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| **JOB INFORMATION**  |
| **JOB TITLE**  | **Intervention Progress Coach** | **LOCATION/CAMPUS** | **All campuses** |
| **GRADE**  | **BS 6** | **SCALEPOINT** | **23,303 – 25,452** |
| **RESPONSIBLE TO**  |  **TBC** | **HOURS**  | **37 hours**  |
| **JOB PURPOSE**  |
| To facilitate focused personal development sessions developing student’s citizenship and self-awareness and through 1-1 and group coaching provide individualized support and targeted interventions to a caseload of students relating to their personal development, their learning and their careers, enabling them to progress to the next level of learning or employment thereby improving retention and achievement.   |
| **MAIN DUTIES AND RESPONSIBILITIES**  |
| **Recruiting and inducting students** * Play an active part in pre-entry activities including recruitment events, enrolment activities and assessment of support needs, acting as a point of contact for applicants and their parents as they transition to college.
* Guide incoming students in defining their career aspirations to identify the right learning/career pathway and the appropriate starting point at Activate Learning.
* In collaboration with the learning professional team (LPT), deliver initial assessment, attributes assessment and induction activities and use the results to inform planning, ensuring support needs are met.
* Through individual discussions, make referrals to specialist support when necessary and guide the early transfer to another programme if necessary.

**Supporting students’ success on programme** * Customise and deliver a programme of group coaching/training sessions supporting personal development and implementing the Learning Philosophy
* Deliver targeted 1:1 coaching sessions helping students to set goals and overcome barriers to learning, referring to support services and involving parents as required.
* Support learners to set realistic and motivational goals including those relating to attributes and work experience, working with them to set targets, develop an individual action plan, monitor progress ensuring they stay on track
* Seek out opportunities and prepare students to participate in enrichment activities and electives.
* Act as a key conduit for Learner Voice and encouraging student involvement.
* Help co-ordinate, map, track and review progress and achievements to inform progression planning and report on progress to faculty.
* Attend meetings with internal support colleagues, parents/guardians and where appropriate other outside agencies / providers

 **Enabling students to progress** * Prepare students for their next steps whether that is progression within further education, applications for university or employment/supported employment in liaison with careers and work placement coordinators.
* Organise career planning activities including individualised coaching sessions, career development sessions, and career assessments
* Oversee completion of individual career plans; track intended and actual destinations and ensure that this data is recorded and reported
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| **GROUP / EMPLOYEE  RESPONSIBILITIES**  |
| * To always work and act in accordance with Group’s Vision, Values and Strategic Plan.
* To demonstrate and promote out standards of behaviour appropriate to that which would be expected by our customers and colleagues.
* To work in a flexible manner and be willing to undertake other duties as reasonably requested.
* To respect and promote equality and diversity, health and safety and demonstrate professional behaviour and appearance at all times.
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| **QUALIFICATIONS & EXPERIENCE**  | **TECHNICAL COMPETENCIES /SKILLS**  | **ATTRIBUTES**  |
|   * Educated to at least ‘A’ Level
* Degree in social sciences would be desirable
* Level 2 equivalent literacy and numeracy
* Ability to coach 1-1 and in groups
* Ability to deliver inspirational group sessions
* Previous experience of working with young people in a school/youth work/college/other context
 |    * Able to motivate and command respect of colleagues and students
* Outstanding communication and interpersonal skills
* Excellent listening and observation skills
* Self-awareness and emotional sensitivity
* Ability to collaborate and build rapport with a diverse range of learners
* Excellent organisational and problem solving skills
* Confident in the use of digital learning applications and resources

  | **Resilient** * Be adaptable and flexible
* Anticipate, prevent and overcome challenge
* Have self-belief and a positive attitude
* Be enthusiastic, committed and purposeful
* Be curious and innovative
* Plan and organise work independently

**Confident** * Have strong organisational skills
* Anticipate  and overcome problems
* Be enthusiastic and determined
* Have self-belief and a positive attitude
* Ask questions and be inquiring
* Use reflective thinking skills

**Enterprising** * Have a positive attitude to problems
* Understand causes of problems  and find creative solutions
* Work collaboratively and creatively with others
* Make calculated decisions
* Network and communicate
* Work outside comfort zones
* Manage self and others
* Motivate, inspire and value others

**Professional** * Have strong digital skills
* Collaborate share and learn
* Think logically and apply reason
* Build relationships
* Listen, engage and connect
* Communicate confidently
* Negotiate and manage conflict
* Work as a team to reach a goal
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***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health & Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.*