

JOB DESCRIPTION

Job Title: Progress Coach

Responsible to: Assistant Principal - Pastoral

Main Function of Post:

To undertake a progress coach role providing group tutorial delivery, one to one support sessions, manage pastoral interventions, work with our learner voice team and deliver cross college events.

To undertake an individual and group pastoral support role to ensure high levels of outcomes, linked to students' achievement, retention and success within the scope of the role.

Main Duties and Responsibilities:

The delivery of a specific support and pastoral programme to students across all year groups and levels at the College. This includes taught tutorial sessions, regular 1:1 progress monitoring and mentor support meetings as part of the College's achievement and retention raising strategies.

The nature of the work typically follows a two-year cycle and to illustrate is characterised by the following tasks; a list which is far from exhaustive.

- To provide high quality 1-1 support to a cohort of tutees
- To effectively monitor key student data for the given student cohort and to put in place relevant intervention strategies/targeted interventions, in consultation with the respective line manager and teachers, which will serve to support tutees' success rates
- To manage student conduct and disciplinary issues within the College's Behaviour, conduct and contract policies
- To plan and deliver high quality tutorial sessions that engage young people in discussions and activities designed to develop them personally and academically as individuals. This will include their role as College, local and global citizens
- To participate in the design, creation and delivery of planned sessions that support the development of a student's academic, personal and professional skills
- To liaise effectively with parents/guardians, curriculum staff and wider agencies in relation to the given student cohort
- To undertake an agreed wider role that supports the wider curriculum and development of students (for example – the promotion of health, resilience workshops, supporting the role of student governor and our learner voice group etc.)
- To provide students with support for UCAS, apprenticeships or employment applications and complete references for this purpose.

- Undertake Year 11 interviews, in conjunction with the Admissions Department.
- In conjunction with the Learning Services Manager, assist with the identification of students who would benefit from specialist support. To devise and implement action plans to support each tutee to overcome barriers to learning inside and outside College.
- To work, when appropriate, with the Learning Services Manager and teachers to ensure the needs of those identified as a supported learner are met in full across the College provision.
- To effectively safeguard all students with support of the BSafe team responding in a timely manner to support lower-level safeguarding concerns.
- To monitor and update all actions for students on CPOMS to ensure safeguarding cases are managed effectively and responded to.
- August results service: to support initial entry to College and internal progression. To ensure all leavers enjoy successful progression beyond sixth form; this will also include transition support with HE providers.
- To actively support post enrolment checking, course changes and the College induction delivery.
- Target setting and monitoring with interventions to support attendance, retention and achievement on a continuous basis as well as at key reporting periods
- Mental health and well-being development – delivering a range of support workshops or one to one support interventions in the learning services team.
- Across the year to work with identified groups of students for whom additional support for their main programme of study is appropriate, e.g., to include English, maths, examination/revision/study skills, time management, MH&WB and wider support sessions.
- To work flexibly as part of, and across, the wider pastoral and learning services team to support colleagues and students' needs.
- To facilitate the sharing of information between local agencies, schools, other colleges and learning mentors; being the single point of contact for accessing a range of community based and specialist support services, e.g., social services, Connexions, CAMHS and Youth Services.
- On-course and post exam support and advice, linking in with wider internal and external IAG providers where necessary
- Regular one to one review meetings with the assistant principal and the preparation of periodic and ad hoc reports
- Liaising directly with parents and external agencies where necessary, in consultation with the College's safeguarding team.

- Support and assistance with progression career planning, UCAS applications and applications for training or employment
- To undertake training to join the team of trained first aid and MHFA England trained staff given the high-profile student-centred role of the post.
- Any other duties which may reasonably be added.

NB - The work of the College, and in particular the role of a Pastoral Progress Coach, is characterised by peaks in demand for annual activities which you are expected to attend e.g., typically to include the College's August results service, parents' and HE evenings, open day/evening events, UCAS and employer related careers and progression events in addition to routine pastoral and support team meetings.

The Sixth Form Bolton is committed to safeguarding children and promoting the welfare of children, young people and vulnerable adults and expects all members of staff and volunteers to share this commitment.