

# Job Description

# Progress Coach (A Level)

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| **Line Manager** | Head of Year (A Level) |
| **Responsible to** | Head of Year (A Level) |
| **Job Purpose** | To be responsible for student mentoring, monitoring and intervention as part of a team of Progress Coaches. To support students’ induction, performance, progress and progression. To be responsible for a caseload of students, and to work with them in tutorial groups, smaller focused sessions and one to one. To check and monitor student attendance within their caseload, and to help to design and deliver a tutorial programme. To provide support to students and to set high standards for their behaviour and engagement with the college. |
| **Hours** | 37 hours per week Full Time |
| **Salary** | £20,932 - £22,466 pa Grade E |
| **Annual Leave:** | The leave year runs from 1 September to 31 August21 days and after 5 years 26 days8 days Bank Holiday and 5 days for College Closure |
| **Pension:** | West Midlands Pension Fund and our employer contribution is 18.9%Employee contributions depend on your annual salary see:<https://www.wmpfonline.com/members> |
| **Staff Benefits:** | <https://jobs.halesowen.ac.uk/index.cfm?action=content&content=1> |
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**Key Tasks and Responsibilities**

1. To provide one-to-one and group support for a caseload of students to monitor performance and maximise achievement.
2. Deliver within tutorials an agreed content of activities including the delivery of key Personal Development & Behaviour and Attitude themes, British Values, Prevent Strategy requirements etc.
3. Deliver pro-active and interventionist assistance to students working as individuals and groups, to develop students’ personal learning, resilience and thinking skills
4. Actively help record and celebrate student progress and success so that students are encouraged and feel supported.
5. Liaise with teaching staff, to identify and implement strategies to raise student performance and achievement
6. Collaborate with Curriculum teams to identify and provide appropriate resources which will meet curriculum needs and develop student learning and thinking skills
7. Keep up to date and accurate records of students attendance, punctuality, behaviour and progress on the college’s tracking system adhering to the College approved processes and procedures. Assist the Work Experience Team to track and monitor student participation in work experience
8. Monitor attendance and punctuality and to make interventions where necessary.
9. Liaise with Curriculum Leaders, Lecturers and Student Support to provide wrap-around care for their students
10. Communicate with parents/guardians/carers to support students in their education
11. Support learner progression including assisting with the UCAS personal statement, collate and prepare student references as required and to oversee and administer students’ applications through the UCAS system
12. Working in liaison with other college staff, to signpost students to the range of support services available to them including financial, academic, social and emotional issues which may be having a detrimental effect on their studies
13. Track student destinations as they leave college
14. Provide absence cover for other Progress Coaches where necessary
15. To undertake any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the post.

**Under DBS Legislation and Guidelines this is a Regulated Activity**

**Data Protection**

You are required to meet the specifications of the College’s Data Protection Policy and the principles of the General Data Protection Regulation as part of your conditions of employment. This will include information relating to past and prospective employees and students, suppliers and customers.

**Equality and Diversity**

Halesowen College is proud of its work in embedding equality and diversity principles in its activities and welcomes applications from all suitably qualified people, irrespective of age, sex, gender reassignment, marital or civil partnership status, disability, race, ethnic or national origin, religion or beliefs, sexual orientation, unrelated criminal convictions or family responsibilities.

There is a duty not to discriminate against staff, students, parents, guardians or potential students by reason of their age, sex, sexual orientation, gender re-assignment, marriage and civil partnership, pregnancy or maternity, race, disability or religion and belief.

We welcome all sections of the community and value the contributions to the achievement of the College’s mission that are made by members of the College from a wide range of backgrounds and experiences. All staff must demonstrate an awareness of equality and diversity principles, as set out in College policies.  On appointment staff are expected to be committed to and include equality and diversity principles at work.

**Childcare Facilities**

There is a day Nursery on the Whittingham Road campus for babies from 12 weeks and children aged 2 to 5 years. It is open 8.00 am to 5.30 pm Monday to Thursday and 8.30 am to 5.00 pm Friday. Further details are available from the Nursery staff on 0121 602 7552.

It is registered at present for 29 children in the early years age range. The baby room caters for 9 babies.

**Information Technology**

The College has around 2500 computers across its sites including PCs, laptops, netbooks and Macs running a range of industry standard software. Equipment is available for long and short term loans, and guest access to our wireless network is provided for personal devices. We also run a PC booking system to ensure you can get access to a computer when you need it. A wide range of classroom technologies are in place such as the Moodle Virtual Learning Environment, cameras, voting devices and interactive whiteboards/data projectors.

All staff and students are given a personal computer account with access to email and storage which is available on and off site.

Electronic communication between students and staff must only be via College network accounts (not personal email accounts).

**Health and Safety**

The College and its employers have legal obligations in respect of the health, safety and welfare of persons at work and the protection of others against risks to health and safety in connection with their activities. Specific health and safety responsibilities are detailed in the College’s Health and Safety Policy.

**Smoking**

Halesowen College is a designated smoke-free environment within the parameter of all College property with the exception of “smoking shelters”. This rule applies equally to staff, Governors and students, and to all categories of visitor. Acceptance of this rule is a condition of employment for staff, and a condition of being a student for students.

**Disclosure and Barring Service Check**

All staff must undergo an Enhanced DBS Check and cannot commence employment until satisfactory clearance is received. All staff should attend relevant training on safeguarding children. Halesowen College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The recruitment interview will explore an applicant’s suitability to work with children/young people.

*Note: This job description is current at the time of issue. It should be recognised that, in keeping with organisational changes and developments, it may be necessary to review the duties listed from time to time and change them to meet organisational objectives.*

