

Progress Coach –Term Time Only

**Salary scale: £24,304.52 - £26,964.75 FTE
pro rata to hours and weeks worked.**

**37 hours per week, 37 working weeks plus 7.1 weeks holiday per
academic year**

Permanent

Hereward is an exciting and innovative college with a reputation for high-quality provision that is responsive to the needs of our students. Based in Coventry, we specialise in providing excellent education and support to students with diverse and complex needs. Our staff are committed to enabling students to fulfil their ambitions.

You will have overall responsibility for monitoring and tracking the progress and transition for a caseload of identified learners, so that each learner is able to optimise their performance at Hereward College and meet their potential. In partnership with the learner and other key staff this will include:

- Chairing EHCP Review meetings
- Chairing and attending LAC (Looked After Children) and Personal Education Plan meetings
- Overseeing the identification of long term goals
- The co-ordination of planning and review of all aspects of learner progress
- Establishing intervention strategies to support learners to progress effectively
- Acting as a key point of contact for parents and other stakeholders
- The co-ordination of key staff working with allocated learners
- Leading student morning briefings

It is essential that you have previous experience of direct work with young people with LLDD and experience of working in multi-disciplinary teams in the education sector.

You will have level 2 qualifications in numeracy and literacy and an appropriate academic or vocational qualification equivalent to a level 3. If you do not hold Level 2 or equivalent qualification in Maths and English, you will be required to undergo an assessment as part of the interview process to determine you are operating at the required level.

You will be able to demonstrate good organisational and time management skills and a systematic approach to work with excellent problem solving skills. You will have highly developed communication skills including written and verbal, presentation, external liaison and networking skills.

To apply please download an application form and diversity monitoring form from <https://www.hereward.ac.uk/about/join-our-team/>. Application forms and diversity forms should be completed and returned to vacancies@hereward.ac.uk no later than 09.00am on 2nd December 2021.

Internal applicants should complete an expression of interest detailing, in no more than two sides of A4, how they meet the requirements of the person spec no later than 9am on 2nd December 2021.

This College is committed to safeguarding and promoting the welfare of young people and vulnerable adults, and expects all staff to share this commitment. Successful candidates will be required to complete Enhanced DBS disclosure and provide referee details. Start dates will be conditional upon receipt of a satisfactory DBS check and references.

Whilst all applications are judged on merit alone, we would welcome applications from ethnic minority candidates as this section of the community is currently under-represented in our workforce. The College is committed to supporting employees who experience mental health difficulties and is proud to display the Mindful Employer logo.