

BARNET AND SOUTHGATE COLLEGE
PROPOSED JOB DESCRIPTION

JOB TITLE: Progression Coach

POST REFERENCE:

SALARY: Scale 6

HOURS: FT and TTO (FT and PT posts)

LOCATION: All campuses

PURPOSE OF POST:

To support learners to build emotional resilience

To develop and deliver tutorial workshops supporting learners on a range of curriculum, welfare and well-being issues

RESPONSIBLE TO:

Learner Services Manager/Learner Services Coordinator

Main Duties:

1. To develop, deliver and evaluate Learner Services workshops in line with College requirements
2. To liaise with external agencies to improve relevance and currency of information provided in workshop delivery
3. To establish and build relationships with young people which encourage and enable young people to participate in and benefit from a programme of workshops
4. To actively respond to learner requests for new workshops and develop materials appropriate to deliver
5. To actively respond to cross college activities relating to learner wellbeing and mental health, including the development of materials for learners
6. To complete registers, feedback and enter information on databases timely and accurately
7. To monitor and record the impact of workshop delivery thoroughly and timely, producing evaluations of workshop delivery as required
8. To participate in the Business Support Developmental Observation scheme for workshop delivery

9. To challenge unacceptable behaviour in an appropriate manner
10. Liaise with a wide range of staff and external agencies relating to learners needs, both by taking referrals and by ensuring support is comprehensive, integrated, focused, relevant and timely
11. To embed Equality of Opportunity and Shared Values in all your work
12. To participate in gathering qualitative and quantitative feedback on the service to meet Matrix, Ofsted and any other inspection requirements
13. To have exceptional verbal communication skills and empathy
14. To be an active member of the Learner Services Team
15. To work with the Learner Services Manager and Learner Services Coordinator to develop good practice
16. To participate in College wide activities as required e.g. open days, enrolment etc.

General duties and responsibilities

1. To provide a helpful, professional and flexible service to internal or external customers of the department or the College.
2. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To be aware of equality and diversity, the needs of customers and learners and demonstrate these principles in all aspects of your work.
6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder.

Person Specification

Progression Coach

| CRITERIA | Essential | Desirable | Method of Assessment A – Application Form I – Interview T – Activity P - Presentation |
|-----------------------|---|--|---|
| Qualifications | Relevant L3 qualification | Possess or be willing to gain L3 Award in Education & Training or equivalent in one year | A |
| | GCSE Maths & English A-C or equivalent | | A |
| Experience | Proven experience of responding to the issues faced by young people | | A/I/T |
| | Proven experience of working with young people in an informal setting, advice giving and/or mentoring | | A/I/T |
| | Experience of problem solving, sign posting and referring for learners | | A/I/T |
| | Experience of providing pastoral care and support which could involve liaison with other agencies | | I |
| | Experience and confidence to conduct 1:1's with learners probing sensitively for relevant details | | I/T |
| | Proven and successful experience of preparing and delivering group workshops to a diverse range of young people | | A/I/T |
| | Experience of delivering a wide range of topics in a workshop, for example health, fitness, smoking, drugs, relationships, finance, study skills etc. | | A/I/T |
| | Experience of responding to issues raised in workshops | | A/I/T |

| CRITERIA | Essential | Desirable | Method of Assessment A – Application Form I – Interview T – Activity P - Presentation |
|-------------------------------|---|-----------|---|
| | Experience of embedding E&D and Shared Values in all aspects of the job | | A/I/T |
| Knowledge & Skills | Able to build and maintain effective relationships, particularly with young people | | A/I/T |
| | Ability to form effective team working relationships with internal staff and external agencies | | A |
| | Demonstrate knowledge of issues related to young people | | A/I/T |
| | Ability to establish links with local professionals and organisations providing services for resilience and wellbeing | | A/I/T |
| | Ability to encourage, challenge and inspire young people to achieve success and become informed and resilient young people. | | A/I/T |
| | Ability to collect and report data in a timely manner to allow qualitative and quantitative analysis of the quality and impact of the service delivered | | A/II |
| | Ability to work effectively as a member of a team and autonomously as required | | A |
| | Excellent communication skills and good ICT skills including the use of Social Media | | A/I/T |
| | Ability to manage and prioritise caseload of learners to ensure deadlines are met and compliance is achieved | | A |
| | An empathetic approach to working with young people as individuals and in groups | | A/I |
| | To demonstrate an ability to tackle a number of diverse tasks and to be able to prioritise | | |

| CRITERIA | Essential | Desirable | Method of Assessment A – Application Form I – Interview T – Activity P - Presentation |
|----------------------------|--|-----------|---|
| | work accordingly whilst working to tight deadlines | | |
| Personal Attributes | Committed to own continuous professional development (please give information about your CPD during the past 2 years) | | A |
| | Able to uphold and behave in accordance with College values. | | A/I |
| | A professional and flexible approach to work with a commitment to work across campuses and late nights/Saturdays as required | | A/I |
| | High level of integrity, discretion and confidentiality | | A/T |
| | An understanding of limits and boundaries of the role and know when to refer to specialist agencies and professionals | | A/I/T |
| | Demonstrate the willingness to travel and work at all College campuses as service requires | | A/I |
| | Demonstrate the willingness to participate in cross college activities e.g. enrolment, open days as College requires | | A/I |