** Student Personal Development Coach**

**Full time, Term Time only, Fixed Term**

**September start**

**Up to £20,683**

*(For full time all year-round staff, we are offering a Welcome Bonus of £500\**

*(\*T&C's apply) – Pro rata to FTE)*

At Nescot we are recruiting for a **student personal development coach** based in our friendly easily accessible campus in **Epsom, Surrey.** This is an opportunity to support and inspire young people in our successful hair, beauty and catering departments.

**What we’re looking for:**

**We are looking to add a student personal development coach to our successful friendly team in order to support FE students in achieving their qualifications and progressing to further higher study. You will have experience** working with young people, be confident in delivering to groups of students as well as working on a 1 to 1 basis. In addition, you should have excellent organisational and motivational skills and be able to work as part of a team to help young people to attend, enjoy and achieve.

**Duties and Responsibilities of a development coach:**

* **Support allocated students with attendance, achievement and punctuality**
* **Assist student in achieving their programmes, and report on students’ progress**
* **Prepare and deliver tutorial materials**
* **Coach students along with target setting and reviews.**

**Benefits:**

* A discounted on-site gym, sports hall, fitness class, osteopathy and day nursery
* 5-minute walk from Ewell East Station
* Discounted Starbucks, Modern hair and beauty salon offering employee discounts
* Free online qualifications
* Free parking on-site

Becoming a student personal development coach is an ideal steppingstone into a rewarding career in teaching.

Nescot is graded ‘Good’ by Ofsted following its latest inspection in January 2023. Inspectors rated the College as Good in all 8 aspects. The report recognises that students “enjoy their courses and are motivated to succeed”, and benefit from “highly supportive relationships” with staff.

At Nescot, we’re proud of our inclusive culture and we welcome all applications.

*This role is employed through Nescot Enterprises Ltd, a wholly owned subsidiary of Nescot which operates different terms and conditions.* Applicants must be willing to undergo child protection screening including checks with past employers and criminal record checks (enhanced DBS clearance).

**Closing Date is 8th August 2023**

**Interviews will be in August, date TBC**

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**Job Description**

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| **Position Details:** |
| **Title:** | Personal Development Coach |
| **Department:** | Depends on curriculum area |
| **Fraction:** | 0.8 FTE, term time only |
| **Status:** | Fixed Term |
| **Grade:** | Grade 4 |
| **Child/Vulnerable Adult Contact:** | Yes |

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| **Reporting / Department Details:** |
| **Responsible to:** | Head of Curriculum  |

 **Functional links with:** Managers

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| **Job Purpose:** |
| * To support and help to progress allocated students (approx. 200 students) so that they have high attendance, retention, punctuality and achievement at Nescot
* To assist students in the completion and achievement of their study programme through referral to internal and external support systems including safeguarding and / or Prevent.
* To prepare and deliver tutorial materials to individual students and to whole groups
* To ensure comprehensive delivery and understanding by students of Safeguarding, eSafety, British Values and Prevent
* To underpin and assure through tutorial students’ understanding of career pathways to help them to develop challenging and realistic plans for their future including preparation for work experience / placement
* To report on students’ progress to both internal and external stakeholders.
* To lead on student voice and feedback in the allocated curriculum areas
* To action and record any safeguarding concerns using the College processes and procedures.
* To actively promote the benefits of attendance and achievement at English and maths and how these relate to students’ career aspirations.
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| **Main Duties and Tasks:** |
| * To support and help to progress allocated students (approx. 200 students) so that they have high attendance, retention, punctuality and achievement at Nescot
* To assist students in the completion and achievement of their study programme through referral to internal and external support systems including safeguarding and / or Prevent.
	+ Track and monitor attendance and punctuality and retention and look for patterns which may indicate intervention needed;
	+ Track and monitor student achievement through ProMonitor setting both personal and academic targets;
	+ Initiate timely interventions working collaboratively with internal staff, including additional learning support where it applies and, where necessary, external agencies / partners and parents / carers;
	+ Monitor and act on students’ behaviour and / or disclosures to ensure that they are safe from abuse, bullying, sexual harm, exploitation and / or radicalisation
* To prepare and deliver tutorial materials to individual students and to whole groups
* Contribute to the development of the cross-college tutorial programme;
* Prepare and disseminate assigned tutorial topics and deliver tutorial themes to a high standard;
* Adapt, based on internal or external issues, tutorial content to reflect important issues and messages;
* Ensure students fully comply with *Learning@College,* surveys, returns and information requests as detailed in the tutorial scheme of work; UCAS (where this applies).
* To ensure comprehensive delivery and understanding by students of Safeguarding, eSafety, British Values and Prevent
* To action and record any safeguarding concerns using the College processes and procedures.
	+ Prepare and deliver tutorial content and discussion that promotes thorough understanding of Safeguarding, eSafety, British Values and Prevent;
	+ Positively respond and react to any current issues or concerns through tutorial to help students understand and contextualise external incidents, for example, terrorist attacks, discrimination etc.;
	+ Report on and accurately record any safeguarding concerns following the correct process and procedure.
* To underpin and assure through tutorial students’ understanding of career pathways to help them to develop challenging and realistic plans for their future including preparation for work experience / placement
	+ Prepare and deliver tutorial content which contextualises appropriate careers pathways and support students in developing challenging and realistic plans for their future;
	+ Ensure adherence to UCAS deadlines, progression intentions, identification of career aspirations;
	+ Support students to identify, plan and fully complete all necessary pre and post-work placement documentation;
	+ Track and monitor students’ attendance at work experience / placement.
* To report on students’ progress to both internal and external stakeholders.
	+ Act as the main point of contact for students’ parents / carers;
	+ Take swift action to inform both parents / carers where students are not on track to achieve;
	+ Set and review regular targets to help students know how they are doing and what they need to do to improve;
	+ Where required report progress, where relevant, to external stakeholders, for example, EHCP / PEP reviews
* To lead on student voice and feedback in the allocated curriculum areas
	+ Organise and facilitate student voice meetings, including ensuring feedback is comprehensive and detailed;
	+ Constantly listen to the views of students and act on these as appropriate.
* To actively promote the benefits of attendance at, and achievement of, English and maths and how these relate to students’ career aspirations.
* Monitor attendance at English and maths and reinforce the importance of the study programme;
* Ensure through tutorial that English and maths are actively promoted including the embedding of these within vocational subjects, for example, CV writing, personal statements, personal finance etc.
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| **Personal Development:** |
| * Participates in, and co-operates with, own Performance Review Interview to ensure that job-related targets are met and on going staff development in line with Nescot’s aims.
* To carry out Continuing Professional Development (CPD) relevant to the role, including subject or professional updates.
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| **Equality and Diversity and Nescot Values:** |
| * It is the responsibility of the post holder to promote equality and diversity, Nescot Enterprise values and recognition of diversity throughout Nescot Enterprises.
* To follow and adhere to Nestots Equality and Diversity policy at all times.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to equality and diversity and Nescot Enterprise values.
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| **Safeguarding and PREVENT Responsibilities:** |
| * It is the responsibility of the post holder to commit to safeguarding and promoting the welfare of students within the within NEL.
* The post holder will undertake their duties in full accordance with Nescot Enterprises’ policies and procedures relating to safeguarding, PREVENT and promoting the welfare of students.
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| **Additional Duties:** |
| To undertake such additional duties as may be reasonably required commensurate with the level of responsibility within Nescot Enterprises at the initial place of work or any other of the College Group sites within the area. |

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| **Health and Safety:** |
| Under the Health & Safety at Work Act 1974, whilst at work, you must take reasonable care for your own health and safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with Nescot Enterprises on health and safety and not interfere with, or misuse, anything provided for your health, safety or welfare.Copies of Nescot Enterprises Health & Safety Policy are available on sharepoint

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| **Terms and Conditions of Nescot Enterprises Ltd:** |
| * Please note that this is a post under Nescot Enterprises which has different terms and conditions to that of the College
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| **Annual Leave and Hours of Work:** |
| * Full time hours of work are 37.5 hours per week, normally worked Monday – Friday 8.45 am – 5.15 pm. Part time or casual hours will be as agreed.
* For full time staff annual leave is 25 days plus Bank Holidays plus 5 efficiency days taken at Christmas when the College is closed for 2 weeks. Part time staff’s annual leave will be pro rata. Please note that it is expected that post holders will take their annual leave at times convenient to the department and its students, which will normally therefore be at times when students are not in College.

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| **Pension** |
| * You have the right to join the NEST scheme and you will be automatically enrolled into the NEST Government Workplace Pension Scheme should you meet the required criteria of an eligible job holder. You may elect to opt out if you wish.
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This job description is current as dated. In consultation with the post holder it is liable to variation by the College to reflect actual, contemplated or proposed changes in or to the job.UPDATED BY: HoD Date: June 23UPDATED BY: HR Date: June 23 |
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| **Person Specification – PDC** |
|  | **Essential** | **How Identified\*** | **Desirable** | **How Identified\*** |
| **Experience** | Experience of working with young adults (16+).Understand the problems young adults experienceTaking initiative and responsible to resolve issuesExperience of dealing with external agenciesIT LiterateGood understanding of child protection/ safeguarding protocols | A/IIIIT/II | Experience of youth work in an administrative / mentoring roleExperience of working within an education setting. Experience of apprenticeships or work-based learning. An interest or experience in the areas of hair, beauty or catering  | A/IAA/I |
| **Skills and Abilities** | Ability to communicate at all levels young adults, adults, employers, middle management, senior management, parents/carers etc]Take minutes whilst having the ability to conduct effective 1-1 review meetingsAbility to monitor high volume of studentsConfidence and skills to deliver presentations/tutorials to student groupsProven ability to problem solveAbility to work as a team at all levels both internally and externallyPossess good spoken and written skillsAbility to engage positively with individuals who are disengaged and motivate and empower change in their behaviourAbility to prioritise workload effectively with minimum supervision or supportGood listening skills | IIIA/I IIA/IIII |  |  |

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| **Qualifications** | Educated to Level 2 or above in Literacy and IT | A | Coaching or mentoring qualificationCounselling and/or mental health training | AA |
| **Personal Qulaities** | Good organisational skillsAble to use own initiativeBe reliable and maintain confidentialityProfessional appearanceProvide prompt, efficient and effective customer serviceAbility to work under pressureFlexible to work Open Evenings, Open Days which may include some Saturdays and evening (advance notice would be given)To quickly adapt and comply with Nescot Enterprises and the College’s processes and proceduresHas awareness of equality and diversity and NEL Values which is promoted within your roleCommitment to continuing professional developmentCommitment to safeguarding, PREVENT and promoting the welfare of learners The required health and physical capacity to carry out the relevant administrative activities, after NEL has made such adjustments as may be required under the disability provisions of the Equality Act 2010Commitment to energy management and sustainability | IIIIIIIIIIA/IMA/I |  |  |
| **KEY** |
| **A** = Application Form | **I** = Interview | **O** = Observed Teaching Session | **T** = Test | **M** = Medical Questionnaire |

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