



Job Purpose:	To be responsible for supporting the progress, progression and broader College experience of an assigned group of students in order to achieve high levels of retention, achievement and progression where students achieve their maximum potential
Responsible to:	Director of Student Care, Guidance and Progression
Annual Salary:	Scale 6 of Support Staff Salary spine (points 16-18), rising by annual increment, pro rata
House of Work:	37 hours per week, Term Time only, plus 10 days
Holidays:	College Holidays, minus 10 days
Further Information:	In order to best support our students, hours of work are full-time, term time plus 5 days in August and 5 days by arrangement.
Pension Scheme:	Staff are enrolled in the Local Government Pension Scheme, a contributory scheme with the option to opt out in a transitional period

Key responsibilities:

1. Student recruitment

- To contribute to the interviewing of internal students during the academic year
- To attend progression evenings in schools, including agreed attendance at evening events under the Support Staff Additional Working policy

2. Student monitoring, intervention and support

- To carry out 1-1 Progress Reviews for an assigned group of students, which includes agreeing, reviewing and monitoring non-academic targets and monitoring progress and attendance
- To contribute to the planning and to deliver a series of group sessions
- To monitor and support students' participation in non-curriculum activities
- To deal promptly with student referrals
- To liaise and communicate with appropriate college services
- To communicate effectively with parents/carers
- To maintain full and accurate records of student progress to a high standard using the appropriate College systems
- To implement the College's academic guidance framework, and to manage students at the lower levels of the disciplinary and Fitness to Study processes

3. Student progression

- To support and guide students in identifying and achieving suitable and aspirational progression aims
- To support students in applying to university and employment, ensuring they have access to relevant information advice and guidance and writing their references.
- To provide careers guidance and work closely with the Progression Manager
- To record destination data

General

- To be responsible for Health and Safety within areas of own responsibility
- To contribute to the college responsibility for safeguarding and promoting the welfare of young people
- To observe the College's commitment to equal opportunities
- To take part in the College Performance review and Development Scheme (PRD)
- To undertake any other duties which are reasonably comparable to a post of this grade

PERSON SPECIFICATION		
Specification	Essential	Desirable
Education/ Training	<ul style="list-style-type: none"> • A degree or equivalent • A relevant careers IAG qualification or willingness to train 	
Relevant Experience / Knowledge	<ul style="list-style-type: none"> • Successful experience of using administrative systems • Successful experience of working with staff in different roles • Knowledge and experience of post-16 education • Experience of working with young people (16+) in an educational, youth work or club/voluntary setting (e.g. Scouts, football) 	<ul style="list-style-type: none"> • Awareness of current issues and developments for young people
Skills/ Aptitudes	<ul style="list-style-type: none"> • Excellent organisational skills and attention to detail • Able to review information about students' progress and make appropriate judgements • Sympathetic and approachable • Excellent coaching and mentoring skills • Able to motivate young people to aspire to and achieve high standards and challenging goals • Able to challenge students constructively • Able to deal effectively with an issue or problem • Able to agree and monitor appropriate targets • Able to plan and prioritise work effectively and meet deadlines • A commitment to team working • Excellent written and oral communication skills, including literacy and proof reading • Able to evaluate evidence and make sound judgements • Able to maintain a positive outlook 	
Other requirements	<ul style="list-style-type: none"> • Interest in educational needs of students • Commitment to the College's Academic Guidance principles • A commitment to deliver excellent standards of service for young people • Flexible approach to working hours • Enthusiasm and motivation • Willingness to undergo an enhanced DBS check • A personal commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people 	

Last reviewed	March 2018
Reviewed by	Steve Dann