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# Personal Development Co-ordinator

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## External Vacancy

**Post Ref 5895, Full Time, Full Year, Fixed-Term (Maternity Cover). £24,191.52 - £25,642.89 per annum**

We are looking for an enthusiastic and committed individual to lead and manage a new team of Progression Tutors. The post provides the opportunity for you to work within a newly created team that will need direction and guidance in establishing themselves and their role within the college providing pastoral support. You will also have a reduced caseload of students to work with as Progression Tutor.

Part of the attraction of this post is the range of students you will be working with, it will involve setting academic and personal development targets, monitoring attendance, and punctuality. Additionally, you will support students to develop strategies in study skills and organisation or aspects of behaviour, take part in volunteering, mentoring and leadership activities. Our students are full of potential and respond well to the respectful support and encouragement that we give them. The role of a Progression Tutor aims to take this further and this is the team you will be leading.

The successful candidates will preferably have a proven track record in managing and leading a team.

As well as the relevant experience, we are looking for an individual with the desire to push for continuous improvement, solving problems and inspiring those around them.

You will need to be flexible in your approach and willing to maintain an up-to-date understanding of developments within the educational sector and/or industries pertinent to the College's curriculum, students and locality.

You will need to be qualified to degree level and have a teaching qualification e.g. PGCE or Certificate in Education.

This is a full-time post across all College campuses.

Due to the nature of this post you will be required to undertake an Enhanced Disclosure Check. We are big advocates of diversity so applications are welcome from anyone who's suitably qualified.

To find out more about this great opportunity visit [www.sunderlandcollege.ac.uk/vacancies](http://www.sunderlandcollege.ac.uk/vacancies) alternatively email [vacancies@sunderlandcollege.ac.uk](mailto:vacancies@sunderlandcollege.ac.uk) or call 0191 511 6046 to request an application pack.

**All applications must be received by Thursday 19 January 2017, 12 noon.**

**It is anticipated that interviews will take place on Monday 30 January 2017**

We are working towards equal opportunities and welcome applications from all sections of the community. We are committed to PREVENT and safeguarding the welfare of children and vulnerable adults.

## Job Description

*(This is a description of the job as it is as present constituted. It may be necessary, from time to time, to update job descriptions to ensure that they relate to the job as then being performed. Therefore, management reserve the right to make changes to your job description, commensurate with your grade/level in the organisation, after consultation with you).*

Post Title:	Personal Development Co-ordinator
Post Reference No:	5895
Department	Personal Development
Grade:	023-025
Contract:	Full Time, Full Year (Fixed Term – maternity cover)
Hours:	37
Location:	Any College Campus
Responsible to:	Personal Development Leader

### **PRINCIPAL DUTIES:**

- 1.1. Lead, Manage and Monitor Personal Development across the faculty [Sixth Form]
- 1.2. Lead, manage and monitor a team of Progression Tutors to support the embedding of coaching within curriculum departments.
- 1.3. Work with all staff delivering Personal Development across the faculty.
- 1.4. Work with and co-ordinate a team of Progression Tutors to support Level 2 and Level 3 students in their personal development, enabling them to become more independent students who enjoy and achieve and are able to reach their full potential.
- 1.5. Ensure that students' learning opportunities are optimised and that they do not disrupt the learning of others. The aim will be to remove barriers to learning and that all students are suitably stretched and challenged.
- 1.6. Support the whole college approach to student first across specific curriculum areas, working with and supporting the curriculum delivery teams to ensure its success.
- 1.7. Act as the first contact for Progression Tutor and Personal Development issues including safeguarding and Prevent queries where appropriate.
- 1.8. Deliver coaching to an agreed case load of learners.
- 1.9. Set targets, monitor and report on impact on student experience.
- 1.10. Support the embedding of enrichment activities within faculties and across college as appropriate.

- 1.11. Assist in the development and implementation of student support strategies focussed on retention, employability and progression.
- 1.12. Provide timely and accurate data on request on Progression Tutor and Personal Development activity including meetings, reviews, retention, success and achievement data.
- 1.13. Support Progression Tutor, teams and Personal Development deliverers to ensure that “At Risk” student and groups of student, where there are achievement gaps receive timely and effective support.
- 1.14. Evaluate e-ILP and the data used to monitor student progress to ensure that they reflect best practice in Equality and Diversity and Promotion of British Values and that there are strategies in place for differentiated groups of students.
- 1.15. Provide staff development activities to ensure all relevant staff are developed in accordance with their professional needs to meet the demands of appropriate strategies and policies, the College’s Strategic and Operational Aims and national priorities.
- 1.16. The post-holder is primarily responsible for their own continuing development.

## **2. MAIN DUTIES:**

- 2.1. Optimise effectiveness and efficiency by managing information and data and producing timely and accurate reports.
- 2.2. Act as a team member and be fully committed to a team approach.
- 2.3. Prepare for and participate in own appraisal with the Personal Development Leader.
- 2.4. Organise and deliver training activities and lead master classes or take part in team teaching sessions, as appropriate, to assist in the professional development of Progression Tutors.
- 2.5. Co-ordinate and report on attendance, at risk, safeguarding, as appropriate.

## **3. SPECIFIC DUTIES:**

- 3.1. Work with curriculum leaders to monitor the progress of students and set SMART targets to ensure attendance, behaviour and achievement in line with college expectations.
- 3.2. Ensure appropriate risk assessments are in place for vulnerable learners.
- 3.3. Support the cross-college development of intervention strategies to raise the retention, achievement and progression of learners.
- 3.4. Make the best use of resources and where and how they can best be deployed.
- 3.5. Provide reports demonstrating the impact intervention strategies have had on retention, achievement and progression.
- 3.6. Work with staff to identify what sanctions and rewards have a positive effect on behaviour, promoting consistency of response and action.
- 3.7. Work with Curriculum Leaders and other staff as appropriate to ensure that all students are achieving their full potential.
- 3.8. Organise parent/carers evenings and support the Progression Tutors or Personal Development deliverers with home liaison
- 3.9. Ensure full implementation of college’s performance management system
- 3.10. Ensure effective promotion of Equality and Diversity throughout the Faculty and Sixth Form.
- 3.11. Analyse data, to research and to create to deadline written reports and other papers required.

- 3.12. Ensure appropriate support is provided to a team of Progression Tutors.
- 3.13. Undertake training as necessary to maintain and update skills and knowledge appropriate to the role.
- 3.14. Organise agendas and chair regular minuted meetings with the team of Progression Tutors

#### **4. BUDGET RESPONSIBILITY:**

- 4.1. The post holder is not a budget holder under the College's accounting systems but is required to observe and comply with the financial regulations of the College at all times.

#### **5. CONTINUING PROFESSIONAL DEVELOPMENT:**

- 5.1. The post holder will proactively take part in the College's Performance Monitoring Review (PMR) process and be expected to attend training and continuous professional development events and be responsible for their own professional updating.

#### **6. VALUES:**

- 6.1. The College values are an essential part of the College achieving its core purpose and it is an expectation that these are adopted in daily working. These include:
  - **Professional** - To act with professionalism at all times and consistently deliver a high quality education.
  - **Inspiring** - To motivate, encourage and support everyone to realise their potential and achieve their goals.
  - **Integrity** - To be trustworthy showing respect and acting with fairness in the best interests of all.
  - **Adaptability** - To be flexible, responsive and embrace opportunities to meet the ever changing needs and demands of all.
  - **Innovative** - To be at the forefront of innovation in everything we do, to challenge and continuously find ways to improve.

#### **7. COLLEGE POLICIES AND PROCEDURES:**

- 7.1. Comply with College Policies and Procedures and the Staff Code of Conduct which can be accessed via Alfresco.
- 7.2. Perform other such duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.
- 7.3. Ensure all statutory obligations are fulfilled.
- 7.4. To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.
- 7.5. To uphold British Values, the college values and responsibilities with regard to equality and diversity
- 7.6. To understand and adhere to college Health and Safety policies and guidelines ensuring compliance with statutory legislation.
- 7.7. To work at any of the College sites on a temporary or indefinite basis.

## Person Specification

**Post Title: Personal Development Co-ordinator (Post Ref: 5895)**

CRITERIA	ESSENTIAL REQUIREMENT	DESIRABLE REQUIREMENT
<b>Skills/Knowledge/Aptitude</b> Knowledge and experience of Microsoft Office Applications Knowledge of relevant safeguarding legislation & requirements Understanding of the Common Inspection Framework and its application in the FE Sector Knowledge of behavioural management techniques Knowledge of further education establishments and the specific support of FE student	✓ ✓ ✓ ✓ ✓	
<b>Qualifications and Training</b> English and Maths : minimum level 2 Educated to a degree level or willing to work towards Certificate of Education (or equivalent) First Aid Qualification or willingness to undertake A recognised assessment and/or verification qualification	✓ ✓ ✓	✓ ✓
<b>Experience</b> Experience of working with a wide range of students in an educational setting Experience of working with young people and adults with varying levels/ ranges of ability. A proven track record in monitoring of student achievement, attendance and assessment data Experience of leading and managing a team Experience of coaching Experience of making effective use of learner progress tracking systems Experience of preparing and delivering training to staff Experience of action planning and monitoring progress Experience of addressing a range of learners' needs and interests. Evidence of successful development and maintenance of working relationships Excellent communication and presentation skills both written and verbal and to a wide range of audiences	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓

<p><b>Skills and Attributes</b></p> <p>An ability to analyse, summarise, evaluate and communicate data</p> <p>Ability to use initiative and be innovative in resolving issues/complaints</p> <p>Excellent interpersonal and influencing skills</p> <p>Evidence of working collaboratively with others to improve practice</p> <p>Willingness to develop self and others</p> <p>Good organisational and administration skills</p> <p>IT skills and the ability to produce electronic records, reports and analysis</p> <p>Ability to build relationships of mutual trust and respect</p> <p>Ability to work with integrity at all times</p> <p>Ability to work effectively under pressure</p> <p>Good coaching skills.</p> <p>Commitment to equality and diversity initiatives</p> <p>Excellent planning and time management skills together with good administrative abilities</p> <p>Ability to meet deadlines and work under pressure</p> <p>Ability to demonstrate outstanding leadership and management of performance.</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
<p><b>Attitude</b></p> <p>Energy and drive to meet targets and deadlines.</p> <p>Ability to demonstrate outstanding leadership and management of performance</p> <p>Professional manner and ability to engage effectively with staff at all levels.</p> <p>Sets high standards for self and others and assumes responsibility and accountability for completion of tasks on behalf of the team.</p> <p>Flexible attitude to work, working hours and change</p> <p>Willingness to develop in the job and to undertake new challenges</p> <p>To have due regard and take appropriate responsibility for PREVENT and the safeguarding and promotion of the welfare of children and/or vulnerable adults.</p> <p>To uphold British Values, the college values and responsibilities with regard to equality and diversity.</p> <p>Commitment to College policies i.e. Student First, Health and Safety, Equal Opportunities, Inclusion, Quality Assurance and the College Charter</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	