

JOB DESCRIPTION

Job Title:	(CSC) Personal Development Coach
Grade:	Support Grade E
Hours:	37 hours per week
Location:	Framwellgate Moor Campus
Department:	Learner Journey
Accountable to:	Personal Development Manager

Job Purpose

The post holder will contribute to the effective, efficient organisation and delivery of designated courses supporting academic colleagues with a focus on student support by delivering highly individualised and group Personal Development sessions linked to student destinations, setting effective SMART targets and reviewing student progress at key points in the academic year.

Key Result Areas

1. The post holder will contribute to the effective and efficient organisation and delivery of Personal Development sessions for up to 1000 hours per annum which may include:
 - Provide differentiated verbal/written feedback to students on both student work and pastoral issues;
 - Providing short-term cover arrangements, cover supervision, support in recruitment and transitional events and work experience/placement where appropriate;
 - Supervise, as directed, student learning activities in the e learning centre, library, classroom, IT centre, workshop, visits, placements or any other learning situation;
2. To ensure all students have access to highly personalised Personal Development sessions based on their intended destinations;

Telephone: +44(0) 191 375 4000
Email: help@newdur.ac.uk
www.newcollegedurham.ac.uk



3. To carry out student start of year activities such as BKSB assessments, complete student agreements, student induction checklists, student career ideas and capture student intended destinations using the Colleges approved Personal Development system;
4. To plan and deliver effective Personal Development/Employability sessions to up to 20 groups of FE students including sessions on employability skills, CV writing, Job searches, Careers information, staying safe-online, Fundamental British Values (FBV), County Lines/Cuckooing, Building resilience, Mental Health & Well-being and the Governments PREVENT Agenda and all aspects of Personal Development, Behaviour & Attitudes (PDBA) and record within work related activity within Advantage;
5. To book appropriate specialist Personal Development/Employability sessions for groups of students via the Advice, Support & Careers (ASC Department);
6. To review Careers information such as job searches, qualifications required, job statistics such as salaries and arrange 1-2-1 Careers meetings where appropriate with the Advice, Support & Careers (ASC Department);
7. To set and review effective SMART targets linked to soft skills such as attendance & punctuality, and complete individual Learning Plans (ILPs) in line with ILP timeline and Personal Development Scheme of learning.
8. To utilise the Colleges approved system for recording Personal Development in order to complete effective Individual Learning Plans (ILPs), monitor student progress and to support students with action planning with regards to their academic aspirations;
9. Review student progress towards outcomes from Educational, Health and Care Plans (EHCPs) within the agreed Colleges Personal Development system.
10. To utilise approved tracking tools where applicable to inform the target setting process including the updating of work placement trackers;
11. To help promote work placement opportunities to students and facilitate the completion of all health and safety documentation linked to work placements;
12. Undertake, as directed, the requisite administration appropriate to the learning situation including the timely marking of registers, maintaining detailed student records/contact logs and completion of student reports;
13. Contribute towards the College's Quality Assurance and Improvement procedures in respect of academic learning support services;

Telephone: +44(0) 191 375 4000
Email: help@newdur.ac.uk
www.newcollegedurham.ac.uk



14. To liaise with appropriate staff in College e.g. PLC/APLCs; Advice, Support & Careers, Learner Development Coordinator and refer students to other agencies, as appropriate;
15. To encourage and motivate students and help the student build up self-confidence and self-esteem;
16. To raise student aspirations and develop and enhance their skills;
17. To encourage students to take responsibility for their own learning;
18. Engage with regular CPD activities and training relating to Personal Development/Employability Skills.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

Telephone: +44(0) 191 375 4000
Email: help@newdur.ac.uk
www.newcollegedurham.ac.uk



New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

Telephone: +44(0) 191 375 4000
Email: help@newdur.ac.uk
www.newcollegedurham.ac.uk



Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

PERSON SPECIFICATION

Job Title: (CSC) Personal Development Coach

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C or above) or equivalent	1	✓	
Experience of working with a range of students	1	✓	
A1 Assessor Award or working towards	1		✓
Experience of managing a student caseload	1,2		✓
Recent experience of working within an FE/HE College or training provider/delivering apprenticeship provision	1,2		✓
A working knowledge of working with and assessing students work in an educational establishment (and ideally work based setting)	1,2		✓
Recent experience of improving student achievement rates	1,2		✓
An understanding of the Education Inspection Framework and Personal Development and Behaviour & Attitudes	1,2	✓	
Skills		Essential	Desirable
A proven track record of being able to prioritise and organise own work	1,2	✓	
Ability to deal professionally with staff and students in person, by phone or by correspondence	1,2,3	✓	
A proven track record of developing well rounded students		✓	
Recent experience in effectively organising and scheduling tasks to meet deadlines	1, 2,3	✓	

Telephone: +44(0) 191 375 4000
Email: help@newdur.ac.uk
www.newcollegedurham.ac.uk



Demonstrate the ability to work effectively with others	1,2	✓	
A commitment to resolving problems and to improving own performance	1,2,3	✓	
Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers including employer engagement	1,2,3	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	1,2,3	✓	
Recent experience of supervising training within an educational setting	1,2	✓	
Suitable to work with young people and vulnerable groups	1,2	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

Issue Date: May 2021

Telephone: +44(0) 191 375 4000
Email: help@newdur.ac.uk
www.newcollegedurham.ac.uk

