

Our mission is: 'Inclusion, realising potential; transforming lives'

JOB DESCRIPTION

Job Title: Progress Coach

Responsible to: Safeguarding and Inclusion Manager

Accountable to: Director of Student Support and Inclusion

Job purpose

- Ensure vulnerable learners are identified, monitored and reviewed regularly in order to maximise achievement and retention, contributing to the reduction in achievement gaps.
 - Use dynamic coaching techniques to effectively respond to the individual needs of students.
 - Facilitate individual learner achievement and progression by empowering each learner to take responsibility for their own learning, and help them through tailored strategies and planning which provide inspiration and motivation to help build confidence, independence, enjoyment and success.
 - Be responsible for your own caseload of students and work collaboratively across college to provide a consistently high level of support both pastoral and academic.
 - Communicate effectively with curriculum staff to implement learning plans that meet the specific needs of individual learners to secure outstanding retention and achievement.
 - Contribute to college quality standards and targets by tracking and monitoring students effectively using ProMonitor. Engaging with parents/carers and external agencies where appropriate, particularly in relation to attendance, progress and ultimately achievement.
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Key responsibilities

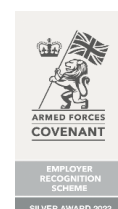
- Support with the delivery of the tutorial entitlement and if required deliver tutorial content to students in an agreed caseload with a high degree of effectiveness and efficiency, in

particular, with a relentless focus on achievement and progress of individual students.

- Ensure timely intervention and pro-active actions are taken for learners at risk, including regular 1:1s and communication with parents/carers.
- Ensure individual strategies to support attendance, progress and achievement are set, monitored and reviewed with each student and relate to progress in all elements of the study programme.
- Provide targeted support for all students at risk of under-achievement, working collaboratively with support functions and curriculum areas in nurturing and facilitating progression of every learner to reach their full potential. Signposting to specialist support where appropriate.
- Support students with excellent advice, guidance and encouragement.
- Monitor student attendance and punctuality against College targets and intervene pro-actively if improvement is required.
- Manage the student experience, making sure that they feel safe and secure and enjoy participating in learning.
- Support Curriculum teams in the effective implementation of the Student Disciplinary Policy as well as identifying and rewarding positive behaviours.
- Use ProMonitor ILPs and Markbook to rigorously track student's personal and academic progress and development, ensuring they are on track to achieve their target grades.
- Promote student progression through excellent advice and guidance.
- Deliver student induction activities and ensure that students settle into their study programmes effectively.
- Support students with specific needs, liaising with agencies where appropriate.
- Liaise with curriculum staff on student achievement and progress to ensure students are continually aspiring to achieve and progress towards their targets and goals.
- Support with the delivery (on occasion) of an engaging and contextualised programme of group tutorial and enrichment sessions that facilitate personal and social development and the skills and knowledge required to progress into employment or further and higher education.
- Integrate Careers Education Guidance when supporting students throughout their programme, establishing effective relationships with the Careers team in order to promote progression.
- On occasion and when required, support with the delivery of group sessions on a range of personal, social and employability themes, including safeguarding and Prevent.
- On occasion and when required, support with the delivery of sessions on study skills and academic development, employability, career planning and preparation for the world of work.
- Carry out exit interviews and monitor and record all student destinations.
- Maximise the potential to empower learners to build confidence, develop independence and achieve their targets and goals.

Professional Standards

- Exemplify behaviours which drive behaviour in-line with professional standards.
- Maintain up-to-date knowledge of developments and best practice in your area to provide sound professional advice to the staff.



- Actively participate in professional development and training activities, developing your own personal networks and reflecting on your own performance.
- Be a role model of excellence and professionalism for all staff and students.

Responsibilities common to all Staff

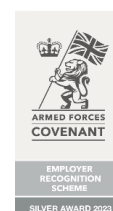
- To establish, maintain and develop professional working relationships with colleagues.
- Follow all agreed Quality Assurance Mechanisms operating within the College and contribute generally to the establishment and development of a quality provision/service.
- The College operates a Performance Management Review Scheme through which objectives and development plans are agreed. All staff are required to participate in the scheme and, with their manager, are jointly responsible for the completion of agreed actions.
- The College is keen to ensure the health and safety of students, staff and visitors. All staff are responsible for complying with the Health and Safety at Work Act 1974 and ensuring no-one is affected by individual acts or omissions.
- The College aims to be a place in which people can work and study free from discrimination. All staff and students are required to comply with the College's Single Equality Scheme.
- To contribute to the College's Mission, Values and British Values.
- To be aware of, and responsive to the changing nature of the College and adopt a flexible and proactive approach to work.
- All employees are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.
- To operate sustainably, ethically and responsibly, and to take action to increase efficiency and reduce consumption and waste

Review Arrangements

- This job description is not a rigid specification but identifies main responsibilities, which will be amended in the light of organisational need and in discussion with the postholder.

Working at the College

Our environment is inclusive, friendly and supportive, with high expectations for both staff and students. To thrive in our environment, you will need to be resilient, positive, able to



work autonomously, have a strong work ethic, and put our learners at the heart of everything you do.

Our College values are:

We put our students and customers first - prioritising their inclusion, learning and progress, supporting their health and wellbeing and realising their potential

We recognise that people are our greatest asset – recruit and retain the most talented staff, investing in them to fulfil their potential, creating a wealth of opportunities for personal development and progression, creating a culture of co-prosperity, galvanising them through inclusive practice, recognising the difference they make and rewarding them for the work they do

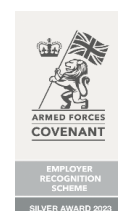
We pursue excellence in all we do - a passion for inclusive, high quality education, training and skills solutions, holding ourselves to the highest possible standards, meeting (and exceeding) targets, making improvements, valuing creativity, supporting digital innovation and pedagogy

We embrace change - looking forward to the future, maintaining a growth mind-set, exploring new routes to inclusion, partnership and collaboration, harnessing AI safely and ethically for efficiency, digitalising and embracing new technologies, anticipating and responding to ongoing economic and social needs and demands

We collaborate and work in partnership with others - actively seeking opportunities to become more inclusive, working with others in the best interests of the college community and key stakeholders, delighting our customers

We operate sustainably, ethically and responsibly – adding social capital through inclusion, working to achieve net zero carbon targets and enhancing biodiversity, acting with integrity, with high levels of accountability and complete transparency, treating others fairly and with respect, communicating clearly, concisely and openly.

We are guided by the principles of sound financial stewardship and operational efficiency – balancing an inclusive educational character with cost effectiveness, ever-mindful of an increasingly risk-laden and unpredictable operational environment, the need for broader sensitivity analysis in budgeting and forecasting and the importance of mitigating risks that could affect the college's solvency.



PERSON SPECIFICATION

Qualifications

- Possess or be willing to work towards a Diploma in Education & Training or equivalent.
- Be educated to A level standard or equivalent and with 5 GCSEs (grade A*-C), including English Language and Mathematics.

Experience and knowledge

- An understanding of their responsibilities and commitment to the safeguarding of young people and vulnerable adults.
- A clear understanding of the importance of student target setting, monitoring and reviewing to ensure achievement and a positive outcome for students.
- An excellent understanding of how to use data to inform interventions and support students to achieve.

Skills and abilities

- Excellent skills in relation to motivating, supporting and challenging students to achieve and progress.
- Resilient. Able to deal professionally with challenging conversations and without becoming emotionally involved.
- Emotional intelligence, self-awareness and confidence.
- Drive, energy, commitment, proven capacity for hard work and “willingness to go the extra mile”.
- Possess high standards, be conscientious and have excellent organisational skills, being able to prioritise workloads and meet deadlines.
- Be industrious, enthusiastic and innovative with a capacity to initiate developments and see them through to completion.
- A real eye for detail that leads to the successful completion of actions and an on-going relentlessness with regard to student monitoring.
- Commitment to partnership between college, schools, parents, external agencies, curriculum staff and support staff.
- Excellent communication and interpersonal skills.
- Excellent IT skills to support learning.

Updated October 2025

