



**RAINHILL HIGH SCHOOL** RainhillSixth

## Job Description

<b><u>Post:</u></b>	<b>Progress Coach</b>
<b><u>Grade:</u></b>	<b>NJC SCP 18-22</b>
<b><u>Contract:</u></b>	<b>37 hours per week, Term Time only + 3 weeks (last 3 weeks in August)</b>
<b><u>Responsible to:</u></b>	<b>Director of RH6</b>

### **Purpose of the Post**

- Support learners towards achieving their goals, ensuring they are being prepared for the next stage of education, training or employment and that high quality destinations are being accessed.
- Effectively address learner issues and concerns, including those related to attendance, punctuality, motivation, and attitude to learning, to promote a positive and caring culture. This includes reporting safeguarding concerns to the school's designated safeguarding lead as appropriate and leading on safeguarding concerns post-16 as designated lead referring to external agencies as applicable.
- Deliver well planned, high quality personal development sessions to support learners to develop their skills and knowledge beyond the qualification, ensuring participation is high.
- Lead on UCAS, ensuring all staff / students fully conversant with process and utilizing Unifrog where applicable.
- Lead on super-curriculum programme, liaising with staff / students and external support to ensure provision meets needs of learners.
- To have input into the review and evaluation of service level agreements that affect the Sixth Form meeting its Gatsby requirements e.g. Careers Connect. This includes coordinating appointments based on identified need from progression meetings.
- Work as part of a team of Progress Coaches, under the leadership and management of the Director of Sixth Form, to support the attainment of annual key performance indicators (which include recruitment, retention, attainment, progress, Gatsby and destinations).

### **Specific Duties and Responsibilities:**

1. Conduct one-to-one meetings with all allocated learners throughout the academic year, hold focused conversations, deploy appropriate interventions and target setting to address under-performance and/or further development. This includes contact and/or meetings with parents / carers and other stakeholders as applicable.
2. Ensure the timely completion of any tasks expected of the role through effective time management.
3. Deliver high quality personal development sessions, which support the development of skills and behaviours to support progression to high quality destinations.

4. Ensure all allocated students log their work experience and non-group enrichment activity and attend careers guidance sessions.
5. Support Learner Voice activity, ensuring learners participate in Learner Voice processes. Administer learner questionnaires and achieving allocated KPIs in relation to the proportion of qualifying learners completing.
6. Address learner behaviour concerns such as lateness in a timely manner in accordance with
7. RH6 policies and procedures, deploying appropriate interventions and recording actions taken and completing behaviour plans if relevant.
8. Consistently apply RH6 standards, encouraging positive behaviour to promote high expectations of all learners and supporting the development of a RH6 culture which is free from bullying, harassment, or discrimination.
9. Work with learners to build resilience and find solutions to individual challenges, directing them to relevant RH6 support services, if appropriate.
10. Identify and support internal and external activities and events which provide opportunities for students to further develop their skills, knowledge, and social responsibility.
11. Work with curriculum colleagues and student services on the identification and support of 'at-risk' students, implementing appropriate interventions and student support strategies.
12. Monitor progression of learners and provide support with other internal/external applications.
13. Use technology effectively to enable independent learning.
14. Maintain a learning environment which allows learners to focus on skills development that reflects the high expectations of RH6.
15. Take part in internal quality assurance processes and self-assessment process.
16. Deliver high quality personal development sessions, whilst providing opportunities for learners to develop their character, confidence, and resilience to promote physical and mental wellbeing.
17. Maintain strong links with curriculum staff to ensure effective communication of key messages.
18. Promote high participation in personal development activity for all learners, particularly those from disadvantaged backgrounds, to ensure all benefit from opportunities and experiences.
19. Ensure up-to-date and locally relevant career guidance is accessed to provide information about potential next steps, promoting progression to high quality destinations.
20. Participate in the development of internal and external partnerships to enrich personal development sessions to enable learners to develop knowledge and skills beyond the qualification.
21. Use progress information to highlight underperformance to target timely, appropriate intervention strategies.

### **Other Duties**

- To prioritise own workload, work to pre-determined deadlines and to comply with relevant legal requirements.
- Participate in parents' evenings, school liaison work, meetings with parents and employers

as required.

- Assist in admissions activities such as open events, learner experience days and employer engagement events.
- To provide advice and guidance to staff and others to undertake administration procedures.

### **Additional Duties**

- To be willing to be trained as, and to be one of the school's First Aid Officers
- To undertake such additional duties as are reasonably commensurate with the level of this post, as directed by the Chief Finance & Operating Officer.

### **Review of Performance**

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'

### **Generic responsibilities:**

- To work consistently to uphold school's aims and standards.
- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To be aware of GDPR regulations and responsibilities
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students; e.g. professional, and appropriate, appearance at all times including when out of school, e.g. trips, CPD etc.

The post is subject to a satisfactory Disclosure & Barring Service check.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Date: \_\_\_\_\_