**JOB SPECIFICATION**



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| **JOB TITLE** | **AREA OF WORK** |
| Personal Development and Progress Manager | Quality, Learning and Development Team |
| **SALARY** | **BENEFITS** |
| £26,808 to £31, 536  (TTO plus five additional weeks) | Local Government Pension Scheme  26 days holiday pro rata rising to 31 days pro rata following 5 years’ service plus Bank Holidays to include up to 5 days to be taken between Christmas and New Year at direction of the Principal |
| **LINE MANAGER(S)** | **LINE MANAGER FOR** |
| Head of Teaching, Learning and Initial Teacher Education | Progress Coaches |
| **KEY TASKS AND RESPONSIBILITIES** | |
| To manage the planning and delivery of the cross-college tutorial programme across all college campuses, ensuring all aspects of the Personal Development Programme are consistently delivered to a high standard. To manage a team of Progress Coaches to support and sustain high expectations for students to achieve all aspects of their Study Programme and further advance students’ personal development, behaviour and attitudes to each other, learning and work.  To manage the delivery of the College tutorial programme, including delivery of some group sessions and 1:1 reviews.  To use College internal progress metrics to highlight and focus resources on students who may need additional Progress Coach support.  To provide effective coaching for students on an individual basis or on a group setting to support success and progression, including:   * Offering a range of holistic support to students. * Liaising closely with relevant staff and parents/ carers in supporting students identified ‘At Risk’ * Enabling and supporting students to overcome barriers to progress and success * Ensuring students have appropriate information, advice and guidance and a range of pastoral and enrichment opportunities to facilitate personal development, progression and employability. * Ensure timely and accurate student monitoring including the successful implementation of the student review schedule to support students reflect on their progress through the effective setting, monitoring and reviewing of SMART targets. | |
| **DUTIES** | |
| The key responsibilities are:-     1. To manage a team of Progress Coaches and ensure the effective delivery of the tutorial framework as part of the Personal Development Programme in weekly classroom-based group sessions. 2. To track the academic and personal progress of students and put supportive interventions in place where needed. 3. To liaise with the Careers team to support the planning and delivery of career and progression information, advice and guidance for individuals and groups. 4. To manage the planning and delivery of personal, social, health, economic and digital education sessions. 5. To provide progress coaching and pastoral support for an identified caseload of students linked to curriculum areas that may be across different Centres. 6. To support the monitoring of attendance and punctuality and implement strategies to improve attendance and punctuality. 7. To monitor student progress and achievement working with students to set SMART targets throughout a student’s study programme through the progress review cycle. 8. To identify and monitoring students' progress, providing interventions for students who are not making appropriate progress towards their targets. 9. To work with students either on a one to one basis or in group sessions to develop personal, employability and social skills. 10. To develop and implement a range of strategies and interventions to address any areas of development around a range of pastoral support, 11. To implement positive behaviour strategies working in line with the Positive Behaviour Policy to maintain high standards of positive attitudes and behaviours. 12. To work closely with parents, carers and other agencies. 13. To collaborate with the Curriculum, Student Support and Safeguarding, including residential (where appropriate) teams to identify learners who are at risk. 14. To contribute to the planning and delivery of a wide and varied enrichment and learner voice programme through workshops and activities to support student health and wellbeing, employability, personal and social development, such as equality, diversity, British Values, resilience, emotional and mental wellbeing, financial capability, digital literacy, safeguarding (including Prevent) and health and wellbeing. 15. To collaborate with cross college staff including curriculum, inclusive learning, residential, careers, enrichment and counselling staff. 16. To maintain accurate and timely records on Pro-monitor | |
| * You role model and promote the College values: * **Learning -**Our delivery will be high quality and innovative with students at the heart of decision making. * **People -**We will enable staff and students to fulfil their potential whilst promoting resilience, leadership, accountability and teamwork. * **Sustainability -**We will provide a happy, healthy, safe, supportive and sustainable environment in which to live, work and study. * **FREDIE** - We will advance **FREDIE**:  Fairness, respect, equality, diversity, inclusion, engagement in all we do. | |

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| **DUTIES** |
| Promote College sustainability policies and strategies by personal commitment and leading by example and complying with all quality and environmental standards and expectations. This includes active involvement in carbon reduction, embedding of carbon reduction practices (lights off, heating down etc.) and being vigilant in relation to the College’s approach to Reduce, Reuse and Recycle ethos. |
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| Actively participate in the Annual Review and Development process in line with individual needs and College strategic plan priorities. Agree objectives with the Line Manager and ensure they are achieved. |
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| Be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults at all times in line with the College’s own Safeguarding Policy and practices. |
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| Be thoroughly aware of College Health and Safety policies and procedures, attend mandatory health and safety training appropriate to the role and ensure the full implementation of College policies, procedures across all areas of responsibility. Ensure that employees within line management are also compliant with the policies, procedures and training requirements including reporting and recording all accidents and near misses. |
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| Ensure full adherence to and implementation of the Data Protection Act 1998, the General Data Protection Regulations 25 May 2018 and the College Data Protection Policy and Procedure and ensure that employees within their responsibility. |
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| Any other duties that may reasonably be required by Line Management and the Chief Executive & Principal. |
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**Location of work**

This post is based at the Preston campus but you may be required to work at or from any building, location or premises of Myerscough College, and any other establishment where Myerscough College conducts its business.

**Variation to this Job Description**

This is a description of the job as it is at present, and is current at the date of issue.  The job description will be renewed and updated as necessary to ensure that appropriate revisions are incorporated, and that it relates to the job to be performed.  This process is conducted jointly with your Line Manager.  You are expected to participate fully in the review and, following discussion, to update your job description as is considered necessary or desirable.  It is our aim to reach agreement on reasonable changes.  However, if such agreement is not forthcoming, Management reserves the right to insist on changes after consultation with you.

**EMPLOYEE SPECIFICATION**

(PI) Post Interview

(A) Assessed via Application form ( I ) Assessed via Interview

(P) Assessed via Presentation in interview (T) Assessed via Test

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| **ESSENTIAL CRITERIA:** | **DESIRABLE CRITERIA:** |
| ***Personal Attributes*** | |
| Presentable and professional appearance (I)  Ability to work as part of a team (A/I)  Ability to work to quality standards (A/I)  Good command of the English language (A/I)  Appropriate level of physical and mental fitness (PI) |  |
| ***Attainments*** | |
| GCSE English at Grade C/4 or above (or an equivalent standard) (A/I)  Educated to Level 3 eg BTEC, NVQ, A level or equivalent.  Experience of managing people  Experience of delivering personal development or curriculum activities with young people (A/I)  Evidence of innovation, enthusiasm, flexibility and commitment to supporting students to overcome barriers to progression and success. (A/I)  Familiarity with using Microsoft applications. (A/I)  Substantial experience of working with young people and be able to understand their range of issues within an educational setting. (A/I)  The ability to coach and mentor young people to achieve the best they can be. (A/I)  Good understanding of the issues around student support and safeguarding and the commitment to be flexible and innovative. (A/I)  Knowledge of current issues within Further Education(A/I) | Degree  Teaching qualification  Experience of working or liaising with a range of support agencies.  Familiarity with using student tracking systems and software  Other qualifications or training related to student support or working with young people |
| ***General Intelligence*** | |
| Ability to communicate at all levels (I)  Methodical working practices (A/I) |  |
| ***Special Aptitudes*** | |
| Energetic, innovative, flexible and fully committed to helping students to full access and engage with their learning programme, positively progress and succeed. (A/I)  Ability to converse and communicate confidently in a range of situations. (A/I) |  |
| ***Interests*** | |
| Interest in the work of students and ways in which College administration can improve the student experience (A/I)  Empathy with education (A/I) |  |
| ***Disposition*** | |
| Excellent interpersonal skills (I)  Good communication skills (I)  Approachable (I)  Person centred approach (I) |  |
| ***General*** | |
| An understanding of “safeguarding” and its importance within the College \* (A/I)  An understanding of health and safety requirements of a working environment (A/I)  An understanding of Fairness, Respect, Equality, Diversity, Inclusion and Engagement (FREDIE) issues within an educational context (A/I) |  |

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| ***Circumstances*** | |
| Willing to apply for Disclosure & Barring Service clearance at Enhanced level (important – further information below).  (A/I)  Ability and willingness to work flexibly (I)  Possess a current driving licence (A/I) |  |

\*Interviews will explore issues relating to safeguarding and promoting the welfare of children, including motivation to work with and ability to form and maintain appropriate relationships and personal boundaries with children and young people together with emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline.

**TERMS AND CONDITIONS**

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| **JOB TITLE** | **AREA OF WORK** |
| Personal Development and Progress Manager | Quality, Learning and Development Team |
| **SALARY** | HOURS OF WORK |
| Pay Band 4  £26,808 to £31, 536 | 37 hours a week (TTO) plus 5 weeks |
| ANNUAL LEAVE ENTITLEMENT | PENSION |
| Payment for holiday entitlement will be incorporated into annual salary based on a pro rata of a full time equivalent holiday entitlement of 26 days, rising to 31 days following 5 years’ service plus Bank Holidays | Local Government Pension Scheme  Employee Contribution Rate (as at 1 April 2022)  (based on actual NOT FTE)  Contribution rate %  Up to £15,000 5.5%  £15,001 to £23,600 5.8%  £23,601 to £38,300 6.5%  £38,301 to £48,500 6.8%  £48,501 to £67,900 8.5%  £67,901 to £96,200 9.9%  £96,201 to £113,400 10.5%  £113,401 to £170,100 11.4%  £170,101 or more 12.5%  17.4% Employer  You will automatically become a member of the LGPS |
| PROBATIONARY PERIOD | DRESS CODE |
| A probationary period of nine months applies to new entrants to the College | All post holders are expected to be of a professional and presentable appearance |
| REFERENCES / MEDICAL CLEARANCE / DISCLOSURE | |
| The appointment is subject to the receipt of satisfactory references, medical clearance and Disclosure & Barring Service check/ISA (if applicable).  Occupational Sick pay is not paid during the first four months of service and thereafter is subject to the College’s Sick Pay Scheme  Should your application be successful you will be sent further details via email from eSafeguarding. They are the Registered Umbrella Body we have chosen to complete the Disclosure and Barring Service (DBS) process on your behalf.  Please note that all new employees of the College will be required to pay for their DBS check via eSafeguarding at the time of application (at present £38.00 for an enhanced level check). | |

**DBS UPDATE SERVICE**

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| The Disclosure and Barring Service (DBS) update service lets applicants keep their DBS certificates up to date online and allows employers to check a certificate online. | |
| BENEFITS TO YOU | **HOW TO REGISTER** |
| * Saves you time and money * One DBS certificate may be all you will ever need * Take your DBS certificate from role to role within the same workforce * You are in control of your DBS certificate * Get ahead of the rest and apply for jobs DBS pre checked | You can [register online](https://secure.crbonline.gov.uk/crsc/subscriber) as soon as you have your application reference number. You can ask for the number when you apply for your DBS check.  Or you can wait and [register](https://secure.crbonline.gov.uk/crsc/subscriber) with your certificate number when you receive your DBS certificate. **If so, you must do so within 30 days of the certificate being issued.**  To check the progress of your DBS certificate use the [DBS tracking service.](https://secure.crbonline.gov.uk/enquiry/enquirySearch.do)  **Registration lasts for 1 year and costs £13 per year (payable by debit or credit card only).**  You’ll get an ID number with your registration that you need to log on to the service. Make sure you write it down. |
| WHAT YOU GET | |
| When you join, you’ll get an online account that lets you:   * Take your certificate from one job to the next * Give employers permission to check your certificate online, and see who has checked it * Add or remove a certificate | |