

Job Description

Post:	WELLSTUDENT Coach
Salary Grade:	Band 7
Responsible to:	Head of Pastoral Support

Key Purpose

To raise the attendance, retention and achievement of students. To work with students who have been referred to the pastoral team and those who self-refer. To help and assist the students via the #WELLSTUDENT programme with life skills, social skills, time management, organisation and attitude to study, support with safeguarding arrangements and referrals and to remove barriers to learning in order that the student achieves to their potential.

Duties & Responsibilities

A	To assist in the induction of students into college and ensure that they are aware of the different kinds of personal support they can access (financial, careers, counselling, safeguarding, welfare etc.)
B	To monitor student's academic progress, including attendance, punctuality and achievement, in close consultation with teachers, personal tutors, parents/guardians and other professionals and staff.
C	To develop and monitoring individual action plans for students, ensuring targets are met and necessary follow up actions are implemented. Where appropriate liaising with parents or other key adults.
D	To ensure students make full use of the college's study support services and ensure that referral to appropriate services is timely and effective.
E	Ensuring that the student is aware of their rights and responsibilities, and that any incidents of discrimination, harassment or bullying are dealt with promptly and effectively.
F	To provide advice and support on personal, social, health, safeguarding and welfare issues, and refer students to other sources of support as necessary.



G	To design, lead and monitor the attendance to enrichment sessions, encouraging participation in the enrichment programme, including trips, visits, sporting, cultural and creative activities.
H	To ensure that students' achievements and successes are celebrated, leading on the organisation of recognition activities and events.
I	To liaise with relevant internal and external agencies, in particular local secondary schools, Children Services and the Career Connect service to ensure that support and safeguarding needs are identified and met early and smooth transition arrangements are maintained.
J	To effectively & proactively communicate with parents/carers/external professionals regarding any concerns for students' attendance/achievement/wellbeing in line with college policies.
K	To deliver exemplary, high-quality tutorials and one to one mentoring sessions to students
L	To support with competitions and events that add value to the student experience.
M	To maintain accurate records of contacts with and support given to students.
N	To conduct home visits with appropriate support.
O	To carry out any other duties or activities in line with college specific requirements.
P	To carry out any other duties commensurate to the post as required by the Line Manager / Senior Manager.

Variations to the job description may be required from time to time and when this arises there will be a discussion with the post holder.

All post holders are expected to comply with the College's policies and codes of practice in relation to Safeguarding, Equal Opportunity, Inclusive Learning, Health & Safety and Quality Assurance.

Post holder to sign the job description:

Date:

Name of the post holder:



Person Specification

	Essential			Desirable		
Qualification	1	Level 2 qualification	Application / Certificate	A	Counselling / First Aid / Child protection qualification or relevant training	Application / Certificate
	2	Literacy and Numeracy level 2 or a willingness to obtain qualification within a specified time.	Application / Certificate	B	Degree in relevant discipline	Application / Certificate
Professional Development	3	Evidence of ongoing Professional Development	Application / Interview			
Experience	4	Experience of providing support for young people - 11-16 or post 16 environment	Application / Interview	C	Experience of working with 16–19-year-old students (and /or adults 19+)	Application / Interview
	5	Ability to motivate and inspire students with differing abilities and needs	Application / Interview	D	Experience as a Learning Mentor.	Application / Interview
	6	A friendly, encouraging and positive approach with students	Application / Interview	E	Experience of successfully leading enrichment or extra-curricular activities.	Application / Interview
	7	Good organisational skills and accurate record keeping	Interview	F	Experience of delivering tutorials or similar	Application / Interview
	8	Experience of using IT				



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Skills / Qualities	9	Ability to work under pressure whilst maintaining accuracy and meeting deadlines.	Application / Interview	G	Familiarity with the Every Child Matters themes. Enthusiasm for supporting students to develop resilience.	Application / Interview
	10	Ability to work on own initiative.	Application / Interview			
	11	A flexible team player.	Application / Interview			
	12	A passionate belief in the value of education	Application / Interview			
Other	13	Commitment and responsibility to safeguarding and promoting the welfare of children and vulnerable adults	Application / Interview			
	14	Commitment to College policies i.e., Health & Safety, Equality, Diversity & Inclusion	Application / Interview			
	15	DBS Check acceptable to the college will be undertaken for successful applicant	Application / Appointment			

