



Job Description

Job Title:	Progress Coach
Reports to:	Interim Manager: Careers Lead
Department:	Education
Salary:	£21,993.92 per annum pro rata (37 hours per week / 42 weeks per annum)

Overall Purpose

To support student achievement and develop their potential through the implementation of a range of collective and individual strategies that prepares students for adulthood and is in accordance with our organisational values:

Equality

Empowerment

Respect

Sustainability

Core Duties

Progress Coach responsibilities:

- Responsible for ensuring that student targets are correctly presented on EFL
- Responsible for ensuring that relevant information is shared on EFL family app.
- To provide students with advocacy support to ensure students achieve a positive destination.
- Enable students to understand key concepts by designing and delivering impactful 1:1 tutorials on a range of related themes relevant to their targets and outcomes e.g., employability, independence.
- Work with relevant stakeholders to ensure joined up approach to target setting and scaffolding as appropriate
- Manage communications between parents/carers and college for students on their caseload
- Represent student voice at college MDT meetings
- Responsible for ensuring student presentation in EHCP reviews reflects their views
- Will be expected to chair EHCP reviews as required
- Take the lead on parent/carer engagement to ensure plans for transition are agreed and supported.
- Record and support student attendance through daily monitoring and recording of concerns.
- Work with the transitions co-ordinator to support students through the transition process on joining and leaving college to ensure the achievement of successful student destinations.
- Targeted support for Looked after children and students of concern to ensure best outcomes.

General Responsibilities for all Staff:

- Ensure that all beneficiaries are treated with dignity and respect.
- Empower students and residents to maintain their personal independence and confidentiality.

- Contribute positively to a high-quality teaching, learning and caring environment.
- Comply with health & safety and safeguarding regulations.
- Any other reasonable duties commensurate with role as required.

Person Specification

We shortlist candidates based on essential and desirable criteria. We evidence the attributes using the application form and qualification certificates, and during interviews and skill tests.

Education & Qualifications

Attribute	Criteria	Evidence
Level 3 qualification in a relevant subject (disciplines that support young people to achieve goals)	Essential	Certs
Level 3 qualification or above in Independent Advocacy Practice or willingness to work towards	Essential	Certs
Level 2 or above in English and Maths	Essential	Certs
Level 2 in Autism or willingness to work towards	Essential	Certs

Experience, Knowledge & Abilities

Attribute	Criteria	Evidence
Experience of working with and supporting young adults with learning difficulties and disabilities to progress	Essential	App Form & Int
Knowledge and experience of dealing with safeguarding concerns	Essential	App Form & Int
Able to demonstrate a good understanding of the barriers to achievement faced by young people with SEND	Desirable	App Form & Int
Experience of maintaining accurate data records and information	Desirable	App Form & Int
Excellent ICT skills. Proficient in the use of MS Office applications, especially Excel, Word, PowerPoint Outlook	Desirable	App Form & Int
Experience of successfully meeting deadlines and managing conflicting priorities	Desirable	App Form & Int

Interpersonal Skills & Qualities

Attribute	Criteria	Evidence
Good communication skills to be able to engage students, parents/carers and staff	Essential	App Form & Int
Self-motivated with a flexible and positive approach to work; proven ability in demonstrating problem solving skills and dealing with difficult situations	Essential	App Form & Int
Has a genuine desire to improve the lives of our students and is passionate about equality, diversity and inclusion	Essential	App Form & Int
Able to stay calm under pressure	Desirable	App Form & Int
Works independently and manages own workload; prioritising effectively to meet agreed objectives. Able to meet deadlines.	Desirable	App Form & Int

Note: This job description and person specification is not an exhaustive description – it is a guide and will be subject to review to meet the service/business needs.