

JOIN TEAM NCD

FIND YOUR NEW  **New
College
Durham**

OUR STATEMENT OF PURPOSE

OUR VISION

New College Durham will be recognised as a leading provider of Further and Higher Education in the North East region, nationally and internationally.

OUR CONTRIBUTION

New College Durham will contribute to social, economic and environmental well-being, changing lives for the better by enabling people of all abilities to fulfil their potential in work and in the community through high quality professional, technical and general education.

OUR VALUES

Our organisation is built on a core set of values which define how we approach life. They tell us to be focused on our vision and contribution while encouraging creativity, respecting our people, and enabling them to ASPIRE and realise their potential. Our values are our DNA, what we stand for and operate as a system, reflecting and shaping our behaviours and organisational culture.

As an employer and learning organisation, we will conduct our business by following the values of 'ASPIRE':

Accountability: We accept responsibility for our actions, decisions and policies and their impact on staff, stakeholders and the environment.

Safeguarding: We maintain a safe and inclusive environment in which students can learn, achieve and progress.

Partnerships: We work in partnership with those who share our vision and values.

Inclusion: We foster an environment that ensures equality of opportunity enabling all to reach their full potential.

Respect: We treat everyone with respect, fostering trust, openness and honesty.

Excellence: We achieve and maintain high standards in everything that we do.

JOB DESCRIPTION

Job Title	Personal Development Coach
Grade	Support Grade E
Hours	37 hours per week (pro-rata)
Location	Framwellgate Moor Campus
Department	School of Foundation Studies and Personal Development
Accountable to	Head of School/Personal Development Coordinator

JOB PURPOSE

The post holder will be a member of the Personal Development team across the college and 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 be a member of the team within the cross-college team and 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;
3. To carry out student start of year induction activities, 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, 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 Pro-monitor;
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;
14. To liaise with appropriate staff in College e.g. PLCs; Advice, Support & Careers, Student 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.
19. Support the integration of innovative digital approaches to improve curriculum or corporate functions, ensuring services are enhanced and are efficient.
20. Any other duties commensurate with the grade and status of the post.

GENERAL RESPONSIBILITIES

1. To promote the ASPIRE values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.
6. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.
7. Maintain awareness of emerging digital and AI developments and apply these appropriately to enhance professional practice relevant to role

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. This may include the adoption of new working practices, digital systems, and technology-enhanced or AI-supported approaches. 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.

BELONGING AND INCLUSION

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 Belonging and Inclusion. This will require staff to support the College's initiatives on Belonging and Inclusion 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 Belonging and Inclusion please contact a member of the HR team on 0191 375 4024. Alternatively if you wish for any support or assistance with regards to Belonging and Inclusion please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

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: Personal Development Coach

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, or willing to work towards**	1	✓	
Experience of working with a range of students	1		✓
A1 Assessor Award or working towards	1		✓
Experience of managing a student caseload	1		✓
Recent experience of working within an FE/HE College or training provider/delivering apprenticeship provision	1		✓
A working knowledge of working with and assessing students work in an educational establishment (and ideally work based setting)	1		✓
Recent experience of improving student achievement rates	1/2		✓
Knowledge and experience of working with systems including Pro-Monitor, Pro-Solution and Office365 In an educational environment to support curriculum delivery	1		✓
Demonstrable commitment to continuing professional development (which can be evidenced and monitored)	1 / 2 / 3	✓	
An understanding of the Education Inspection Framework and Personal Development and Behaviour & Attitudes	1/2		✓

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PERSON SPECIFICATION

Job Title: Personal Development Coach

Skills	Assessed by	Essential	Desirable*
A proven track record of being able to prioritise and organise own work	2 / 3	✓	
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	1 / 2 / 3		✓
Recent experience in effectively organising and scheduling tasks to meet deadlines	3	✓	
Demonstrate the ability to work effectively with others.	2 / 3	✓	
A commitment to resolving problems and to improving own performance	2 / 3	✓	
Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers	1 / 2 / 3		✓
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	1 / 2 / 3		✓
Ability to effectively utilise ICT in order to update and maintain learning records	3	✓	
Confidence in using digital tools to support in the role	1 / 2 / 4	✓	
Suitable to work with young people and vulnerable groups	1 / 3	✓	

*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 criteria might be considered at the shortlisting stage.

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

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