

LINCOLN COLLEGE JOB DESCRIPTION



Our Purpose:

Post Title:	Progress Coach Team Leader	Post Number:	LC1215P
Daily Supervision:	Deputy Principal	Grade:	LC Scale PO1
Department:	Executive	Last Updated:	September 2024

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

Our Mindset:



Job Purpose: To lead and coordinate the cross-college tutorial provision and ensure that progress coaches enable students to improve their knowledge and skills beyond the purely academic, vocational and technical. That progress coaches make a significant contribution to the enhancement of learners’ personal development, health and wellbeing; in this, to help ensure the College provides extraordinary and outstanding personal development provision as defined by the Ofsted Education Inspection Framework.

To work effectively with all curriculum area staff, cross-college services and relevant external organisations in order to prepare students for many aspects of their lives in multicultural modern Britain. To ensure the cross-college tutorial programme is relevant and incisively challenges learners to bolster their understanding and commitment to live as responsible citizens, including embracing the importance of British Values and being fully aware of the dangers of radicalisation and extremism. That progress coaches enable and support students to make a positive contribution to College life, in their communities and in their own personal and working lives.

To ensure that progress coaches provide helpful information, advice and guidance that enable students to have a clear grasp of their career ambitions and what they need to do to achieve them. That they work collegiately with the careers and guidance team and teachers to ensure that learners progress to purposeful destinations at the end of their studies.



PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To lead and coordinate the cross-college tutorial provision and ensure that progress coaches enable students to improve their knowledge and skills beyond the purely academic, vocational and technical.
2. To work effectively with progress coaches and ensure they make a significant contribution to the enhancement of learners' personal development, health and wellbeing.
3. To help make sure that the College provides extraordinary and outstanding personal development provision as defined by the Ofsted Education Inspection Framework.
4. To work effectively with teachers, curriculum area staff and cross-college services to effectively prepare students for many aspects of their lives living and working in multicultural modern Britain. Within this, to collaborate fully with internal College services such as the careers and guidance team, the work experience team and 'Project You' team.
5. To work collegiately with Student Services and support progress coaches in providing appropriate, effective pastoral care and support with students where required.
6. To establish and maintain productive partnership workings with a broad range of relevant, external organisations that provide expert tutorial delivery and enrich the learning and experiences of students.
7. To ensure the cross-college tutorial programme is relevant and incisively challenges learners to bolster their understanding and commitment to live as responsible citizens, including embracing the importance of British Values and being fully aware of the dangers of radicalisation and extremism.
8. To ensure that progress coaches enable and support students to make a positive contribution to College life, in their communities and in their own personal and working lives.
9. To ensure that progress coaches provide helpful information, advice and guidance that enable students to have a clear grasp of their career ambitions and what they need to do to achieve them. That they work collegiately with the careers and guidance team and teachers to ensure that learners progress to purposeful destinations at the end of their studies.
10. To welcome, induct and mentor new progress coaches in order to help achieve the high expectations of their job roles and responsibilities.
11. To work productively with progress coaches so as to help ensure that all learners feel safe and supported throughout their time at the College.
12. To ensure that progress coaches agree, set and monitor meaningful targets with students and help track their progress in partnership with teachers and curriculum area staff.
13. Ensure consistent and appropriate application of the 'Learner Conduct' policy and procedure at all times.
14. To maintain occupational professional standards and expertise by conducting relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
15. To maintain high-quality standards appropriate to the post's responsibilities and functions.
16. To fully conform with the Health and Safety requirements relevant to the post.
17. To be responsible for the safeguarding and promoting the welfare of children 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	Weighting
1	Minimum Level 3 teaching qualification and ability and willingness to obtain a level 4 professional teaching qualification within two years of commencing employment	A/I	E
2	Hold a minimum of level 2 qualifications in English and Mathematics	A/I	E
3	Qualified to degree standard	A/I	D

	Skills/Abilities – Interpersonal	PSM	
4	Excellent communication skills (written and oral)	A/I/T	E
5	Ability to work in a non-discriminatory manner	A/I	E
6	Possess a strong skill set with which to establish and maintain productive working approaches with a broad range of internal staff for the benefit of students	A/I/T	E
7	Proven experience of successfully working with external agencies across a range of partnership opportunities in order to bolster students' outcomes	A/I/T	E
8	An acute understanding of motivational techniques that promote young people's development and enable them to learn and make good progress	A/I/T	E

	Experience	PSM	
9	Experience of creating and delivering successful events, activities and projects with young people for their benefit and growth	A/I/T	E
10	Proven experience of effectively working with young people with demonstrable, measured impact that improves their lives	A/I/T	E
11	Experience of working assiduously with young people in matters of safeguarding, health and wellbeing	A/I/T	E

	Work Related Circumstances	PSM	
12	The ability and willingness to conduct relevant staff development	A/I	

	Skills/Abilities - Other	PSM	
13	Effective organisational skills with the ability to prioritise, action plan and meet deadlines	A/I	E
14	Ability to work flexibly and to 'tight' timescale deadlines	A/I	E
15	Appropriate computer literacy to undertake duties such as 'PowerPoint', email and Internet	A/I	E
16	Ability to prepare high-quality learning material and resources	A/I	E
17	Ability to travel to different venues, events and locations as and when the post requires	A/I	E
18	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I	E
19	Ability to effectively relate to young people and build positive relationships that are structured and result in positive outcomes for them	A/I	E
20	Ability to travel to different venues, events and locations as and when the post requires	A/I	E

Prepared By:	Deputy Principal
Date:	September 2024

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