



## **Progression Coach**

### JOB DESCRIPTION

**Directorate of Student Services,  
Safeguarding and Support**



## ADVERTISEMENT

### **Progression Coach**

Within the range of £23,526 to £25,041 per annum, pro rata

37 hours per week, 52 weeks per year (part time hours will be considered)

12 Month Fixed term contract with potential for extension subject to funding

This is an exciting time to join the college and play a key role supporting young people and adults as part of the delivery team for Thrive, the Suffolk Skills and Employment Service project. Funded by the UK Shared Prosperity Fund and being delivered on behalf of a consortium of Suffolk Local Authorities, this project will deliver a highly localised and responsive programme of support to young people not in education, employment or training (NEET) and adults who are not in work. The project is being led by Suffolk New College and being delivered in partnership with other colleges and VCSE organisations.

You will find yourself joining a supportive team environment that is committed to giving young people and adults the best experience possible and, as a Progression Coach you will have responsibility for supporting people who have barriers to successful progression to develop their plans for employment or training, offering access to the college's network of employers, training programmes, other education providers and apprenticeships as well as to obtain an education, employment or training (EET) outcome.

If you have a passion for supporting young people and/or adults and providing careers inspiration and guidance, with the ability to encourage, motivate and inspire people, we want to hear from you! We will consider applications from either full time or part time (0.5 FTE) applicants.

Due to the nature of this role access to personal transport is essential in order to travel to both our campuses and community locations within the County. If using your own vehicle, it is a requirement for your car insurance to cover business use and evidence of this will be requested by finance before any travel claims are paid.

Suffolk New College is a multi-campus site therefore you may be required to work at and travel between campuses.

At Suffolk New College, we promote the culture of BeSNC. Implementing BeSNC is not just a choice; it's a commitment to providing the best possible environment for our learners to thrive. It's a commitment to nurturing an inclusive and supportive community where each student, staff and community member can reach their full potential.

**Closing date: Monday 2<sup>nd</sup> September 2024 at midnight**

**Interview date: Wednesday 11<sup>th</sup> September 2024**

This College is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria. All appointments are subject to Disclosure & Barring Service (DBS) check.

We do not recognise any agencies or search agencies acting on our behalf unless they have been officially engaged. Applicants should apply to us directly and not be persuaded to go via an agency.

The college will not recognise any agency fees for recruitment activities unless an active engagement linked to a specific role has been agreed.

The college will not pay fees associated with CVs or applicants who are sent to the college via agencies on a speculative basis or in response to college adverts.

Agencies should refrain from sending CVs to anyone working for the college on a speculative basis. The college will make approaches to agencies via our HR team if we feel that we need assistance with a post.

## DIRECTORATE OF STUDENT SERVICES, SAFEGUARDING AND SUPPORT

Suffolk New College is a multi-campus Ofsted Good Provider. Our campuses provide a broad range of technical and vocational curriculum at our main campus in Ipswich, at Suffolk Rural (Otley) and On the Coast (Leiston and Halesworth). The College actively develops its facilities to provide aspirational modern working and study environments, and a rich curriculum with embedded employer engagement and an outstanding work experience programme.

The Directorate of Student Services, Safeguarding and Support delivers a fully integrated and pro-active service to both learners and staff across all our campuses. The teams work in partnership with curriculum teams and other business support areas of the College to contribute to the delivery of an exceptional learner experience aiming to improve achievement, retention and employability in line with College's strategic aims.

The Directorate is responsible for providing a comprehensive support service to our learners which includes:

- offering information, advice and guidance across a range of areas
- managing all aspects of support for High Needs learners and for those with EHCPs
- promoting and managing a culture of safeguarding
- developing and delivering the learner Mental Health & Wellbeing Strategy
- supporting the transition to college from school or other education providers
- managing the Learning Curves which offer a learner-focused resource and study centre
- co-ordinating the delivery of careers information, advice and guidance in line with the College's Careers Strategy and the Gatsby Benchmarks.

The Directorate is led by the Director of Student Services, Safeguarding and Support, supported by the Safeguarding Manager, the Learning Support & SEND Manager, the Advice, Guidance and Welfare Co-ordinator and their respective teams. As a Directorate, all our teams are committed to delivering an exceptional experience to our learners, across all of the College's locations, to enable them to achieve and progress on to their chosen career through further or higher education opportunities or employment.

The College is an exciting and vibrant place offering vocational studies within state-of-the-art workshops delivering qualifications from Level 1 to Level 5 in a range of subject areas including; Construction, Engineering, IT, Hair & Beauty, Catering, Art & Design, Fashion, Music, Games Design, Health & Social Care and Foundation Learning. The College also offers Access courses for adult learners and Maths and English GCSE.

In your role, you will also work with the Directorate of Business Development and Major Projects. This Directorate liaises with teams across the College to develop, bid for, and manage successful projects. With a growing programme of capital and revenue projects underway, and a pipeline of initiatives planned, the team is agile and responsive to new initiatives. The latest major initiative is the lead role in a major regional strategic Local Skills Improvement Fund partnership running from autumn 2023 to spring 2025, and the delivery of the Suffolk Skills and Employment Service programme in 2024-5.

## JOB DESCRIPTION

### Progression Coach

Summary of Benefits, and Terms and Conditions

<b>Location:</b>	Ipswich*
<b>Salary:</b>	Within the range £23,526 to £25,041 per annum pro rata
<b>Salary Scale</b>	Business Support Scale 5
<b>Contract status:</b>	Fixed Term Contract – 12 months initially with potential for extension dependent on funding
<b>Hours of work:</b>	37 hours per week (part time hours considered)
<b>Pension:</b>	Career Average Pension Scheme in which employees contribute between 5.5% and 12.5% depending on salary.
<b>Holiday:</b>	Starting at 20 days per annum, increasing one day per year to a maximum of 25 days per annum, plus bank holidays, and a minimum of 4 additional days during Christmas closure periods
<b>Staff Development:</b>	Corporate, Departmental and Personal Development Programme opportunities
<b>Reporting to:</b>	Advice, Guidance and Welfare Co-ordinator

\*Suffolk New College is a multi-campus college, therefore you may be required to work at and travel between campuses

## JOB OVERVIEW

As a Progression Coach you will have responsibility for supporting young people and adults who have barriers to successful progression to develop their plans for employment or training, offering access to the college's network of employers, training programmes, other education providers and apprenticeships as well as to obtain an education, employment or training (EET) outcome.

You will be working at pace to support young people and adults as part of the Suffolk Skills and Employment Service (Thrive) project. Funded by the UK Shared Prosperity Fund and being delivered on behalf of a consortium of Suffolk Local Authorities, this project will deliver a highly localised and responsive programme of support to young people not in education, employment or training (NEET). The project is being led by Suffolk New College and being delivered in partnership with other colleges and VCSE organisations.

You will liaise with partner organisations to ensure communication flows between partners, particularly with Inspire, Anglia Care Trust and Access Community Trust who will be triaging all participants initially. You will also be responsible for maintaining accurate records for each person to ensure that project outcomes are captured and shared with the project team and partners.

## MAIN DUTIES AND RESPONSIBILITIES

- To be responsible for supporting young people and adults to provide high quality Information, Advice and Guidance (IAG) support to develop their plans for education or training and creating positive education, employment or training (EET) outcomes at pace.
- Offer access and signpost young people and adults to the college's network of employers, training programmes, other education providers and apprenticeships.
- To provide careers and progression advice to young people and adults. Assist with CV writing, applications, personal statements, UCAS applications and academic support.
- To keep up to date the College's careers library and ensure the resources are relevant and accessible for young people and adults, both in the Learning Curve and within the community.
- Create and sustain positive relationships with project partner organisations as well as internal programme areas and tutors, to ensure a joined-up approach to supporting young people and adults.
- Maintain accurate records following 1:1 sessions with young people and adults and provide completed reporting and other required funder information on a timely basis to the College project team.
- Working as part of a team, in the supervision of the day-to-day use of the Learning Curve to ensure they are being used as spaces for learning and development. Keep statistical records on the user of the Learning Curve.
- To continually develop and update technical skills and knowledge required for the effective delivery of a complete and pro-active support service for young people and adults.
- To display an active commitment to a user focused service by placing the user at the heart of every aspect of our work. Promotion of both physical and electronic resources to benefit the college community.
- Comply with the Health and Safety rules within the College and company premises and be aware of good practice in the working environment, ensuring learners are aware of their obligations e.g. safe working practice, accident and near miss reporting etc.
- Take a proactive approach and responsibility for the wellbeing and safeguarding of all young people and adults.
- Any other duties and training as may be required by management, which fall reasonably within the competence and level of job role.

The job overview and main of duties and responsibilities set out the key duties associated with the stated purpose of the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, should there be such variation, appropriate training may be given to enable the postholder to undertake the new/varied work.

**PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Education and Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education including maths and English to Level 2 (GCSE C or 4 grade)</li> <li>• Level 3 (or equivalent) in a relevant subject and/or Level 3 in Information, Advice and Guidance or a willingness to complete the IAG qualification within a specified time period.</li> <li>• A driving licence with access to a vehicle or other method of transport*</li> </ul>	<ul style="list-style-type: none"> <li>• Degree of professional qualification in a relevant subject area.</li> <li>• Level 2 ICT or willingness to complete in specified time period.</li> </ul>
<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Ability to develop overview knowledge of specific industry standards, trends and technology</li> <li>• Understanding of monitoring progress rates and target-setting</li> <li>• Knowledge or experience in relation to aspects of mentoring or coaching people</li> <li>• Experience of working with young people and/or adults</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in customer service</li> <li>• Experience of working in a school/FE College Environment</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with a diverse range of audiences including young people, managers and team members.</li> <li>• The ability to plan and prioritise workload in order to meet deadlines and work to targets</li> <li>• Excellent time management and organisational skills – managing own workloads/diaries</li> <li>• The ability to establish and maintain good, professional working relationships with a wide range of people.</li> <li>• Team work and a commitment to sharing and promoting best practice</li> <li>• IT literate and drive to enhance learning through technology</li> <li>• Good attention to detail, with the ability to produce consistently accurate work</li> <li>• Ability to work independently and proactively, with minimal supervision</li> </ul>	

<b>Qualities and Attributes</b>	<ul style="list-style-type: none"> <li>• Motivational and inspirational</li> <li>• Learner focused approach</li> <li>• Creative and innovative reflected through assessment practice</li> <li>• Pro-active and solution focused approach</li> <li>• Self-awareness and reflective thinking</li> <li>• Calm under pressure with a resilient approach</li> <li>• Diplomacy, tact and integrity and with due regard for confidentiality</li> </ul>	
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• Embeds and promotes equality, diversity and respect through all aspects of the role</li> <li>• Pro-active commitment towards safeguarding and promoting the welfare of young people</li> <li>• Positive and can-do attitude towards work</li> <li>• Actively participates in continued professional development</li> <li>• Flexible approach to meet changing needs</li> </ul>	

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**EQUALITY & DIVERSITY**

All applicants will be afforded equal opportunity of employment irrespective of gender, marital status, pregnancy or maternity leave, sexual orientation, transgender, disability, age, ethnicity, religion or belief. As part of our on-going commitment to Equality and Diversity, Suffolk New College guarantee to short list to all applicants from a black or ethnic minority group who meet the essential criteria and all applicants with a disability who meet the essential criteria.

**CRIMINAL CONVICTIONS**

Suffolk New College is committed to the Code of Practice of the Disclosure and Barring Service and can make a copy of the Code available upon request. Suffolk New College welcomes applications from a diverse range of candidates. Unless the nature of the work demands it, applicants will not be asked to disclose convictions which are ‘spent’ under the Rehabilitation of Offenders Act 1974. Having an ‘unspent’ conviction will not necessarily bar applicants from employment. This will depend on the circumstances and background to any offence(s). Any post which involves direct contact with persons under the age of 18 or with vulnerable adults is exempt under the Rehabilitation of Offenders Act 1974 and applicants are required to disclose spent convictions. Appointments will be subject to a Disclosure check by the DBS.



**INFORMAL ENQUIRIES**

For informal enquiries please contact Lisa Brazier ([lisabrazier@suffolk.ac.uk](mailto:lisabrazier@suffolk.ac.uk) or 07393 268252)

**BUSINESS SUPPORT SALARY SCALE 5**

<b>Business Support Salary Scale 5</b>	16	<b>23526</b>
	17	<b>24264</b>
	18	<b>25041</b>