

LEEDS COLLEGE OF BUILDING

JOB DESCRIPTION – PROGRESS COACH

REPORTS TO: Student Services Manager

STAFF RESPONSIBILITIES FOR: None

This role is critical for the delivery of the College's programme of face-to-face tutorial content for our students. The Progress Coach will deliver individual pastoral care to a targeted caseload of students and structured interventions where necessary to students who need them.

MAIN DUTIES:

1. To deliver College Be LCB sessions (PSHE tutorials) following the session plan and resources provided to groups of full-time students, supported in the session by teaching staff.
2. To facilitate student group discussions on given topics, promoting where necessary the fundamental British values of democracy, adherence to the rule of law, tolerance of other faiths and beliefs, mutual respect and individual liberty.
3. To use coaching skills (e.g. open questioning, reflecting, goal setting) to give pastoral care to students who require it, helping them develop their emotional resilience and problem-solving skills.
4. Under the guidance of the College Disability Advisors, High Needs SENDCOs and the Mind Mate Support Team to work with students with special educational needs and disabilities on structured interventions around social skills, study skills, assistive technologies and emotional regulation strategies.
5. To assist with the production of learning materials in collaboration with the PSHE Leader.
6. To enthusiastically promote College values and model these values in all aspects of the role. To reflect the College values and EDI objectives in all work produced.
7. To advise and signpost students to sources of help and support within College and the local community.
8. To liaise with teaching departments to prioritise pastoral care and Be LCB delivery with regard to departmental priorities.
9. To assist in monitoring, evaluating and improving the delivery of the Be LCB programme throughout the academic year.
10. To support students through the behaviour management and disciplinary processes.
11. To undertake appropriate safeguarding training as required which ensures students are effectively safeguarded and that their best interests are at the centre of everything we do and in line with safeguarding policies and procedures. *

* The College may also request that you also become Designated Safeguarding Officer. This will be discussed and agreed with individual members of staff prior to designation being confirmed.

12. To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in College staff review and development schemes.
13. To be aware of and abide by the College health and safety procedure and associated policies.
14. To proactively implement the College's policies and procedures.
15. To undertake any other relevant duties as may reasonably be requested by the Principal.

This job description will be reviewed annually as part of a process of performance review.

Please Note:

As Leeds College of Building meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subjected to a disclosure from the Disclosure and Barring Service before the appointment is confirmed. This will include details of cautions, reprimands or final warnings, as well as convictions. Further information on disclosure can be obtained from www.disclosure.gov.uk

The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.

Date:	Signature:
Issue No: March 2022	Ref: Progress Coach

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PERSONNEL SPECIFICATION

POST: PROGRESS COACH

ATTRIBUTES	ESSENTIAL	DESIRABLE	HOW IDENTIFIED
RELEVANT EXPERIENCE	Experience of working in a coaching or pastoral capacity with young people Experience of delivering engaging training sessions to groups	Experience of working in an FE and Skills environment Experience of working with students with support needs	Application Form Interview Presentation
EDUCATION & TRAINING	Level 3 Qualification in a relevant subject (teaching, coaching, counselling, youth work) Level 2 or equivalent qualifications in English and Maths	L4 or 5 Teaching qualification	Application Form Qualification Certificates
SPECIALIST KNOWLEDGE AND SKILLS	Excellent interpersonal & communication skills In-depth understanding of the societal and psychological factors that affect student engagement A positive, warm, approachable personality	In-depth knowledge of Special Educational Needs and Disabilities (SEND)	Application Form Interview Presentation
ADDITIONAL FACTORS	Ability to use own initiative Flexible approach to work Flexibility to work across all College sites Commitment to customer care The College is committed to safeguarding children, young people and vulnerable adults. It is also committed to the 'Prevent Duty' and the requirement to prevent people being drawn into terrorism and expects all staff to share these commitments.	Access to own transport and willingness to work between College sites Willingness to take on or experience of Designated Safeguarding Officer duties	Interview

Please note that the College expects regular and reliable service from staff and does not wish to appoint individuals with a high sickness record where there is no underlying medical reason. Please note this does not affect any individual's rights under the Equality Act; the College would wish to promote the recruitment of disabled staff and would endeavour to make reasonable adjustments where practical. Disabled staff who meet the essential criteria will be guaranteed an interview.