



PLUMPTON

COLLEGE

Student Development Coach	
Reporting to:	Student Development Lead
Working Hours:	0.4FTE (term-time only) 15 hours per week
Salary:	£25,829 to £29,762 (points 17-22 on the Plumpton scale) pro rata
Position Code:	PC S4

Job Purpose

Improving the student experience as well as the positive progression of all students is at the heart of what we do as an organisation. Our core purpose at Plumpton is to equip our students with the knowledge, skills and behaviours to prepare students for life as successful and responsible citizens as well as equipping them to play a leading role in future industry growth and development. As a Student Development Coach, you will play a central role in enabling the growth, success and personal development of students from across the college.

A key part of this will be through the planning, preparation and delivery of our professional development sessions to students, based on important topics including respect, healthy relationships, professional relationships, and Equality, Diversity and Inclusion.

The postholder will also play a pivotal role in ensuring that the support and development of students is further tailored to meet their needs on an individual basis. As a result, students might then be signposted towards a range of proactive supportive workshops and learning interventions. The postholder will also be required to assess students and deliver a programme of intervention on a 1:1 basis with students whose pastoral needs have been referred.

The postholder will develop resources for tutorials and other themed campaigns throughout the academic year in order to raise awareness of related issues and equip all students with strategies to keep themselves physically and emotionally well in everyday life.

The postholder will be a passionate, pro-active team player who can be adaptable and responsive to the changing needs and trends of a wide range of students and adapt delivery of the content of the professional development sessions to meet these needs.

The postholder will be responsible for sourcing relevant external guest speakers to support the personal and professional development programmes.

Duties and responsibilities of the job

1. Curriculum Delivery

a.	Deliver the college differentiated Professional Development sessions to groups of cross college students
b.	Develop resources for tutorial and other campaigns throughout the academic year in order to raise awareness of related issues and equip all students with strategies to keep themselves physically and emotionally well in everyday life
c.	Working to a calendar of cross college national and local awareness events, deliver tutorials and workshops so that students can access information and resources on a wide range of topics, including Mental Health, Sexual Health, All Faiths and none provision, Sustainability, E-Safety, and LGBTQ+
d.	Track, record, and monitor students' personal development in line with the personal development framework, encouraging students to engage in a wide range of activities
e.	Meet with the line manager on a weekly basis to monitor and measure impact - including reporting on student development targets
f.	Communicate with wider college management team as needed in regard to students' development and progress

2. Cross College Workshop Delivery

a.	Deliver workshops ensuring they are consistently promoted and delivered across the college, to outstanding standards, in order to develop student's confidence, resilience and knowledge of coping with their studies and everyday life across all provision types
b.	Plan for and facilitate the active promotion of a range of college themes to support the wider personal development agenda, including the delivery of relevant activities, maintenance of display boards and publicity materials in relation to college themes
c.	Develop and maintain effective partnership working with local services, such as health and wellbeing services, and other community partners to ensure timely and effective support, signposting, referrals, and intervention that lead to successful outcomes for students
d.	Develop and maintain effective partnership links with external speakers so that students can learn from real working experiences
e.	Organise and deliver cross college personal development activities that are based around chosen key themes such as staying safe, keeping healthy and the digital world which will support personal and professional development of the students
f.	Work with students and the wider college teams to monitor and regularly review take up of extra curricular activities that develop students' skills and abilities such as First Aid, NCS, and digital skills workshops/enrichment

3. Individual Personal Development

a. Assess students to help determine their personalised intervention programme
b. Act as a key contact to allocated students as required, providing a tailored programme of interventions and support to enable them to improve outcomes and build coping strategies as appropriate
c. Offer holistic support to students with an emphasis on physical and mental wellbeing
d. Enable and support students to overcome barriers to progress and success
e. Work closely with personal tutors to improve student experience

B. Continuous Professional Development

a. Actively participate in 'Student Development Coach' specific training lead by line manager
b. 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
c. Actively participate in the college performance management processes, including appraisals to support personal and professional development and enhance student experience
d. Complete all mandatory training as required in line with college expectations

C. Other responsibilities and duties

a. Participate in staff and student recruitment campaigns, interviews, Open Days, and promotional/information events
b. Work with employers and other stakeholders as required to develop and deliver high quality curriculum
c. Contribute to, and support delivery of, the college strategic plan and share the College's Vision, Mission, Values, Behaviours, and communicate them effectively
d. Comply with the departmental operating plan and contribute to action plans as needed
e. Ensure equality of opportunity and promote diversity in all aspects of college life with reference to Ofsted vulnerable student groups and protected characteristics
f. Analyse and selectively implement the calendar of key equality and diversity events across the programme
g. Ensure all safeguarding policies and procedures are followed
h. 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
- Progressive
- Enterprising
- Professional
- Passionate
- Supportive

Essential criteria for the post
Experience of delivering theme sessions to groups of students
Have a strong desire to see students succeed, evidenced by good or better key performance indicators
Experience of supporting students on a one-to-one basis
Clear understanding of the needs of students and how these may be met
A positive `can-do` approach
Experience of delivering workshops
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
Experience of behaviour management
Experience of delivering workshops / group tutorials to an outstanding level
Desirable criteria for the post
Experience of Health and Safety
Experience of coaching
Full UK driving licence
Experience of Careers Advice and Guidance
Level 3 Teacher Training qualification or willingness to complete one

CONDITIONS OF EMPLOYMENT

Working Hours

Basic working hours are from 08:30 to 17:00 but some flexibility will be considered for the right candidate. There will be some evening and weekend working required to support faculty activities, 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.