

LINCOLN COLLEGE JOB DESCRIPTION

Post Title:	Online Progress Coach	Post Number:	CS1330P
Daily Supervision:	Curriculum Lead – Online and Community	Grade:	CSS Support 5/6
Department:	Online & Community	Last Updated:	November 2024

Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

Our Mindset:



Job Purpose:

Induct adult learners onto online learning courses providing initial advice & guidance.

Conduct 1-1 support for an allocated caseload of online learners.

Ensure learners are encouraged and supported to achieve their learning goals.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Support learners in Progress Reviews, 1-1 sessions to complete their online course. Set targets & aspirations and review to encourage success in conjunction with their assessor.
2. Identify at-risk learners, through communication with online assessors.
3. Input, manage and control learner data through the College online platforms. Progress Reviews and independent careers guidance monitoring and tracking.
4. To listen to learners and embed a solution focussed approach to barriers to learning.
5. To develop strategies to help learners who are underperforming to understand why and to seek solutions.
6. Complete learner inductions in conjunction with employers and other referral partners.
7. Provide initial advice and guidance, and where appropriate, referring to appropriate support services both within and outside the College.
8. To liaise with Student Support Services as required and ensure support is put in place for any student who has identified a need for learning support.
9. Use motivational dialogue to engage the learner in the learning process.
10. Embed effective processes to support learners in being successful.
11. To maintain an overview of student progress on online learning through liaison with subject tutors.
12. To accept responsibility for the implementation of the College's Equal Opportunities policy.
13. To maintain professional standards and expertise by undertaking relevant professional development.
14. To conform with the Health and Safety requirements relevant to the post.
15. To contribute towards the development of an inclusive learning environment.
16. To be responsible for the safeguarding and promoting the welfare of children and vulnerable adults wherever applicable within the role.

N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.



PERSON SPECIFICATION

Knowledge		PSM
1	Qualified to at least a Level 3.	A
2	Hold a minimum of level 2 qualifications in English and Mathematics	A
3	Information, Advice and Guidance qualifications Level 3 - 6 (willing to work towards Level 4)	A/I

Skills/Abilities – Interpersonal		PSM
4	Excellent communication skills (written and oral)	A/I/T
5	Ability to work in a non-discriminatory manner	A/I
6	Ability to demonstrate compliance with College systems, policies & procedures	A/I/T
7	Has an understanding of motivational techniques to encourage learning	A/I

Experience		PSM
8	Experience of working with adult learners	A/I
9	Experience working with online learning platforms	A/I
10	Experience in safeguarding, mental ill health and supporting students with barriers to learning	

Work Related Circumstances		PSM
11	The ability and willingness to undertake relevant staff development	A/I

Skills/Abilities - Other		PSM
12	Effective organisational skills with the ability to prioritise, action plan and meet deadlines	A/I
13	Appropriate IT skills	A/I
14	Ability to work flexibly including some evenings	
15	Responsibility for safeguarding and promoting the welfare of children, young people and vulnerable adults	A/I

Prepared By:	Sean Knight – Assistant Principal Apprenticeships and Pathways
Date:	November 2024

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

