

East Durham College

Job Description

Post Title: Progression Coach

Location: Willerby Grove or Houghall Campus, the post holder could be required to work at any college site.

Responsible to: Programme Lead

Attendance Requirements: 36 hours per week

Salary: £28,000 - £29,500 (Unqualified)
£31,000 (Qualified)

Main purpose:

Working with an assigned cohort of learners throughout the academic year, the Progression Coach will deliver the college tutorial programme, track attendance, monitor behaviour and support individual students under their care, providing help with a range of financial, academic, social and emotional issues which may be if significant to the progress of the student. They will focus on building student resilience and giving them the skills to problem solve and progress.

To provide effective coaching and mentoring for students in an individual or group setting to support success and progression, including:

- Delivery of a comprehensive tutorial scheme of work within the student's study programme
- Delivering a range of holistic support to ensure a rounded approach to support for students
- Liaising closely with relevant staff in supporting students identified as at risk
- Enabling and supporting students to overcome barriers to progress and succeed
- Working to college policy regarding safeguarding including initial responses to safeguarding concerns and referrals
- Ensuring students have appropriate IAG to facilitate progression and employability
- Maintaining clear and accurate records including interventions and behavioural management meeting minutes.

Progression coaches will be embedded within curriculum teams, allowing greater communication between this provision and curriculum.

Main duties:

1. To support the recruitment of learners by offering impartial information, advice and guidance prior to signposting to the relevant curriculum area.

2. To assist the Student Services team in the management of events such as enrolment and 'Come to College' activities.
3. Through the recruitment process, identify learners from "at risk groups" who may require early intervention or specific support to access college provisions.
4. To intervene in an appropriate, timely and effective way with college staff, students, their families and other agencies, to ensure attendance and to support student achievement and progression.
5. To support individual students, providing and / or signposting help with a range of financial, academic, social and emotional issues which may be of significance to the progression of the student.
6. To work with teaching staff and managers within their designated curriculum base area, liaising where appropriate and necessary with the student and their family to resolve issues relating to retention, achievement and progression.
7. To take a lead role in the organisation of behaviour management to conduct meetings in line with the behaviour management model and to design and implement action plans collaboratively with individual students, curriculum areas and parents / guardians where appropriate.
8. To maintain appropriate accurate records on colleges systems, including recording meeting minutes and learner interventions.
9. To work closely with curriculum areas and attend curriculum team meetings with the aim of maintaining, developing or managing success, retention, achievement and progression of all learners.
10. To monitor and track attendance and punctuality and take timely action as appropriate.
11. To support study programmes and work with curriculum teams and learner on the development, tracking and monitoring of the work experience element through a variety of mechanisms.
12. To devise strategies and interventions to ensure that every learner has the best possible chance to succeed.
13. To deliver a comprehensive taught group tutorial programme which helps learners develop the personal and social skills they need to succeed in learning, life and work.
14. To be aware of progression routes and to prepare learners for their next steps whether that be progression within further education, apprenticeships, applications for University (UCAS) or employment.
15. In collaboration with curriculum teams, to follow up learners who have left college in order to establish sustained destination routes and re-engage where appropriate.
16. To develop resilience in every learner by fostering a coaching and mentoring approach.

17. To manage day to day safeguarding issues and escalate where appropriate.
18. Such other duties commensurate with your post, skills, knowledge and experience.

Other Duties relevant to all EDC employees

- Participate in the College Performance Appraisal Development Programme, agree an action plan and undertake the required training in order to update skills and meet the requirements of the College and Departmental Strategic Plan and Service Standards.
- Undertake any other duties, appropriate to the grade of the post, as required from time to time.
- Comply with College Policies and Procedures and the Staff Code of Conduct.
- To take appropriate responsibility for PREVENT and safeguarding and promotion of the welfare of children and/or vulnerable adults.
- To uphold British Values, the college values and responsibilities regarding equality and diversity.
- To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation and taking a responsibility for your own and other's health and safety.

Person Specification

		Essential	Desirable	Method of assessment
1) Qualifications/ Training				
1.1	Qualified to a minimum of Level 3	✓		Application Form
1.2	GCSE level standard education or equivalent (maths & English)	✓		Application Form
1.3	IAG Qualification or willing to work towards	✓		Application Form
1.4	Level 6 or above Teaching Qualification (Cert Ed/PGCE/DTLLS) or willingness to work towards	✓		Application Form
1.5	Youth work or equivalent experience		✓	Interview
1.6	Degree qualified in a related subject		✓	Application Form
2) Experience				
2.1	Providing one to one and group work to young people in an education or equivalent setting.	✓		Application Form / Interview
2.2	Providing pastoral support to young people	✓		Application Form / Interview
2.3	Able to lead and motivate learners.	✓		Interview
2.4	Understanding of academic and vocational education in a college setting.	✓		Interview

Person Specification



		Essential	Desirable	Method of assessment
2.5	Partnership working with outside agencies and professionals.	✓		Interview
2.6	Experience of using Microsoft Office applications.	✓		Interview
2.7	Safeguarding experience within a school/college or equivalent setting	✓		Application Form / Interview
2.8	Experience of delivering advice and guidance in an educational or equivalent environment.		✓	Application Form / Interview
2.9	Experience of using student online monitoring & tracking software.	✓		Interview
3) Skills and Knowledge:				
3.1	Knowledge of the challenges faced by young people	✓		Interview
3.2	Knowledge of progression pathways including FE, HE and employment	✓		Interview
3.3	Good understanding of the importance and principles of safeguarding and health & wellbeing for students	✓		Application Form / Interview
3.4	Good written, verbal and non-verbal communication skills	✓		Interview
3.5	Ability to build relationships with staff, learners, employers, parents and guardians and other key stakeholders	✓		Interview
3.6	Ability to maintain accurate online records for audit	✓		Interview
3.7	Ability to work under pressure and manage challenging situations	✓		Interview

Person Specification



		Essential	Desirable	Method of assessment
3.8	Well organised, assertive, excellent time manager.	✓		Interview
3.9	Working knowledge of 'Keeping Children Safe in Education'	✓		Interview
4) Attributes / Other Requirements:				
4.1	Reliability / Trust / Professionalism - Ability to carry out the role with professional integrity in line with EDC values and behaviours	✓		Interview
4.2	Communication - Ability to communicate clearly and effectively to all levels, both verbally and in writing.	✓		Interview
4.3	Working individually or as a team - Ability to work independently and as part of a team under minimal supervision.	✓		Application Form / Interview
4.5	Driving - Full UK Driving License and / or access to a vehicle (if applicable).		✓	Application Form