**People Team**

**Job Description and Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Post Title:** | SEND Progression Coach | **Department:** | Personal Development |
| **Hours per week:** | 37 | **Weeks per year:** | 52 |
| **Contract Type:** | Permanent , Full time | **Reports to:** | Personal Development Manager |
| **Scale and Spine Points:** | Professional Services BPC 2 | **Location:** | All Campuses |

**Job Description**

|  |
| --- |
| **College and Department Overview** |
| Bournemouth and Poole College (BPC) is the largest provider of Further Education and Apprenticeships in the area. The College prides itself on offering students a friendly and supportive environment in order that they develop work skills. The College values are:   * A passion for learning and success * Supportive and caring * Respectful and considerate * A champion for equality through learning * Ambitious and tenacious |
| **Department Overview** |
| The Careers Advice and Guidance Team sits within the Student Inclusion and Support Directorate, which is a dedicated team within Student Experience- to help support all aspects of a student’s journey while they are studying at The Bournemouth and Poole College.  The Student Inclusion and Support department comprises of 4 strands of support; Student Engagement, Student Wellbeing, Student Inclusion and Support and Personal Development. The Careers Advice and Guidance Team form part of the Personal Development strand.  The Careers Advice and Guidance Team are proud to hold the Matrix Accreditation. |
| **Purpose of the Role** |
| To support a caseload of students with special, educational needs and disabilities (SEND) with a focus on preparation for adulthood. To provide a programme of support that develops student’s work readiness and independence skills to progress beyond college. To ensure students are supported to transition onto their next steps. |
| **Key Accountabilities and Duties** |
| * To work collaboratively with Careers Advisers, Personal Development Tutors, Social Skills Coaches, Inclusion Leads, Lecturers and Learning Managers to support with the delivery of an accessible package of support to prepare students for adulthood. * Develop and deliver group and 1:1 activity to support students to transition out of college onto their next steps. This will involve working with a specific caseload of students with SEND including those with an Education Health Care Plan (EHCP). * To provide 1:1 mentoring to students with SEND focusing specifically on developing work ready and independence skills * To support students with SEND to access the Careers Advice and Guidance service in preparation for progression planning * Accurately record interventions with students in line with College procedures to support with collaboration with other staff within the Student Inclusion and Support directorate. * Maintain an up to date knowledge of current and new government policies and initiatives related to careers education, information, advice and guidance and SEND that will form how we improve the delivery of careers education, information, advice and guidance for this cohort of students. * Liaise closely with, and make referrals to, internal and external support departments and other professionals to ensure that students receive appropriate support * Attend and support College events such as, open events, enrolment and progression. |
| **Equal Opportunities** |
| The College will seek to ensure that all existing and potential employees and students are given equal opportunities for employment and education. It is committed to the elimination of unlawful or unfair discrimination on the grounds of sex, age, marital status, colour, race, nationality or other ethnic or national origin, disability, sexuality, trade union membership or activity and religious background. The College will seek to ensure that no applicant for employment or education is disadvantaged by conditions or requirements which cannot be justified. The College aims to provide an open welcoming and safe environment for all its students, employees and visitors. |
| **Safeguarding** |
| The College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.  Successful external applicants will be required to undertake appropriate safeguarding checks as well as providing proof of right to live and work in the UK.  All successful candidates will be required to provide proof of their qualifications. |
| **Further Information** |
| This Job Description and Person Specification are current as at January 2024**.** In consultation with you it is liable to variation to reflect changes in the job. If you have any queries relating to your Job Description and/or Person Specification, please discuss with your Line Manager.  A copy of this Job Description and Person Specification is held with the People Team. |

**Person Specification**

|  |  |  |
| --- | --- | --- |
| **Criteria** | **Essential** | **Desirable** |
| **Qualifications:** | Level 2 (or equivalent) English and Maths. |  |
| **Post Specific Qualifications** |  | Suitable Advice and Guidance Qualification at level 2 or above  Relevant SEND qualification |
| **Work Experience** | Experience of supporting young people in a variety of settings | Work experience in an FE setting ie college or school  Experience of working with young people with Education Health Care Plans (EHCP).  Experience supporting students with a range of specific learning difficulties and disabilities  Experience of delivering both one-to-one sessions and group work sessions |
| **Knowledge** | Competent in Microsoft Office applications | Knowledge of SEND and statutory EHCP processes    Understanding of KCSIE and safeguarding children and vulnerable adults |
| **Skills** | Able to empathise with young people  Highly organised and able to prioritise workload to meet deadlines  Ability to work proactively and on own initiative to solve problems  Excellent communication skills including written and verbal  Ability to collaborate with staff/teams across various departments. |  |
| **Other Requirements** | Attendance at college events ie open evenings including outside of normal working hours  Ability to be able to travel between sites |  |