

## Loughborough College Job Description

### 1. Job Details

Job Title:	<b>Progress Tutor – Sport</b>
Competency Level:	<b>Curriculum Support 2</b>
Reporting To:	<b>Curriculum Manager</b>
Department:	<b>Sport and Service Industries</b>
Hours:	<b>37 hours per week</b>
Annual Salary (FTE):	<b>£18,761 – £21,187 per annum</b>
Date:	<b>December 2017</b>

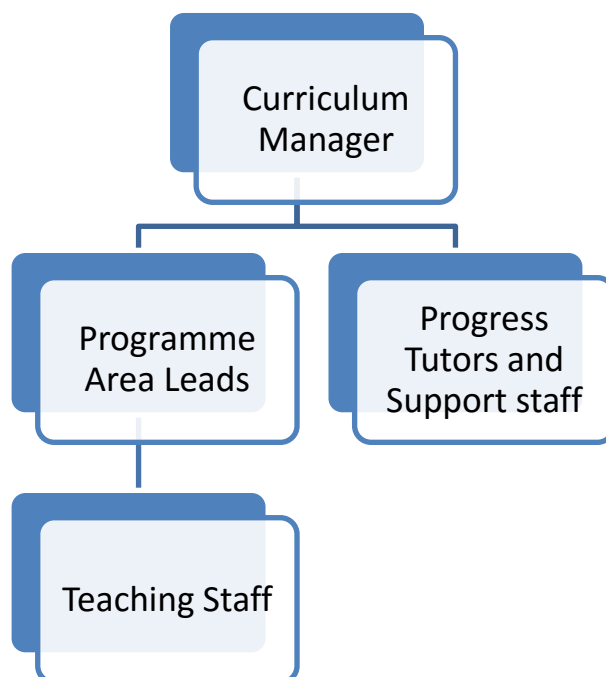
### 2. Job Purpose

To manage and coach a case load of students, in partnership with curriculum and other staff, to ensure that students become independent learners who progress successfully.

### 3. Dimensions

*Not applicable*

### 4. Organisation chart



## 5. Key Responsibilities

To coach students to:

- attain their learning goals and meet or exceed their expectations
- develop their personal and social skills
- enjoy learning and make progress
- develop knowledge, understanding and skills to contribute to their economic and social well-being
- increase their employability
- be able to progress onto a higher level course inside or outside college, or into work
- understand their rights and responsibilities at work
- voice their views to positively influence and improve provision and be involved in the decision-making of the organisation
- develop their knowledge and understanding about their health and well-being
- be involved in community-based development activities and projects
- have enrichment and extended services including work experience which contributes to their personal, spiritual, moral and social and cultural development
- receive appropriate and timely information, advice and guidance on their next steps in training, education and employment
- receive individual care and support to promote their learning and development, and to help them achieve their potential
- be safeguarded and protected from sexual and physical harm, harassment, bullying and discrimination - including those based with employers or sites away from the college
- understand their roles and responsibilities in relation to equality and diversity
  - To hold progress reviews with students in line with course requirements typically every 4-8 weeks
  - To deliver pre-planned sessions and deliver workshops for students behind with work
  - To comply with best practice administrative and quality assurance systems
  - To undertake appropriate staff development and training, including the maintenance and updating of specialist skills
  - To attend and actively participate in area and department meetings, planning events, open days and recruitment events

- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management

## 6. Key Result Areas

Action	Result
Use and apply a life coach model	To ensure students set themselves aspirational yet achievable targets
Weekly coaching and monitoring meetings with individual students	To ensure students are on track to achieve or exceed their targets and goals
Weekly sessions with groups of students	To ensure students are on track to achieve or exceed their targets and goals
Monitor progress and disseminate student progress with key staff	To ensure students can meet their targets and progress
Document all appropriate aspects of student progress on the ILP	To ensure information about students is recorded accurately and disseminated to relevant staff
Regular focus groups with students	To ensure the student voice is heard and feedback acted on appropriately
Participate in staff development opportunities and mandatory training	To ensure skills and knowledge are up to date and mandatory training requirements are current

## 7. Key Working Relationships and Communications

**Internal:** Head of Department, Curriculum Manager, Programme Area Leader, Curriculum Staff, Administration Staff, College Departments.

**External:** Employers, Community/Charity Organisations, Health & Well Being Organisations, Parents and Guardians.

## 8. Scope for Impact

*Not applicable*

## 9. Competency Profile

The following profile is a description of the required competencies of the role:

Competency	Descriptor	Competency	Descriptor
<b>Accountable</b> - <i>We have full ownership for our actions, thinking through our decisions and taking responsibility for the outcomes.</i>	Continually improves own performance and increases skills and knowledge. Works efficiently; makes best use of the College's resources. Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies.	<b>Entrepreneurial</b> - <i>We think outside the box, exploiting technology and providing opportunities using our initiative and creativity.</i>	Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks You try new approaches and are not tied down by the existing ways of doing things. You understand how your tasks fit into achieving the College's outcomes.
<b>Agile</b> - <i>We are flexible and responsive in all that we do and demonstrate adaptability towards new challenges and changing environments.</i>	Handles change with responsiveness and adaptability. Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard. Anticipates customer needs; prevents poor service; delivers consistently high quality service. Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.	<b>Inspiring</b> - <i>We are passionate and positive about what we do, creating challenging and motivational environments where everyone grows and succeeds.</i>	Own actions and behaviours are inspiring and engage others. Enthuses others with accurate and relevant subject knowledge. You listen to people and allow their thoughts and ideas help you perform your function better.
<b>Engaging</b> - <i>We are focussed on building relationships, using clear communication to ensure everyone participates and feels part of the College.</i>	Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with accuracy; enables mutual understanding; confident presenter. You recognise others' strengths and weaknesses; you support them where there are shortcomings, and leverage their strengths so that your team achieves desired outcomes.	<b>Integrity</b> - <i>We are open, honest and transparent in our work, behaving professionally and ethically at all times</i>	Informs and promotes subject area convincingly; is an ambassador for the College's activities. Own work consistently contributes to the strategic aims of the College. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.

## 10. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1	Possess a relevant vocational or academic qualification at level 3	•		Application
2	Possess a level 3 teaching qualification		•	Application
3	Possess a degree in a relevant subject		•	Application
4	Good standard of literacy and numeracy. At least GCSE passes Levels 4 to 9 (Grades A-C) in English Language and Maths or equivalent	•		Application
<b>EXPERIENCE</b>				
5	Possess relevant work/ vocational experience e.g. in an educational setting or with young people	•		Application
6	Experience of delivering tutorial based sessions to groups	•		Application
7	Experience of supporting and advising diverse groups of students	•		Application
8	Proven experience of motivating students to achieve excellent results	•		Interview
9	Experience of setting appropriate targets	•		Interview
10	Evidence of effective use of ICT/ILT in all aspects of work	•		Interview/Test
11	Experience of collaborating with colleagues	•		Interview
<b>SKILLS &amp; KNOWLEDGE</b>				
12	Good coaching and facilitating skills	•		Interview/Test
13	Experience of monitoring and disseminating student progress	•		Interview
14	Knowledge of coaching methodologies and the ability to apply these	•		Interview
15	Work flexibly and to deadlines	•		Interview
16	Excellent planning, administration and organisational skills	•		Interview/Test
17	Communicate effectively with students and colleagues at all levels	•		Interview
18	Work independently and as a part of a cross-curricular team	•		Interview
19	Provide student progress feedback to students and key staff	•		Interview
<b>BEHAVIOURS</b>				
20	Work effectively with colleagues as part of team	•		Interview

21	Motivate and relate with students from a range of different cultural backgrounds	•		Interview/Test
22	Comply with professional standards at work	•		Interview
23	Show commitment to the improvement and maintenance of standards	•		Interview
24	Promote the College's equal opportunities policy and practices	•		Interview
25	Ensure the safeguarding of students	•		Interview

#### Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in September 2017 and may be amended in light of changing circumstances following discussion with the post holder.

#### Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	