

Job Description

Job Title:	Progression Coordinator
Location:	The Vine
Salary:	LC6
Reports to:	SEND Manager
Staff responsibilities:	
Working hours:	37 hours per week
Probation period:	10 Months
Special conditions of the post:	
Safeguarding:	All posts are subject to an enhanced Disclosure and Barring Service check.
Date of compilation:	24.03.21

CORE RESPONSIBILITIES:

- Coordinate and monitor potential students / leaving students to ensure a smooth transition in and/or out of the department.
- Provide excellent communication and act as the day to day contact between the college and partners (e.g. schools, LA, Social Workers, transport).
- Liaise closely with the support and curriculum strands to develop and manage the programme of study for each student to ensure it is fit for purpose and outlines clear destination routes.
- Liaise with the feeder schools and internal teams with regards to bursary, free school meal and entitlements.
- Liaise with college and external agencies to plan interviews and secure student placements and / or destinations.
- Work with the department admin team to manage learner applications, interviews and associated required data.
- Lead on the transition plans for students coming into the department or transitioning out of the department.

- Ensure college quality systems are embedded into the transition programmes.
- Organise and attend school, parent / carer and student feedback, EHCP Reviews and celebration events both internally and externally as required.
- Support in the preparation of promotional materials and attend relevant events to represent the College and promote our offer.

COLLEGE RESPONSIBILITIES:

Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in review and development schemes.

Comply with college safeguarding procedures, including the promotion of the welfare of and vulnerable adults studying at the college and commitment to the college Safeguarding policy.

Comply with all college policies and procedures

Reflect on and maintain knowledge of educational/professional research to develop evidence-based practice

Act with honesty and integrity to maintain high standards of ethics and professional standards.

Manage and promote restorative practice approaches and the strengthening of relationships.

Comply with all legislative and regulatory requirements.

Promote a positive image of the college.

Embody the college values: Collaborative; Inspiring; Passionate; Aspirational; Celebrate Individuality; Respectful

Any other duties commensurate with the level of the post, which may be required from time to time.

Job Description	
Compiled By:	Leeds City College
Compilation Date:	

Person Specification

Job Title:	Progression Coordinator
Department	Foundation Studies - The Vine

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it is an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	Q1. English and Mathematics at Level 2 or above.	A/C
D	Q2. Good general education at NVQ / Level 3 or equivalent is desirable.	A/C
D	Q3. IT qualification, e.g. ECDL / CLAIT is desirable.	A/C
D	Q4. IAG qualification (level 2 or above) is desirable.	A/C
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	EK1. Extensive experience of working with SEND / High Needs learners.	A/I

E	EK2. Awareness of the policies around SEND / High Needs learners.	A/I
E	EK3. Experience of partnership working.	A/I
E	EK4. Expertise, knowledge and understanding of the FE and Skills sector	A/I

Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SK1 Excellent communication and interpersonal skills	A/I
E	SK2. Able to demonstrate a high level of organisational ability.	A/I
E	SK3. Able to demonstrate effective administration skills.	A/I
E	SK4. Able to demonstrate good IT skills and use of Microsoft / Google packages.	A/I
E	SK5. Ability to work on your own initiative.	A/I
E	SK6. Able to demonstrate problem solving skills.	A/I
E	SK7. Ability to relate well to all students of all ages and abilities is essential.	A/I
E	SK8. The ability to work as a pro-active and supportive member of the team is vital, with skills to lead in defined areas.	A/I
E	SK9. Flexible approach, with ability to adapt and embrace change.	
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	B1. Commitment to the college's support and promotion of Equality and Diversity.	I

E	B2. Committed to child protection and the promotion of a safe environment for children and young people to learn in.	I
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