide extra support for students with SEND needs, students in care and other vulnerable groups. A proactive approach and use of initiative are essential to the role.

In addition, you will be expected to contribute to College recruitment activities and the Enrichment programme.

**Accountability:** Progress Leader (PL)

## DUTIES

### Professional Responsibilities

- Be responsible for mentoring a case load of students.
- Monitor levels of student attendance and retention, taking immediate action to improve by liaison with subject staff, students and parents.
- Manage students at level 1 support (as per Cultures and Values Policy).
- Oversee the students' independent learning plan by conducting a programme of one-to-one and group sessions with students to monitor progress, set targets and advise on how to improve.
- Carry out administrative duties relevant to the post, including mandatory record keeping and providing information/data.
- Delivering tutorials to groups of students (numbers of students per group approx. 24)
- Undertake supervision of student study areas.
- Liaise with parents, subject staff and Student Progress Leader, as appropriate.
- Assist the Student Progress Leader to plan and deliver an induction programme to an agreed number of tutor groups (Welcome Days).
- Assist the Student Progress Leader in the development of resources and delivery of the Scheme of Work. Within the Pastoral Scheme of Work, identify and plan sessions.

<b>DUTIES</b>	
<ul style="list-style-type: none"> <li>• <b>Professional Responsibilities cont...</b></li> </ul>	<ul style="list-style-type: none"> <li>• Advise students on the completion of Higher Education (UCAS), apprenticeship and employment applications and be responsible for co-ordinating and writing high quality academic references in partnership with subject teachers.</li> <li>• Provide information and offer impartial advice/guidance on future plans and facilitate access to specific careers advice where more specialist knowledge is needed.</li> <li>• Participate in appropriate College activities, which include team and whole college staff meetings, Open Evenings, Parent Evenings, Enrolment, Higher Education Evenings, and marketing.</li> <li>• Manage low-level mental health and other well-being concerns, sign posting to internal workshops and outside agencies. Working with Specialist Student Support when necessary.</li> <li>• Work with the Specialist Support Leader to deliver support to students with additional learning needs.</li> <li>• Be involved in the recruitment of students (which includes some evening twilight events and in interviewing prospective students).</li> <li>• If required to cover additional progress sessions if need arises. (eg Foundation students).</li> <li>• Lead on an enrichment activity.</li> <li>• Attend meetings as needed.</li> </ul>
<b>Quality / Management</b>	<ul style="list-style-type: none"> <li>• You will report directly to a Student Progress Leader.</li> <li>• Participate in Continuing Professional Development activities, the Progress Session observation schedule, reviews, and other relevant staff development activities in negotiation with the Vice Principal with such responsibility.</li> <li>• Contribute to the College self-assessment report.</li> </ul>

**Generic duties for all College Staff:**

- To support the College's mission, values and strategic objectives
- To support the College's policies on diversity and inclusion
- To ensure awareness and compliance with the College's Health & Safety Policies and practices
- As a member of staff working in a College setting, to have a duty to help keep young people safe and protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students.
- Maintain confidentiality regarding sensitive or personal information in line with the College policy.
- Work within College policies to promote the college positively.
- Promote high expectations of students in and outside the classroom.
- To embrace the College's commitment to people development by taking part in continuing professional development activities.

This job description is not necessarily a comprehensive definition of the post. The post holder may be required to undertake any other duties, as directed by the Principal or which may reasonably be regarded as within the nature of the post, after consultation with the post holder.

# Progress Coach Person Specification

Qualifications	Essential	Desirable	Assessed by
<ul style="list-style-type: none"> <li>A good standard of education to include GCSE English and Mathematics</li> </ul>	✓		Application
<ul style="list-style-type: none"> <li>A minimum standard of education to A level or equivalent</li> </ul>	✓		Application
<ul style="list-style-type: none"> <li>Education to Degree level</li> </ul>		✓	Application
Experience			
<ul style="list-style-type: none"> <li>Evidence of professional skills and experience in some of the following or similar areas: College/school based learning support; Teaching; Counselling; Careers guidance; Youth work; Health promotion; Sports coaching;</li> </ul>	✓		Application & interview
<ul style="list-style-type: none"> <li>Experience of working with young people from year 9 upwards</li> </ul>	✓		Application & interview
<ul style="list-style-type: none"> <li>Evidence of supporting young people who face extra challenges that can affect their behaviour and academic progress</li> </ul>		✓	Application & interview
Skills and Abilities			
<ul style="list-style-type: none"> <li>The ability to relate well to young people and to develop an effective rapport with those that you support with a strong awareness of protocols linked to Safeguarding young people.</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>To recognise the boundaries between advocacy for students and accountability to the College</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>A professional and caring approach when dealing with students' families, teaching staff and external bodies.</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>The ability to motivate and stretch young people to achieve their full potential</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Be flexible in approach and able to adapt to the differing needs of the students</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>The ability to offer a sporting or non-sporting activity to enhance the student experience</li> </ul>		✓	Application and interview
<ul style="list-style-type: none"> <li>Good organisational, planning and communication skills, with the ability to meet strict deadlines</li> </ul>	✓		Application and interview

<ul style="list-style-type: none"> <li>An understanding of the need for confidentiality within the role</li> </ul>	✓		Application and interview
<ul style="list-style-type: none"> <li>Computer literate with good IT skills and ability to write concise reports and references</li> </ul>	✓		Application and interview
<b>Knowledge and Understanding</b>			
<ul style="list-style-type: none"> <li>Flexibility in terms of working hours around peak times within the College calendar</li> </ul>		✓	Application and interview
<ul style="list-style-type: none"> <li>Some knowledge of Health &amp; Safety regulations</li> </ul>		✓	Application and interview
<ul style="list-style-type: none"> <li>Understanding of and commitment to equal opportunities and how to incorporate it into the role.</li> </ul>	✓		Interview
<ul style="list-style-type: none"> <li>A clear commitment to the principles and practices of Equality &amp; Diversity and the safeguarding of young people</li> </ul>	✓		Interview

# Completing your application

## Data Protection Act 2018 GDPR statement

Any personal data collected from applicants during the recruitment process will only be used for the purpose of recruitment within the college and will not be disclosed to any external sources without your express written consent. Records of the successful candidate will be placed on their personal files. Records of unsuccessful candidates will be destroyed after six months.

## Contract Details

The post is made on the terms and conditions of the Support Staff in Sixth Form Colleges.

<b>Contract:</b>	Permanent Term Time only Full time 195 days (to include 5 training days)
<b>Hours:</b>	Monday to Friday Full time
<b>Actual Salary:</b>	Pro-rata £18,368 to £20,689 per annum based on SFC pay spine SP11 to SP15
<b>Start Date:</b>	01 September 2022
<b>Pension:</b>	Membership of the Local Government Pension Scheme

### 1. Application is by means of:

- a completed application form
- a completed Equal Opportunities Form
- a completed Disclosure Form

When completing your application please comply with all **instructions** detailed on the application form. **You are asked NOT to send a Curriculum Vitae (CV).**

The criteria in the enclosed person specification will be used to assist the short-listing process.

The specification identifies the minimum skills, experience and qualifications needed by you to carry out the job effectively. When completing your application you must ensure that you indicate how you meet these criteria.

### 2. Referees

Two references will be requested. We expect one referee to be the head of the organisation where you are currently employed (if applicable). We normally write for references before an interview. If there are any special circumstances, and you mark that you do not wish a referee to be contacted we will contact you directly. If you have any personal connection with any of your referees, you will be required to disclose it.

### 3. Health

If you are successful in your application, you will be required to complete a medical questionnaire. This will be submitted to the Occupational Health Service and you may be asked to have a medical examination. If you think this may present a problem, please mention it in your application or at interview.

### 4. Certification

Any contract of employment issued will be on the basis that all information supplied by you on the form, on additional papers and at interview is correct, and that no material facts have been omitted. You will be required to provide proof of all the qualifications you declare on the application form.

**5. Equal Opportunities**

You are asked to return the equal opportunities questionnaire (which will not be available to the short listing or appointment panel).

**6. DBS Disclosure**

If you are successful in your application you will also be required to complete a DBS application, at enhanced level, which will enable a check to be made with the Criminal Records Bureau on any criminal background.

If you require confirmation of the receipt of your application, please enclose a stamped envelope. We are sorry we are unable to respond personally to all applicants. If you have not heard from us within two weeks of the closing date you should assume you have been unsuccessful in your application.

Further information about the College can be found via our website [www.kecnuneaton.ac.uk](http://www.kecnuneaton.ac.uk)

**Closing date for applications: Monday 14<sup>th</sup> March 2022**

**Interviews to be held: Thursday 24<sup>th</sup> March/Thursday 31<sup>st</sup> March 2022**

Applications should be addressed to: **Associate Principal - Corporate Services  
King Edward VI College,  
King Edward Road  
Nuneaton  
CV11 4BE**

Email: [personnel@ke6n.ac.uk](mailto:personnel@ke6n.ac.uk)

*The College is committed to safeguarding and promoting the welfare of young people.  
The successful candidate will be required to undertake a criminal record check via the DBS.  
The College promotes diversity and welcome applications from all sections of the community.  
All candidates with a disability will be offered an interview should they meet  
the minimum requirements of the post.  
The College is committed to the continuing professional development of all staff.*

**Thank you for your interest in King Edward VI College, Nuneaton.**

**Better Futures Multi-Academy Trust  
King Edward V College, King Edward Road, Nuneaton – CV11 4BE  
Tel: 02476 328231  
Email: [personnel@ke6n.ac.uk](mailto:personnel@ke6n.ac.uk)  
Website: [www.kecnuneaton.ac.uk](http://www.kecnuneaton.ac.uk)**