



# JOB DESCRIPTION

Progress Coach



# INTRODUCTION

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## OUR VISION

Careers focussed education inspiring learners to create their future.

## OUR MISSION

To deliver outstanding technical and professional learning, which raises aspirations, develops skills and creates futures

## OUR VALUES

Defining our values:

# EXCELLENCE

- The quality of being **outstanding** or extremely **good**.
- Having **outstanding features** and/or **qualities**.

We show excellence by:

- Having high aspirations and expectations for ourselves and those around us.
- Celebrating and valuing expertise and mastery at all times.
- Recognising that personal responsibility affects our ability to fulfil our potential, embracing opportunities to grow and develop our knowledge and understanding.

Waltham Forest College 

Defining our values:

# INCLUSION

- Including **all types** of people and ideas, treating them **equally** and **fairly**.
- Providing equal access to **resources** and **opportunities**.

We show inclusivity by:

- Ensuring that everyone feels welcomed and valued and is allowed to be their true, authentic self.
- Not just recognising, but celebrating the diversity of our community, ensuring that everyone has a voice.
- Making sure that everyone has equal access to what the College does.

Waltham Forest College 

Defining our values:

# INTEGRITY

- The quality of being **honest** and having **strong moral** principles.

We show integrity by:

- Acting with honesty at all times, taking responsibility for our own actions.
- Always doing the right thing, especially when no one is looking.
- Demonstrating professionalism, working to fulfil our moral purpose - especially when times are challenging.

Waltham Forest College 

# JOB DESCRIPTION

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This Job Description sets out the organisational position, reporting lines, key accountabilities and relationships.

Post	Progress Coach
Department	Curriculum
Pay Spine	Business Support Scale 23-25
Post Reports To	Head of Curriculum

## POST OUTLINE:

The purpose of this role is to inspire, support and mentor learners to successfully achieve their programme of study and progress onto positive destinations

The role will consist of reviewing progress of learners, monitoring their attendance and the delivery of a pastoral tutorial framework designed to enrich the personal, social and employability skills of learners.

## MAIN TASKS

- Deliver the tutorial framework that focuses on the skills development of personal, social, behaviour and welfare for learners enrolled on a study programme.
- Monitoring learners progress, identifying and addressing any learners 'at risk'
- Provide effective support to learners on a 1:1 basis or in a group setting to support achievement, retention and progression onto positive destinations.
- Setting, monitoring and reviewing SMART Targets inline with the required cycles
- Provide employability and careers information, support and advice to students so that they are able to make informed decisions about employability and/or further/higher education opportunities.
- To promote the highest possible standards in customer care, equal opportunities and health and safety practices for the benefit of learners and the wider community served by the College.
- To safeguard and promote the welfare of children, young people and vulnerable adults served by the College.

## JOB ACTIVITIES

- Follow and deliver a learner-centred tutorial programme that focuses on developing the softer outcomes and skills development of learners that aid progression onto positive destinations.
- To deliver appropriate and relevant tutorials that support learners employability, health and wellbeing and personal and social development e.g. equality & diversity, mental health awareness, safeguarding, employability, British Values.

- Gain a regional understanding of opportunities and support available to the target group whilst developing effective strategies that inspire and reintegrates learners into education and training.
- To support the development of personal and social skills to maximise the work-readiness and employability skills of learners.
- Assist in the development and implementation of learner support strategies with a clear focus on achievement, retention, employability and progression.
- Develop close links and rapport with learners to motivate and identify opportunities to continue in education, employment and achieve key outcomes.
- To agree and deliver a set of study programme milestones and clear service standards that will be revised each academic year.
- Support the embedding of enrichment and work experience activities within learning areas and across college as appropriate.
- Work with learners on a 1:1 or groups basis to that overcome barriers to achievement, retention and progression.
- Supporting learners with their study skills and guiding them to submit high-quality work/assessments on time to their vocational lecturers and tutors.
- Setting SMART targets, monitoring progress and addressing any non-achievement or those who are 'at risk'
- Following relevant processes and liaising with parents, external stakeholders and support team to ensure learner success and achievement.
- Focus on developing employment aspirations and skills with young people required for them to successfully progress onto further education or employment providing them with best opportunity for economic and social inclusion.
- Develop a bank of resources and information for use in the promotion of careers, educational guidance and to regularly review, develop and update these resources.
- To contribute to the College key events such as enrolment, parents evening and other special events.
- Collaborating with colleagues to obtain learner progress and share best practices
- To provide assistance and cover for colleagues as necessary, and fulfil any other duties assigned by your line manager.

# WALTHAM FOREST COLLEGE COMMITMENTS

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Waltham Forest College aspires to be an outstanding College and in recognition of the crucial role that members of staff play, individually and collectively, in achieving and maintaining high standards all employees are required to:

- Be a positive ambassador for the College at all times.
- To adhere to the College's policies, procedures and practices regarding the safeguarding of learners, including attendance at training and updating sessions as required and responding appropriately and supportively to any issues associated with safeguarding.
- Orientate their work towards the needs of students and other customers and the creation of the College as an inclusive learning environment and, in doing so, to seek to ensure that students and all others feel valued.
- Adopt a reflective and self-critical approach to responsibilities and to contribute to the preparation of the local. Self-Assessment Report and for progressing the associated action plans.
- Demonstrate a commitment to the provision (the letter and the spirit) of College policies, codes, procedures and frameworks.
- Undertake continuing personal and work related professional and skills development having regard to the changing demands placed on the College and the impact on specific roles.
- Work collaboratively with colleagues across the College as a whole so as to support the achievement of the College goals.
- Be a positive role model in terms of supporting the College's approach to equality & diversity.
- Understand and actively support the College's approach to health and safety and, in particular, to take into account the duty of care for others and oneself in all day to day actions.
- Support the College's arrangements relating to emergency evacuations and take a proactive role in enabling the buildings to be emptied quickly and safely prior to marshalling students and others at the designated meeting points
- Wear protective clothing to undertake appropriate and specific roles within the College and to comply with safe methods of working.
- Challenge unacceptable behaviour (such as, for example, not wearing College ID, shouting or playing loud music in corridors, spitting or swearing) whilst not putting one's personal safety at undue risk.
- Adhere to the College's approach to no smoking at all times during working hours •  
Make an active and positive contribution to team meetings, one to one sessions with line managers and the appraisal process

In recognition of the ever changing environment in which the College operates, the contents of this job description will be the subject of regular review in consultation with the post holder

# PERSON SPECIFICATION

<b>BUSINESS ADVISOR</b>			
Essential/Desirable criteria will be identified at*			
	AF	I	A
<b>EDUCATION AND TRAINING</b>			
Degree/professional/vocational qualification in a relevant subject	✓		
Attendance at training and updating events in the relevant area in the past three years	✓		
Level 2 qualification in both Math's and English	✓		
<b>EXPERIENCE</b>			
Experience of setting, monitoring and achieving personal, team and organisational plans, standards and targets	✓	✓	
Experience of working with external customers with an ability to promote, develop, sell and deliver education and training	✓	✓	
Experience of using information systems in the relevant area			
Experience of working with employers and other external stakeholders to deliver work focused programmes		✓	
Experience, within a curriculum area, of promoting and embedding widening participation, inclusive learning and equal opportunities		✓	
Experience of managing learners to ensure high quality outcomes as measured by recruitment, retention, achievement and progression	✓	✓	
<b>SPECIAL ABILITIES AND APTITUDE</b>			
Computer literacy and IT skills	✓	✓	
Possession of excellent communication skills (oral and written)	✓	✓	
Ability to work collaboratively and supportively as part of a team	✓	✓	
Ability to work both under direction and on personal initiative	✓	✓	
Aptitude for proactive identification and solution of problems and barriers to effective working	✓	✓	
Ability to work under pressure and meet targets and deadlines	✓	✓	
Have effective financial management skills	✓	✓	
<b>OTHER REQUIRMENTS</b>			
Commitment to working with diversity and a range of ability levels		✓	
Knowledge of the infrastructure, services, funding methodology and challenges of the Further Education Sector		✓	
Flexible approach to hours and duties		✓	
Ability and willingness to undertake continuous professional development		✓	
Commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults		✓	
Commitment to the highest possible levels of health and safety and equality and diversity for students, staff and others		✓	

\* **Key:** AF = Application Form, I = Interview, A = Assessment