

Person Specification/Job Description



Assessment of role for Disclosure and Barring Service (DBS) checks:
 Regulated Activity ✓ Specified Place Opportunity for contact with children ✓
 DBS checks required:
 Enhanced DBS check ✓ Barred list – Children ✓ Barred list – Adult ✓

Closing date for receipt of applications: Friday 21st January 2022 at 12 noon

Post No.: RS21/22/294

Job title: Progression Coach (CEIAG specialist) – 22 hours per week
 Permanent position to commence as soon as possible

Grade: Harmonised pay scale 24 (£24,421.55 pro rata)

Responsible to: Student Progression Manager

Supervisory responsibility: None

Responsible for:

- Facilitating sustainable post-course positive destinations for all cohorts of students across Bishop Auckland College and SWDT on a case-loaded basis, to achieve an annually set target; this will include disadvantaged students and those with EHCPs or inclusion needs.
- Providing a high-quality career education, information, advice and guidance (CEIAG) service to all cohorts of students at Bishop Auckland College and South West Durham Training.
- Ensuring that CEIAG meets all benchmarks within the Gatsby framework and is delivered to an exceptional standard.

Objective of the Job: As above

Candidates for the post of **Progression Coach (CEIAG specialist)**, must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	NVQ 3 in Information, Advice and Guidance or equivalent qualification Level 6 in Information, Advice and Guidance (or willing to work towards within 2 years) Safeguarding Level 1 (to be achieved within 6 weeks) Level 2 in Literacy (or willing towards within 2 years) Level 2 in Numeracy (or willing towards within 2 years)	IT qualification Level 2 Equality & Diversity Level 6 in Advice and Guidance or equivalent qualification	Application Form Certificates
Experience	Evidence of providing advice and guidance on learning and work opportunities to a range of client groups	Experience of providing advice and guidance in an educational setting Demonstrate understanding of labour market forces and how this informs IAG	Application Form References Interview

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	Essential	Desirable	Where identified
		Experience of UCAS application system Understanding of both academic and vocational routes (workplace and Universities) Group work	
Knowledge and skills	Ability to communicate effectively, logically and confidently with a wide range of stakeholders (e.g. employers) both in person and over the telephone Ability to work constructively with young people and adults Ability to demonstrate initiative and committed to service and efficiency Administrative and ICT skills with the ability to organise and prioritise as appropriate	Knowledge and understanding of working in a customer focussed environment	Interview References
Personal qualities, attitude and behaviours	Excellent interpersonal and communication skills Enthusiastic and highly motivated, with a friendly, customer focussed approach Willingness to work unsociable hours when required. Committed, flexible team player Confidentiality		Interview

Section A • Primary Responsibilities

1. College Strategy

All members of staff have an important role to play in achieving the mission, aims and objectives stated in the College Development Plan.

2. Quality Matters

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All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers and clients have their needs and expectations identified and fulfilled.

3. Staff Development

It is expected that all members of staff will participate in the College's Staff Development Programme, aimed at maximising staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College

4. Client Focus

All members of staff are expected to manage and develop their role and responsibilities so as to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5. Overall Responsiveness

Working flexibly, efficiently and in full co-operation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

6. Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College's Health and Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

7. Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost-effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8. Safeguarding

All staff have responsibilities in relation to safeguarding. It is expected that all staff make themselves aware of the Safeguarding/Child Protection Policy. All staff will be expected to participate in regular safeguarding training. All staff will need to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

This role will involve engaging in 'regulated activity'.

Due to this post being regulated activity, we ask questions about your entire criminal record, including 'spent' and 'unspent' convictions as defined in the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

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- a) To support students in locating suitable and realistic opportunities and make applications to a range of potential destinations, including further study in FE or HE, apprenticeships, traineeships, internships, part-time and full-time employment.
- b) To provide individualised mentoring for students, supporting with CVs, applications, preparing for interviews, additional training needed, etc.
- c) To work with the College's apprenticeships team and external organisations to advocate for individual students and maximise their chances of securing a sustainable positive destination.
- d) To deploy understanding of the labour market needs of target destination organisations, as well as the skills and potential of individual students, in order to broker sustainable positive destinations for all cohorts of students across Bishop Auckland College and SWDT on a case-loaded basis, to achieve an annually set target; this will include disadvantaged students and those with EHCPs or inclusion needs
- e) To provide a high quality, impartial and confidential careers guidance service to all cohorts of students at the College main site, SWDT and within the community.
- f) To ensure that CEIAG meets all benchmarks within the Gatsby framework and is delivered to an exceptional standard.
- g) To undertake and manage a caseload of career guidance interviews that is impartial, timely, accurate and meets the needs of service users.
- h) To work closely with curriculum to develop and provide a programme of careers education to college students.
- i) To be involved in the provision of course interviews for students applying for full time courses.
- j) To provide advice and guidance to students on Higher Education opportunities.
- k) To coordinate applications to Higher Education and provide reports as appropriate.
- l) To maintain and develop networks with partners and other relevant organisations as appropriate.
- m) To respond to and research as appropriate labour market information to both meet the needs of service users and reflect the changes in the labour market.
- n) To develop statistical reports as appropriate associated with the provision of a career guidance service.
- o) To carry out a range of administrative duties in relation to i.e. record keeping, compiling statistics, provision of information and arranging interviews.
- p) To maximise the operation and development of the College's management information systems to ensure effective and efficient data capture.
- q) To attend College open evenings and other internal and external events as required.
- r) To work in partnership with the marketing and school liaison team to deliver a range of high-quality events that include sharing information about College and SWDT courses and the provision of pre-entry CEIAG.
- s) To work as part of a multi-skilled team operating on a flexible basis within the progression team.

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- t) Any other duties as required by the student progression manager and commensurate with the position.

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality, Diversity and Inclusion Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

January 2022

Name:

Signature:

Date: