Chesterfield College Group

Inspiring Futures. Changing Lives.

JOB DESCRIPTION

POST TITLE:	Personal Development Coach
GRADE:	Harmonised Salary Scale Points 20-25
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year
DEPARTMENT:	Vocational and Professional Studies
RESPONSIBLE TO:	Director of School
RESPONSIBLE FOR:	The provision of highly effective support and personal development for students and apprentices, enabling them to progress and succeed well in all aspects of their learning and development so that they reach their full potential in their future lives and careers.

PURPOSE OF THE POST

The post holder will contribute to the successful retention, attendance, achievement and progression of students and apprentices by:

1. Providing a holistic wraparound service that supports students and apprentices to successfully engage in their learning and achievements, prioritising those that may be most at risk including in relation to mental health through SEND related activity, safeguarding and early help, and poor attendance.
2. Being an intrinsic part of curriculum teams working collaboratively and proactively to ensure full engagement in the whole learning journey, taking appropriate action to address early and low level indicators of disengagement, including that informed by attendance, retention and achievement data.
3. Championing activity related to student voice and enrichment across the School and the wider college provision, ensuring that opportunities and activities are meaningful, relatable, and engaging, and that those within their curriculum areas of responsibility are encouraged and supported to participate.
4. Support with the planning, facilitation and delivery of the Personal Development Curriculum within the School. This includes effectively mentoring students and apprentices, enabling them to learn well, progress and succeed in all aspects of their development, including those related to their personal, social, educational and employability skills, physical and mental health and wellbeing, and their ability to stay safe.

DUTIES AND RESPONSIBILITIES

1. Work effectively with colleagues across the college, respecting and valuing each other to deliver excellent educational experiences and support services to students and apprentices.

2. Support in activity related to the learning to prepare young people to be work ready and/or successful within existing employment settings, including carrying out reviews for apprentices as required and guided by the Work Based Tutor.

3. Proactively contributing to attendance monitoring activity and engaging in clear communication with students/apprentices and their parents/carers.

4. Be ambitious for all students and apprentices, demonstrating consistently high expectations for their attendance, behaviour, progress, retention and achievement, and proactively responding to any decline in those expectations.

5. Actively participate in the creation and delivery of required support plans for vulnerable learners in line with statutory duties, including those related to mental health as a declaration of SEND, early help assessments, and safeguarding plans.

6. Provide effective pastoral and academic support and interventions that support the development of individual's emotional, mental and physical health and fitness levels.

7. Work with the wider team of Personal Development Coaches to develop and deliver a cross college enrichment programme, including that related to student voice activity supporting students and apprentices to become actively involved in democratic processes and student led activities and events.

8. Develop, facilitate and deliver learning activity related to the College Personal Development Curriculum, ensuring a focus on personal and social development, and enabling young people to demonstrate resilience, a growth mindset, and coping strategies that enable them to overcome barriers to learning, achievement and progression and become work ready.

9. Support delivery of the Careers Education, Information, Advice and Guidance (CEIAG) program in each area as part of the Personal Development Curriculum, ensuring that this aligns with the achievement of the Gatsby Benchmarks. This includes working closely with the college Careers Team to make appropriate referrals, and to track and monitor progress following careers guidance interventions.

10. Engage in the appropriate training and development to enable impactful delivery of the Personal Development Curriculum, ensuring that learning resources are meaningful, relevant and accessible.

11. Help students and apprentices to develop the skills and understanding they need to protect themselves from radicalisation and extremist views, develop their understanding and appreciation of British values, diversity, and cultural differences.

12. Contribute to the development of high-quality learning resources, including digital resources, and support students and apprentices to access these effectively, ensuring that any barriers are overcome particularly in relation to those not learning on the college site.

13. Support the processes to ensure all students access meaningful work experience and work related experience, which contribute to their development in line with the requirements of

their program. This includes supporting students to be well prepared for their placements, and to maximise and gain learning and experience from the placement.

14. Provide regular, individualised, and targeted pastoral support to those who may be experiencing challenges and barriers to their progress and learning, signposting to specialist services where appropriate and necessary. This may include services to support financial, academic, social, and emotional issues.

15. Work closely with curriculum colleagues and support areas to agree and implement effective strategies that challenge negative behaviours and attitudes.

16. Work closely with the college safeguarding team ensuring effective communication relating to those open to or 'stepped down' from safeguarding including early help, ensuring that timely referrals are made in line with college safeguarding policy where there is a safeguarding concern or early help need.

17. Prepare and present reports and data which demonstrate the impact of support, and undertake administrative tasks as required to achieve the main duties outlined above.

GENERAL

1. Work effectively as a team, listen, consult and work in partnership to shape the future success for our Group community.

2. Take an active role in the health, safety and welfare of students/apprentices and staff, ensuring attendance at all mandatory training and adhering to all policies and procedures.

3. Take responsibility for one's own professional development and continually update, as necessary, participating in appropriate staff development activities, as required, including the Professional Development Review.

4. Act as an ambassador for the Group, being positive and professional at all times.

5. Comply with all legislative and regulatory requirements.

6. Apply the Group's Safeguarding Policy and practices and attend all training as requested.

7. Comply with the Group's Equality, Diversity and Inclusion Policy, promoting an inclusive environment where every individual is treated with kindness and respect.

8. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.

9. Take responsibility for keeping personal data safe, ensuring compliance with the data protection policy and procedures and attending all mandatory training.

Person Specification

Post:	Personal Development Coach	**Department:**	Creative and Academic Studies

Key Requirements:	**Essential/ Desirable**	**Assessed**
Qualifications		
Level 2 equivalent in English & Maths	**E**	**A**
Recognised qualifications / certificates in relevant disciplines, i.e. basic counselling skills, facilitation skills, personal mentorship, youth work qualification, Careers advice and guidance, Award in Education and Training, etc.	**D**	**A**
Experience:		
Minimum 1 years recent experience of supporting young people in educational settings to meet their goals and secure achievements	**E**	**A/I**
Experience of delivering / facilitating group work sessions	**D**	**A/I**
Experience of monitoring and analysing data to inform the direction of the work	**D**	**A/I**
Collaborative working experience including multi-agency approaches with external professionals, which is effective in securing positive outcomes and delivering wraparound person-centred support	**E**	**A/I**
Experience of facilitating engaging enrichment and personal growth opportunities for young people	**E**	**A/I**
Skills/Knowledge:		
Excellent communication, interpersonal, time management and organisational skills	**E**	**A/I**
Ability to work effectively as part of a team and on own initiative	**E**	**I**
Ability to manage self effectively	**E**	**I**
Good ICT skills	**E**	**A/I**
Good knowledge of the Further Education sector, including apprenticeships	**D**	**A/I**
An understanding of the barriers to education and learning for both the 16 to 19 age group and for mature students	**D**	**A/I**
Ability to empathise with a wide range of people from a variety of backgrounds	**E**	**A/I**
Able to provide strong and effective pastoral 1-1 support, enabling people to achieve goals and overcome barriers	**E**	**A/I**
A good understanding of what is required for effective industry placements/work experience,and how to prepare students for this	**D**	**I**
Skills in managing professional boundaries to enable successful case load management, resulting in the empowerment of the student/apprentice and reducing the risk of dependency	**E**	**A/I**
Able to support students and apprentices to develop their academic and study skills effectively	**D**	**A/I**
A good understanding of the Prevent and safeguarding landscape, and how to communicate these effectively to students and apprentices	**D**	**I**

Qualities:		
Ability to work under pressure and meet deadlines	**E**	**I**
Willingness to undertake some travel in line with the needs of the role	**E**	**I**
Flexibility in working patterns	**E**	**I**
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	**E**	**I**
Full commitment to Equal Opportunities and anti-discriminatory working practices	**E**	**I**

E = Essential **D = Desirable** **A = Application** **I = Interview** **T = Test**

Produced by:	Jo Down	**Date Produced:**	April 2025