

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Progress Coach - LEAP Project	<b>Post Number:</b>	LC0636F
<b>Daily Supervision:</b>	Director of Study Programmes	<b>Grade:</b>	Support Scale 5/6
<b>Department:</b>	School of English, Maths and Study Programmes	<b>Last Updated:</b>	October 2021

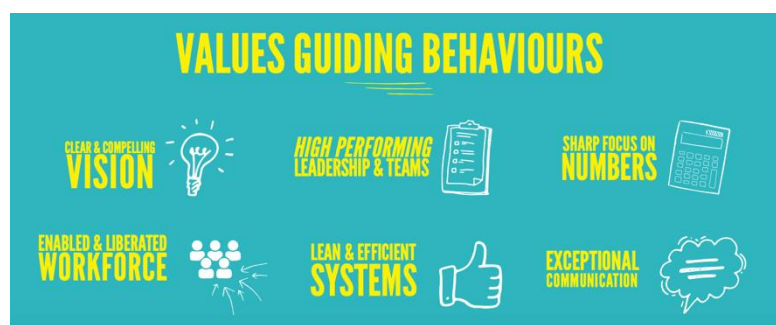
### Our Vision:

To be an extraordinary organisation whose talented students, staff, governors and alumni ensure that it adds recognised social and economic value to its local communities by providing high quality education and training and making people exceptionally well prepared for work, potentially via higher education.

### Our Mission:

Employer-led; producing a highly skilled and productive local workforce.

### Our Cornerstones of Success & Values Guiding Behaviours:



### Job Purpose:

Develop and deliver consistent and effective support sessions and intervention action plans to learners as part of the LEAP project.

Conduct 1:1 support for an allocated caseload of learners to fulfil Cross College requirements across the LEAP project.

Responsibility and oversight of the KPIs for the LEAP Project.

Ensure learners are encouraged and supported and can access College services with ease as and when required.

This post is fully funded through the LEAP ESF Project in partnership with Grimsby College.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. Develop and deliver effective and consistent support sessions in accordance with cross-college needs which supports the LEAP project and engages learners within an FE Setting.
2. Ownership and responsibility of the KPIs of the LEAP project
3. Support learners in timetabled Progress Review 1:1 sessions to complete the ILR, set targets & aspirations and review to encourage success, which supports the LEAP Project and the parameters of the Gatsby framework.
4. Work with learners in Progress Reviews 1:1 or small CPD groups to implement strategies to support building of self-esteem and confidence.
5. Identify at-risk learners, through communication with vocational teachers and progress coaches.
6. Input, manage and control learner data through the College system (ProPortal). Progress Reviews and independent careers guidance monitoring and tracking.
7. To listen to learners and embed a solution focussed approach to barriers to learning.
8. To develop strategies to help learners who are underperforming to understand why and to seek solutions.
9. To support transition from School to College or from year to year for learners already identified as at-risk.
10. To communicate effectively with academic, vocational staff and progress coaches in regard to the learners.
11. Provide initial pastoral support, and where appropriate, referring to appropriate support services both within and outside the College.
12. To liaise with employers re potential and existing placements to ensure that the following points have been considered and where necessary risk assessment/action taken: Safeguarding responsibilities towards SEND students, Undertake risk assessments where needed; Employer responsibility for training/supervision; Potential option for young person to progress to an apprenticeship or paid employment
13. 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.
14. Provide impartial careers education, information and advice, and referring to careers guidance where appropriate, as part of a structured programme.
15. To complete the appropriate paperwork for the learner files and liaise with administration staff to ensure correct funding claims are made for contract compliance
16. Liaise with attendance monitor and support discipline where necessary.
17. Use motivational dialogue to engage the learner in the learning process.
18. Embed effective processes to support learners in being successful.
19. Ensure appropriate application of the Behaviour Support & Disciplinary Policy and Process.
20. To contribute towards the development of an inclusive learning environment.
21. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
22. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
23. To maintain quality standards appropriate to the post.
24. To conform with the Health and Safety requirements relevant to the post.
25. 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
1	Qualified to at least a Level 3 teaching qualification	A/I
2	Hold a minimum of level 2 qualifications in English and Mathematic	A/I
3	Information, Advice and Guidance qualifications Level 3 - 6	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 & procedure	A/I
7	Has an understanding of motivational techniques to encourage learning	A/I/T

Experience		PSM
8	Experience of working with young people	A/I
9	Recent successful experience of teaching/delivering tutorials/undertaking pastoral duties in an education environment	A/I
10	Experience in safeguarding, mental ill health and supporting students with barriers to learnin	A/I

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	Ability to work flexibly and to tight deadlines	A/I
14	Appropriate computer literacy to undertake duties e.g. PowerPoint, email and Internet	A/I
15	Ability to prepare high quality learning material	A/I
16	Ability to travel to locations	A/I
17	Responsibility for safeguarding and promoting the welfare of children wherever applicable	A/I
18	Ability to relate to young people	A/I

<b>Prepared By:</b>	Michaela Lines - Director of Study Programmes
<b>Date:</b>	October 2021

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