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| **Job title:** Student Experience & Pastoral Coach  **Reporting to:** Student Experience & Pastoral Lead  **Base:** Post 1 – full-time permanent,The Roundhouse. Post 2 – 4-days per week fixed term, Joseph Wright Centre |
| **Hours** Post 1 -37 hours per week, 52 weeks per year; Post 2 – 29.6 hours per week, 52 weeks per year  **Contract Type** Support-Delivery  **Salary** £25,167 per annum (Post 2 actual salary £17,818) |
| **Job Purpose**  The Student Experience & Pastoral Coach will:  Work alongside specific academies to identify students in need of pastoral support. Work directly with the students and their families to establish and implement a Pastoral Support Plan, with a specific focus on attendance and behaviours.  Develop and deliver a range of extracurricular activities which develop students’ social skills and enables them to discover their character. Helping to create a student community, and encourage and support student-driven initiatives, resulting in an innovative and high-quality student experience.  You will be trained as a Safeguarding Officer supporting the wellbeing of students with social, emotional and mental health for all students. Act as a Mental Health First Aider supporting students with their wellbeing. |
| **Key Responsibilities Pastoral Support:**   * To provide coaching/mentoring and pastoral support for an identified caseload of students linked to specific academies. * To support students’ induction, performance, progress and progression. * To provide effective coaching/mentoring for students on a 1 to 1 basis or in group settings to remove barriers to learning to support success and progression, including: * Offer a range of holistic support to ensure a rounded approach to support for students * Liaise closely with relevant staff in supporting students identified as ‘at risk’ * Enable and support students to overcome barriers to progress and success * Ensure students have appropriate IAG to facilitate progression and employability * To provide support to students and to set high standards for their behaviour and engagement with the college. * Actively help record and celebrate student progress and success so that students are encouraged and feel supported. * To record, monitor and track interventions to inform practice. * Liaise with teaching staff, to identify and implement strategies to raise student performance and achievement. * Respond promptly where barriers to learning are identified by carrying out proactive intervention strategies referring students to relevant support where required and monitoring their progress and altering actions to ensure success. * Recognise and respond promptly to the specific needs of Vulnerable Students i.e. Looked After Children/Young Carer and Care Leavers. * Deal with low level disruptive behaviour appropriately, setting high expectations for students and acting as a role model for students. * To work pro-actively with students who are underachieving, exhibiting behavioural problems and/or not attending via the Behaviour Awareness Programme. * To implement and monitor appropriate actions resulting from the student disciplinary |

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| procedure to ensure that the student is supported and retained.   * Promote the importance of maths and English skills to students’ future progression and employability, closely monitoring their attendance in maths and English lessons and taking action to address attendance issues. * To support student induction to ensure students have a firm understanding of college expectations and how these link to successful progression.   **Student Experience:**   * Help develop and deliver on an exceptional and innovative student experience. * Develop and organise a series of extra- and co-curricular activities. * Identify opportunities and build relationships with local partners – i.e. in areas of sports, culture, music, volunteering, social, food, etc. * Help build a strong sense of community and belonging through organising community events and leading on social action projects. * Encourage and actively support student-driven initiatives. * Encourage and assist in the development of clubs and societies and take administrative responsibility to capture student engagement and participation. * Play a central role in organising key annual events such as orientation, mid-term meet-ups, end of year celebrations and student showcases. * Develop listings of student events, partners and opportunities, maintain a calendar of events. * Meet and greet students before sessions commence and supervise recreational periods, such as breaks and lunch time to promote positive behaviours student engagement. * Be highly visible throughout the day to meet the demands and expectations from students.   **Other duties**   * Collaborate with the Student Experience and Pastoral Team to share best practice and strive for excellence in all aspects of service. * Collaborate effectively with cross college staff including Personal Tutors, Inclusion and Support, Careers and Safeguarding, curriculum teams. * Provide absence cover for other Pastoral Coaches where necessary. * Collate data to generate reports via ProMonitor, and undertake administrative tasks as required to achieve the main duties outlined above. * Enact the Positive Behaviours for All rotas to ensure high visibility of staff during student breaks and lunchtimes to positively engage with students. * To participate in college activities which include open evenings, parent evenings, information evenings, enrolment and induction. * To maintain discretion and confidentiality throughout, where appropriate. * Operate at all times to ethical and legal standards and within professional boundaries. * Attend meetings and participate in staff training events to maintain relevant skills and knowledge as appropriate. * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload. |
| **Competencies**  **Essentials**   * Ability to communicate effectively at all levels * Excellent organisational skills * High level of interpersonal skills |

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| * Ability to handle potential conflict * IT literate and comfortable working with different systems and processes, including the Microsoft Office suite * Maintaining accurate records of activity in a timely manner * Ability to use initiative and be flexible * Establish clear priorities and manage own time * Maintain confidentiality |
| **Knowledge**  **Essentials**   * Administration procedures and systems (maintaining accurate student records)   **Desirables**   * The Further Education Sector * Safeguarding procedures and policies |
| **Qualifications Essentials**   * Level 2 English * Level 2 Maths * Minimum Level 3 qualification in coaching and / or mentoring (or willing to work towards) * Mental Health First Aider – or willing to work towards   **Desirables**   * Customer Service qualification * Information, Advice and Guidance qualification * Level 3 Award in teaching * Level 2 IT qualification |