

## JOB DESCRIPTION

<b>Job Title:</b>	Attendance & Progress Coach (part/full time, term time only for 37 weeks per year)
<b>Responsible to:</b>	Attendance & Progress Coach Co-ordinator
<b>Job Purpose:</b>	To take proactive responsibility for promoting and improving student attendance and punctuality, using monitoring systems and targeted interventions. Collaborate with teaching staff and parents/carers to address attendance concerns promptly and effectively, ensuring consistent follow-up and escalation where necessary. Contribute to the delivery of the Future Skills (tutorial) curriculum, supporting students to develop the skills, confidence and readiness needed for progression and future success.

### A. SPECIFIC RESPONSIBILITIES

#### Academic Achievement

1. To support students in achieving their full academic potential via one-to-one target setting, action planning and close monitoring.
2. To work closely with teaching teams to understand how best to support students who are at risk of under-achieving in their academic studies.
3. To take proactive responsibility for promoting and improving student attendance and punctuality, using monitoring systems and targeted interventions.
4. Collaborate with teaching staff and parents/carers to address attendance concerns promptly and effectively, ensuring consistent follow up and escalation where necessary.

#### Attendance Monitoring & Support

1. Use college systems to track and analyse student attendance data regularly, identifying patterns of concern.
2. Contact students and parents/carers to follow up on absences or lateness, offering support and escalating persistent concerns to relevant staff.
3. Collaborate with safeguarding, wellbeing, and curriculum teams to implement individual attendance action plans for at-risk students.
4. Contribute to college-wide initiatives to improve attendance and punctuality across all learner groups.

### Delivery of the Future Skills Curriculum

1. Deliver sessions as part of the structured Future Skills curriculum, supporting students to develop key skills including communication, employability, digital literacy, resilience and self-management.
2. Facilitate engaging, skills-focused learning that supports student confidence, participation and readiness for future progression.
3. Contribute to a consistent, high-quality student experience by following agreed curriculum materials and expectations.

### Progression

1. Prepare students for their next steps whether that be progression within Further Education, to apprenticeship or applications for university or employment.
2. To monitor and record students' employability skills and experience, identify gaps for progression and working with the careers team to enable students to find opportunities to fill these gaps.
3. To write student references, including references for the university applications system and to support students in writing their own personal statements.
4. To contribute to student enrolment and induction, including the delivery of Year 10 taster sessions.

### Pastoral Support

1. To liaise effectively with college staff, parents/carers and other agencies, communicating in a timely and professional manner, paying due regard to high levels of spoken and written Standard English.
2. To communicate with parents/carers regarding any aspects of a student's progression either in writing, by telephone or in face-to-face meetings.
3. To take an active part in the administration and application of student behaviour procedures and fitness to study procedures.
4. Identify support needs including mental health and safeguarding concerns, especially where these are affecting the student's ability to complete their studies successfully and make referrals as appropriate.

### Additional

1. To provide lesson cover for absent teachers as and when required.
2. To act, at all times, as a positive role model for young people.
3. To undertake any other duties as directed by the Progress Coach Co-ordinator that are commensurate with a post of this grade.

## **B. GENERAL RESPONSIBILITIES**

All College employees are expected to:

1. Maintain their own continuing professional development and attend meetings, training and conferences, as required.
2. Maintain discretion and confidentiality as appropriate for the post.
3. Comply with all College policies and procedures particularly the Code of Professional Conduct, Health & Safety, Safeguarding, Equality Policy and Procedures.
4. Positively promote and represent the College both internally and externally, particularly within the local community.
5. Proactively assist in the management of students and visitors throughout the College.
6. Effectively use IT systems and further enhance IT skills in order to continually develop efficient ways of working.
7. Liaise with other departments/faculties and members of staff, as appropriate.
8. Participate in College events, as required.
9. Carry out other duties commensurate with the grade and general nature of the post under the direction of the Principal or other designated manager of the College.

## **PERSON SPECIFICATION**

The college regards the following as important criteria and will look for evidence that candidates meet as many as possible.

## **C. QUALIFICATIONS**

1. Educated to at least level 3 (A level or equivalent). A qualification at level 4 or above would be desirable.
2. IT level 2 qualification or a demonstrable record of IT literacy.
3. Good standard of general education, 5 GCSE's A-C including Maths and English or equivalent.
4. Qualified by relevant experience.

#### **D. EXPERIENCE**

1. Demonstrable record of working successfully with coaching/mentoring people.
2. Experience of delivering information, activities or structured sessions to groups, including presenting, facilitating discussion or leading group-based learning.
3. Experience of working in a role where improving attendance and punctuality was a key focus would be advantageous.
4. Understanding and experience of confidentiality and information handling.
5. Experience of working independently and as part of a team to achieve effective provision of services with a flexible, adaptable and positive attitude.
6. Experience of working in a customer orientated environment.
7. Experience of working with students in the 16-18 age range. Sixth Form College experience would be advantageous.
8. A demonstrable record of success in previous roles.

#### **E. KNOWLEDGE AND AWARENESS**

1. Knowledge of principles and practice relating to outstanding learning and support.
2. Understanding of effective strategies to promote and sustain student attendance and punctuality.
3. Familiarity with attendance monitoring tools and reporting systems (e.g., ProMonitor, Arbor, etc).
4. Knowledge of academic routes at all levels.
5. Clear understanding of safeguarding processes and procedures.
6. Understanding of issues relating to equality, diversity, health and safety and the safeguarding of young people.

#### **F. SKILLS**

1. Highly effective organisational skills, a methodical approach such that all work is undertaken in a thorough and accurate manner.
2. Excellent written and verbal communications skills, in particular the ability to communicate complex information to others, with effective listening and influencing skills and the ability to consult at a face-to-face level on a wide range of issues.
3. Excellent interpersonal and negotiation skills in order to develop and manage relationships with a diverse range of people internally and externally with tact and diplomacy.
4. Highly effective decision-making skills with excellent analytical and problem-solving abilities.
5. The ability to work under pressure and be flexible.
6. Innovative, resourceful, creative with the ability to achieve the highest levels of quality and performance.
7. Excellent administrative, recordkeeping, organisational and IT skills (e.g. Microsoft Office software suite – Word, Excel, PowerPoint and Outlook, and any other relevant software/database).
8. An ability to take responsibility for several tasks, while remaining calm and coping effectively with a high workload and many priorities and seeing these through to completion within agreed timescales.

## **G. PERSONAL QUALITIES**

1. High levels of emotional intelligence with evident sensitivity to the needs of students, staff and key stakeholders.
2. High levels of emotional resilience, positivity and drive.
3. Strong intellectual powers and the ability to be reflective.
4. Personal and professional integrity, which includes: having a good work ethic, high levels of personal integrity and professionalism, the ability to undertake work of a discreet nature, handle difficult situations with tact and diplomacy and have complete respect for confidentiality.
5. Passionate about teaching, learning, quality improvement and the wider Sixth Form College experience.
6. To work collaboratively and constructively as a member of a team and to support colleagues as required.
7. A proactive approach demonstrating an openness to change.
8. The suitability to work with children.
9. A commitment to the College's values and a shared responsibility to achieving greatness
10. A commitment to provide an outstanding and inspirational service to staff and students (which includes developing them to their full potential).
11. A commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people.
12. A commitment to continuing professional development.
13. A commitment to equality of opportunity.

**Please note that the College requires candidates wishing to be considered for employment to complete an application form via the My New Term website. The College is unable to accept any standalone CVs submitted. Any CVs that are submitted with a completed application form will be seen as secondary information. As such, shortlisting will be on the basis of the information provided in the application form.**

**Luton Sixth Form College is an equal opportunity employer. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles in the College have contact with children and as such anyone that is employed by the College is considered to be engaged in regulated activities. The successful applicant will be required to undertake an enhanced disclosure via the Disclosure and Barring Service.**

**This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Orders 1975, 2013 and 2020.**

**Offers of employment are subject to evidence of the relevant qualifications, the right to work in the UK, references and DBS clearance that are deemed satisfactory to the College.**

## **PAY AND CONDITIONS**

**SALARY:** Sixth Form College's Support Staff Spine point 20, £25,358 rising to point 23, £26,343 with annual increments based on service and performance related criteria. This is the Full Time, Full Year annual salary (This will be pro rated according to hours worked per week and weeks worked per year).

**For example:**

**15 hours per week – annual pro rated salary £8,383 rising to £8,709**

**25 hours per week – annual pro rated salary £13,969 rising to £14,512**

**37 hours per week – annual pro rated salary £20,676 rising to £21,480**

**HOURS:** Hours of work to be agreed. Working around students' needs for between 15 and 37 hours per week Monday to Friday from 8:00am to 5:10pm, term time only for 37 weeks per year, some evening work may occasionally be required. Flexible hours are available by agreement.

**START DATE:** As soon as possible

**DISCLOSURE:** The College will seek an enhanced disclosure from the Disclosure & Barring Service.

**Closing date for all completed application forms: Friday 3<sup>rd</sup> July 2026, at 8:00am**

**Interviews planned for: Thursday 9<sup>th</sup> July 2026**