

Job Description

Job Title	Progress Coach
Salary / Grade	A28- A31
Department	Progress Coaching
Immediate Line Manager	Progress Coach Manager
Date	04.08.21

Main purpose and scope of post

To have the 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:

- overseeing the whole Education, Health and Care Plan process, within the college
- overseeing the identification of long and medium 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
- ensuring coherent planning for destination and outcomes for allocated learners

Responsibilities and accountabilities – General

- Contribute to the development and maintenance of a positive culture that embeds the College's values, and ensures that learners and staff feel valued, safe and supported
- Presenting a positive, "can do" attitude and taking personal responsibility for own actions
- Committed to a culture of continuous improvement and ensuring that own contribution to the role and the College is of the highest standard
- Represent the College positively and effectively in dealings with external parties
- Take responsibility for own continuing professional development as agreed in the appraisal process
- Responsible for taking all appropriate measures to safeguard young people and promote their welfare

Responsibilities and accountabilities – Detailed

- To lead on collaborative working with the learner's internal and external network of learning and support, including college staff, parents/carers and external agencies.
- Chairing and attending LAC (Looked After Children) and PEP (Personal Education Plan) meetings
- To liaise closely with curriculum area staff and managers to ensure learners are making strong academic and vocational progress, across all their learning.
- To work collaboratively with learners and key staff by taking a person centred approach to planning, learning, development and transition.
- To chair annual EHCP Review meetings (including preparation) for allocated learners and to ensure that all relevant information is collated and shared with the appropriate Local Authority, in a timely manner.
- To chair annual transition reviews (including preparation) for allocated learners and ensure agreed action plans from these reviews are completed
- To meet with all allocated learners at least once a fortnight, to discuss all aspects of progress including education, independence, behaviour, attendance and other agreed goals.
- To meet with students on an informal, ad hoc basis when necessary.
- To contribute to the planning and running of induction, progression and transition events
- To attend Progress Coach team meetings as required and to contribute to the development of the practice within the team.
- To be responsible for liaising with the Admissions team in ensuring all paperwork relating to the learner's placement is up to date and any changes to programmes or other matters are passed on to funding bodies.
- Flexible evening and weekend working will be required at times
- To contribute to the development of recording progress on to College MIS system, including the recording of contact time with learners.
- To monitor the cross college recording of learners' progress and required reviews against agreed targets, including the setting of 'smart' targets
- Be responsible for developing and maintaining skills and knowledge to competently perform own role through research and training as identified during the appraisal process.
- Comply with college policies and procedures.
- Carry out any other reasonable duties requested by line manager.

Person Specification

Job Title	Progress Coach	
Selection Criteriaⁱ A= Application Form I = Interview T = Test/Personality Profile	Essential/ Desirable	Method of Candidate Assessment A, I or T
Experience		
1. Previous experience of direct work with young people with LLDD	Essential	A, I
2. Experience of working in multi-disciplinary teams in the education sector	Essential	A,I
3. Experience of direct work and group work with young people	Desirable	A, I
4. Experience of providing advice and guidance to young people	Desirable	A, I
5. Knowledge of the post 16 FE sector	Desirable	A, I
Educational/ Vocational Qualifications		
1. Level 2 numeracy and literacy or demonstration via an assessment that you are operating at level 2 in both subjects.	Essential	A
2. Appropriate academic or vocational qualification equivalent to a level 3 with willingness to work towards a level 4 qualification	Essential	A
3. Be able to demonstrate having undertaken continuous professional development	Desirable	A,I
Skills		
1. An ability to develop positive working relationships with individuals at all levels (internal and external) to promote the College	Essential	A, I
2. Highly developed communication (written and verbal skills), presentation, external liaison and networking skills	Essential	A
3. Good organisational and time management skills	Essential	A, I
4. A systematic approach to work with excellent problem solving skills	Essential	A, I
Approach		
1. A positive and proactive attitude	Essential	A, I
2. A strong commitment to learner success	Essential	A, I
3. A commitment to excellence	Essential	A, I
4. Ability and determination to promote equality and diversity throughout all aspects of College life, including employment and service delivery	Essential	A, I
5. The ability to motivate and encourage others, inspire trust and a sense of common purpose	Essential	I
6. Ability to work effectively through teams and a critical and sensitive understanding of the roles of other staff	Essential	I
7. Able to clearly demonstrate understanding of safeguarding responsibilities and a commitment to promoting the welfare of young people	Essential	I
Prepared by	Dave Akerman	Date August 2021

ⁱ The selection criteria are for guidance only and alternative methods may be used to assist the selection process.