| **Post: Progress Coach**  |
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|  | **Criteria** | **Assessment Basis** |
| **Qualifications:** | EssentialLevel 3 qualificationsDesirableA degree or post graduate qualification  | Application |
| **Professional Experience & Understanding:** | All EssentialUnderstanding of:* Knowledge of equal opportunities, Special Educational Needs and Safeguarding
* Some knowledge of the theory and practice of providing effectively for the individual needs of students

Experience:* Experience of working effectively with children/ young people
* Experience of providing academic support to students
* Some experience of working effectively with a range of professionals to promote children’s/young people’s learning or welfare
* Experience of undertaking a range of clerical duties
* Experience of promoting, observing and reporting on student performance and development
* Management Information Systems e.g. SIMS
 | Application and Interview |
| **Professional Abilities:** | All EssentialAbility to communicate effectively to a variety of audiencesAbility to persuade and influenceAbility to communicate complex ideas simply to a wide range of audiencesAbility to plan effectivelyAbility to evaluateAbility to provide comprehensive reportsAbility to manage time effectively and meet deadlinesAbility to work effectively with stakeholders and within a corporate environment | Application, Interview and Reference |
| **Personal Qualities:** | All EssentialHonesty and IntegrityDiscretionFlexibilityResilienceCommitment to making a differenceExcellent inter-personal skills | Interview and Reference |

Where the applicant /post holder has a disability every effort will be made to make reasonable adjustments to enable them to carry out the duties of the post.