# Annex 8

# PETERBOROUGH ADULT LEARNING SERVICE

# CITY COLLEGE PETERBOROUGH

# Progress Coach

**Permanent – Full time - Grade 7 £27,711 to £31,067 per annum**

**37 hours per week**

#### OVERVIEW OF THE ROLE

The role is viewed as being key in enhancing the Adult Learning Service and College’s responsiveness in meeting the needs of Local Businesses, communities and key partners; and in achieving our corporate targets and quality standards.

The successful candidate will join a team of dedicated hardworking and committed staff able to work flexibly within the working week and year.

Strong inter-personal skills are required for this post as the College and Service continues to expand quality provision and meet targets. The ability to work as part of a team and to be self-motivating is essential.

We are excited about our future and are seeking someone to share and develop our vision for adult learning

#### ESSENTIAL PERSONAL QUALITIES OF THE POST HOLDER

This is an important post playing a key part in the continuing success, development and expansion of adult learning across the City.

The successful applicant will be an individual who is focused, with an understanding of the values of our business and customer service requirements. Our colleague will be clear-sighted, able to meet challenges head-on, with the ability to identify new ways of working. He or she will possess an outgoing personality with the ability to interact with people at all levels and abilities. A forward thinker, with a positive “can do”, “will do” approach, together with the ability to work with, and motivate others is essential.

**Closing date for receipt of all applications: 24th January 2025**

**Interviews will be held: W/c 3rd February 2025**

Tash Dalton

Principal

Peterborough Adult Learning Service

CITY COLLEGE PETERBOROUGH

**JOB DESCRIPTION**

**PCC Section:** Peterborough Adult Learning Service (PALS)/City College Peterborough (CCP)

**Department:** Study programmes

**Job Title:** Progress Coach

**Salary/Grade:** Grade 7 £27,711 to £31,067 per annum

**Responsible to:** SEN Curriculum Manager

**Responsible for:** Teaching Assistants

###### **JOB PURPOSE**

To provide support to Learners, Tutors & Teaching Assistants who work within the Study Programme department, Co-ordinate and chair EHCP annual reviews. To work as part of the Wellbeing & Inclusion team, to address and Co-ordinate the needs of learners and help them to achieve their full potential.

# PRINCIPAL DUTIES AND RESPONSIBILITIES

1. Manage a team of Teaching Assistants to ensure that learners are well supported and have access to the correct level of teaching, assessment and accessible resources.
2. Chair EHCP review meetings and produce associated reports in readiness for the meeting.
3. Review EHC plans and identify learner suitability to attend college. Make recommendations in line with the statutory guidance regarding EHCP consultations.
4. Maintain and update EHC plans as per the objectives.
5. Identify realistic and challenging targets for learners that promote independence and access to future opportunities
6. Provide an effective communication route between learners, wellbeing officers, tutors and department managers.
7. Support with administration relating to implementing and monitoring quality procedures, data and the recruitment, attendance, retention and achievement of learners.
8. Develop positive relationships with schools to ensure smooth recruitment and transitions
9. Produce specific data reports in relation to learner progress attendance and timekeeping and identifying when further action needs to be taken
10. Provide an effective communication route and administration requirements between external stakeholders, customers and managers
11. To assist and co-ordinate progression/transition events
12. To be flexible and support other departments in administration duties as required
13. Be available to work in the evening/weekends as required for enrolment and curriculum events
14. Contribute to ensuring the safeguarding of children and vulnerable adults
15. Contribute to ensuring the College’s Equality and Diversity duty is met
16. Contribute to maintaining the Investors in People (IIP) and MATRIX (IAG) Standards
17. Assist in maintaining a minimum Ofsted Grade 2
18. Provide holiday and sickness cover if required
19. Meet the minimum requirements of Continuing Professional Development (CPD)

**GENERAL DUTIES**

1. To ensure that the College/Service’s policies with respect of Equal Opportunities are fully met.
2. To contribute to team working across the Service
3. To promote high standards of Health, Safety and Welfare, ensuring that the Service/College complies with statutory requirements.
4. To undertake other reasonable duties at the request of the Head of Peterborough Adult Learning Service/Principal CCP.

VARIATION CLAUSE

This is a description of the post, as it is constituted at the date shown. It is the practice of this Service/College to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. The appropriate manager, in consultation with, the post holder, will conduct this procedure.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to your job description following consultation.

FLEXIBILITY CLAUSE

Other duties and responsibilities expressed and implied which arise from the nature and character of the post within the department (or section) mentioned above or in a comparable post in any of the Organisation’s other sections or departments.

**Description prepared by**: Leonie Wightman Date: January 2025

SEND Curriculum Manager

**Description authorized by:** Tasha Dalton-Winterton Date:  January 2025

Principal

Peterborough Adult Learning Service

CITY COLLEG PETERBOROUGH

**PERSON SPECIFICATION**

**PCC Section:** City College Peterborough (CCP)

**Department:** Study programmes

**Job Title:** Progress Coach

**Salary/Grade:** Grade 7 £27,711 to £31,067 per annum

**Responsible to:** SEND Curriculum Manager

**Responsible for:** Teaching Assistants

**Completed by:** SEND Curriculum Manager

**Date:** January 2025

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| **ATTRIBUTES** | **ESSENTIAL CRITERIA** | DESIRABLE CRITERIA |
| **KNOWLEDGE** | **Proven knowledge of:**   * Comprehensive understanding of Education, Health, and Care Plans (EHCPs) and the SEND Code of Practice. * Experience in coordinating learning programs, setting personalised targets, and monitoring progress. * Knowledge of identifying and addressing barriers faced by learners with sensory impairments, including designing bespoke pathways to foster independence. | **Proven knowledge of:**   * Familiarity with the Ofsted inspection framework. * Experience working with awarding bodies. * Proven ability to collaborate with external stakeholders, including parents, social workers, and third-party professionals. * Awareness of preparing for adulthood strategies for SEND learners. * Social emotional mental health difficulties with SEN learners in education |
| **SKILLS & ABILITIES** | * **Proven ability in:** * Demonstrated experience in supporting learners with SEND, including those with complex needs and communication difficulties. * Ability to set SMART (Specific, Measurable, Achievable, Relevant, Time-bound) targets. * Excellent organisational and time-management skills, capable of prioritising tasks and meeting tight deadlines. * Strong communication skills to facilitate effective collaboration with learners and stakeholders. * Professional and confidential approach to work. * Proactive and innovative problem-solving skills. * Clear and grammatically correct written English. * Positive, "can-do" attitude focused on achieving organisational goals. | **Proven ability in:**   * Proven ability to recognise and manage challenging behaviour effectively. * Adapting support techniques to meet an individual's SEND needs |
| **EXPERIENCE** | **Proven experience in:**   * Experience working in a dynamic and diverse environment, particularly with individuals who have SEND. * Front-facing customer care experience. * Proven track record of working with people across various ages, abilities, and ethnic backgrounds. | * Background in teaching. |
| **SAFEGUARDING** | **Proven commitment to:**   * Commitment to safeguarding children and vulnerable adults. * Proven knowledge of the importance of safeguarding * Demonstrate knowledge of safeguarding processes | **Proven commitment to:**   * Prior experience working directly with vulnerable individuals. |
| **EQUALITY AND DIVERSITY** | **Proven commitment to:**   * Commitment to ensuring the organisation meets its Equality and Diversity responsibilities.   . |  |
| **CUSTOMER CARE** | **Proven Record in:**   * + Strong understanding and practical application of effective customer care principles.   + Adaptable approach to support a variety of SEN needs at varying academic levels |  |
| **QUALIFICATIONS** | **Proven certification in:**   * Level 2 Maths and English or equivalent | **Proven certification in:**   * Certification in Information, Advice, and Guidance (IAG). * SEN-specific qualifications. * A recognised teaching qualification. |
| **PERSONAL CIRCUMSTANCES** | **Proven record in:**   * Adaptable and available to work such hours as reasonably necessary for the proper performance of duties this will include some evening and weekend working. * Willing to participate in training for professional development | **Proven record in:**   * Full driving licence and access to a vehicle |