

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 Co-ordinator
Grade	Support Grade F
Hours	37 hours per week (pro-rata)
Location	Framwellgate Moor Campus
Department	Personal Development
Accountable to	Head of Foundation Studies and Personal Development

JOB PURPOSE

To support the Head of Foundation Studies and Personal Development with all aspects of personal development and behaviour and attitudes of students across the College. The role will undertake 648 hours (per annum) of Personal Development delivery. The role will focus on supporting the effective management of timely and appropriate pastoral care; tutorial and guidance activity across College; Further Education student engagement; and behaviour and discipline across the College. The role will support the Head of Foundation Studies and Personal Development with the development and management of the personal development programme including the creation of resources, timetable management, and commitment to maintaining a successful and meaningful curriculum. The role will include attending regular CPD and keeping up to date with current personal development topics along with national and international trends. The candidate will receive 10 allocated hours per week for the role which will be deducted from the 28hr per week classroom delivery allocation for Personal Development Coaches.

KEY RESULT AREAS

1. To support the Head of Foundation Studies and Personal Development to deliver services for student pastoral care, behaviour and discipline, tutorial and guidance, safeguarding and Further Education engagement.
2. Support the Head of Foundation Studies and Personal Development with further developing and enhancing the learner experience, pastoral support and learner engagement activities.
3. Work closely and effectively with all College departments to promote and deliver excellent, high-quality services for students.
4. Coordinate the team of Personal Development Coaches to ensure an outstanding Personal development and guidance, pastoral support and student voice activity is available to all students.
5. Deploy and develop staff and other resources when changes occur due to staff sickness, vacancies etc to ensure efficient, cost effective, service delivery, continuous quality improvement and the development of a responsive service.

6. To ensure that the Professional Skills Development Programme is effective for all Apprentices.
7. To promote the mission, vision and values of New College Durham.
8. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
9. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
10. To be responsible for actively identifying own development needs.
11. Support the integration of innovative digital approaches to improve curriculum or corporate functions, ensuring services are enhanced and are efficient.
12. 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. Ensure, where practical, the effective application of digital skills and the ethical use of digital and AI-supported technologies relevant to the role.
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 Co-ordinator

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	✓	
Proven track record of delivering personal development programmes for full time students.	1	✓	
Proven track record of managing others.	1	✓	
Proven track record of teaching or facilitating in post-compulsory education.	1	✓	
An understanding of 16-19 study programme requirements in relation to the OFSTED toolkit	1	✓	

ASSESSED BY KEY

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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 Coordinator

Skills	Assessed by	Essential	Desirable*
A proven track record of being able to prioritise and organise own work	1,2	✓	
Proven capacity to work innovatively and independently.	2	✓	
Excellent interpersonal and communication skills in dealing with colleagues, and those people and organisations with whom the College works in partnership.	1,2,3	✓	

Ability to manage complexity and diversity.	2,3	✓	
First class oral and written presentation skills.	1,2,3	✓	
Ability to work in collaboration with partner organisations, the community and the other stakeholders.	1,2,3	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	1,2,3	✓	
Tenacity, flexibility and the ability to work under pressure.	1,2,3	✓	
Personal and Professional integrity.	3	✓	
Suitable to work with young people and other vulnerable groups.	1,3	✓	
Confidence in using digital tools to support in the role	1,2,4	✓	

*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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