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| **Progress Coach** |

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| **Reporting to:** | Quality Manager |
| **Working Hours:** | Full time (37.5 hours per week) |
| **Salary:** | £20,601 - £24,829 |
| **Position Code:** | PC S4 16-22 Scale Point |
| **Annual Leave:** | 26 days (excluding efficiency days) |

**Job Purpose**

Improving the learner experience and improving the positive progression of all learners is at the heart of what we do as an organisation. As a Progress Coach you will be responsible for tracking and monitoring the progress of a specific amount of Further Education learners. This will include: conducting 1-2-1 meetings with all learners, delivering the college group tutorial programme, liaising with members of staff and parents/guardians regarding learner progress and signposting learners to wider support as and when needed. You will need to be highly organised, adaptable, self-motivated and have excellent communication skills.

**Duties and responsibilities of the job**

1. **Progress Coach**

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| 1. Deliver the college differentiated group tutorial programme to learners. |
| 1. Plan and deliver half termly one-to-one progress meetings for all learners, setting SMART targets in relation to meeting their specific academic and personal development goals. |
| 1. Ensure appropriate support strategies are in place to meet individual learner progress needs. Signposting learners as and where needed to wider support services. |
| 1. Track and monitor individual learning plans to ensure learners are stretched and challenged to maximise their potential. |
| 1. Attendance monitoring and tracking of learners. |
| 1. Produce and maintain online records according to the college systems and procedures. |
| 1. Liaise with parents and carers to ensure that they kept informed and updated on learner progress. |
| 1. Meet with line manager on a weekly basis to monitor and measure impact - including reporting on academic success, tracking and target setting. |
| 1. Support learners for progression to the next level within college through group tutorials. Including all next steps e.g. going into work, outside university (tracking and competition of references) or industry. |
| 1. Communicate with wider college management team as and were needed in regards to learners development and academic progress. Attending academic boards and quality reviews. |
| 1. Attend fortnightly meetings with line manager, PM and CM to discuss specific at risk learner’s intervention strategies and progression. |
| 1. Attend divisional team meetings |
| 1. Monitoring of Markbook, units and course completion, including referrals if applicable. |
| 1. Monitoring for comments/interventions happening in other areas, specifically confidential comments, warden’s reports and student services working with EHCP’s. Following up on any relevant actions. |

1. **Continuous Professional Development**

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| 1. Actively participate in ‘Progress Coach’ specific training lead by line manager. |
| 1. Participate in staff development activities to support Continuous Professional Development (CPD) and keep a Professional Development Portfolio (PDP) to evidence personal development and impact on practice. |
| 1. Actively participate in the College performance management processes, including appraisals to support personal and professional development and enhance student experience. |
| 1. Complete all mandatory training as required in line with college expectations. |

1. **Other responsibilities and duties**

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| 1. Participate in staff and student recruitment campaigns, interviews, Open Days and promotional/information events. |
| 1. Work with employers and other stakeholders as required to develop and deliver high quality curriculum. |
| 1. Contribute to, and support delivery of the college strategic plan. |
| 1. Comply with the departmental operating plan and contribute to action plans as needed. |
| 1. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics. |
| 1. Analyse and selectively implement the calendar of key equality and diversity events across the programme. |
| 1. Ensure all safeguarding policies and procedures are followed. |
| 1. Maintain student destination data to inform self-assessment and quality improvement. |
| 1. Any other duties connected with the post as are reasonably required from time to time. |

**Qualifications / Skills / Knowledge / Qualities**

It is crucial that the successful candidate shares our student-focussed values, equality of opportunity and parity of esteem for staff and students.

At Plumpton College we are:

* Ambitious and Progressive
* Enterprising
* Professional
* Passionate about everything we do
* Supportive

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| **Essential criteria for the post** |
| Have a strong desire to see students succeed, evidenced by good or better key performance indicators. |
| Experience of supporting student progress on a one-to-one basis. |
| Clear understanding of the needs of students and how these may be met. |
| Excellent communicator with good interpersonal skills and the ability to develop and maintain positive working relationships with people. |
| Demonstrate a strong desire to work collaboratively as part of a high performing team. |
| Minimum Level 2 in literacy and numeracy and proficient IT skills |
| Skills and experience in problem solving and a flexible and adaptable approach. |
| Excellent organisational skills |
| **Desirable criteria for the post** |
| Experience of Health and Safety |
| Full UK driving licence |
| Experience of Careers Advice and Guidance |
| Level 3 Teacher Training qualification |

**CONDITIONS OF EMPLOYMENT**

**Working Hours**

Basic working hours are from 08.30 to 17.00 Monday to Friday but some flexibility will be considered for the right candidates. This is term time only post. There will be some evening and weekend working required to support faculty activities, and whole college recruitment and promotional events.

**Continuous Professional Development (CPD)**

This post will be entitled to CPD for industrial updating, personal and professional development. All CPD must be planned, agreed and booked with your Line Manager.

**Equality and Diversity**

Plumpton College is committed to the promotion of equal opportunities and is dedicated to pursuing non-discriminatory policies and practices and eliminating unfair discrimination on any basis. This means that no job applicant will receive less favourable treatment than another on grounds of gender, marital status, age, racial origin, disability, sexual orientation or political or religious beliefs.

**Criminal Record Check via the Disclosure Procedure**

The Rehabilitation of Offenders Act 1974 gives individuals the right not to disclose details of certain old offences when asked about their criminal record as they may be defined as ‘spent’. There are exemptions to this if the individual is offered a post which involves contact with children or regular work at an establishment exclusively or mainly for children.

The post you have applied for falls into this category and, therefore, requires a criminal background check.

If a job offer is made, you will be asked to apply for a DBS Disclosure Certificate. The Disclosure Certificate will contain details of current and “spent” convictions, cautions, reprimands or warnings held on the Police National Computer, excluding certain specified old and minor offences.

The DBS Disclosure will also indicate whether information is held on government faculty lists of those individuals who are barred from working with children or vulnerable adults (if applicable).

The post-holder cannot begin employment with the college until the DBS Disclosure Certificate is received and considered by the Principal.