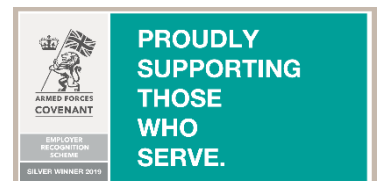




## KINGSTON MAURWARD COLLEGE

### JOB DESCRIPTION

<b>Job Title:</b>	<b>Personal Development Coach</b>
<b>Post Reference No:</b>	<b>AC113</b>
<b>Job Purpose:</b>	To provide outstanding pastoral and academic support to the Animal Welfare and Science Department.
<b>Reports to:</b>	Head of Department – Animal Welfare and Science
<b>Grade/Salary:</b>	£19,083.82 per annum (£22,869 per annum pro rata). This is point 19 on the College published salary scale.
<b>Hours:</b>	37 hours per week Monday to Friday with flexibility to meet business needs.
<b>Status:</b>	Permanent and term-time only appointment for 38 working weeks. Payment is for 43.51 weeks and includes 5 weeks annual leave. The annual leave is a pro rata entitlement of 33 days per annum (25 day plus 8 public and bank holidays). It will be joint responsibility of the post holder and their line manager to ensure that the full number of working weeks are worked during an academic year.
<b>Functional Links With:</b>	Course managers, support team members and safeguarding team



### Kingston Maurward is more than just a college site:

It is a college, a country estate, a dairy farm, a wedding venue, a conference centre, an arable farm, a tourist destination, a residential provider, the birthplace of Thomas Hardy and, most crucially, the only provider of land-based studies for 60 miles in any direction. We have a major strategic role in the development of Dorset's rural economy, which although firmly rooted in our heritage as an agricultural provider, now spans the full range of land-based studies and beyond, from entry level to degree.

Developing a reputation for being 'the place to go' is core to our mission. We are at the heart of Dorset, both emotionally and literally.

Engagement and strategic positioning is vital to ensure we continue to grow both our reputation and student numbers and any successful candidate will be expected to contribute to our profile beyond the estate within the county and demonstrate our values – if that means standing in the cold in February handing out the prizes at a ploughing match, or visiting schools to inspire Year 11, or helping fill buckets of water in the snow because Equine students couldn't get in, it's just what we do.

We need staff who will move us to the next step as part of a forward-looking organisation, rooted in the landscape of Dorset and the history of the estate. What binds us to the past is important, but it is not what defines our future; the essence of Kingston Maurward is about people, attitudes and the culture we all inherit and develop.

**For this role, we are looking for a passionate individual who can play a key role in the support of our learners' positive achievements and developing their life and career after Kingston Maurward. This is a role for an enthusiastic and self-motivated individual to work with our students and our wider teams to raise aspirations, develop employability, social and wider skills for all. The successful person will have the ability to effectively support students in a pastoral and academic capacity and will work well with all areas of the College to coordinate the best student experience we are able to offer. A flexible approach with a positive attitude is required alongside the ability to challenge and motivate students to ensure they all reach their full potential. Strong organisational and communication skills are essential alongside a clear desire to work with students, to support them during their educational journey of learning and personal development whilst here at Kingston Maurward.**

#### **Main Tasks and Duties:**

- Prepare, undertake and record personal coaching sessions with individual learners throughout the academic year.
- Support learners in developing and meeting SMART targets to assist with their progression through their study programme.
- Prepare and carry out group development sessions on a wide range of topics such as staying safe, healthy lifestyles, celebrating diversity and resilience to name just a few.
- To liaise with Student Support to coordinate group tutorials on key safeguarding topics such as PREVENT, sexual harassment, county lines and safeguarding.
- To have regular meetings with the Safeguarding Coordinator to feedback on strategies in place to support learners to maintain vital communication with the student support team.
- Monitor student progress during the study programme to include their attendance and punctuality and take follow up action where necessary and produce accurate reports.
- To ensure KPIs are met on retention and progression for all learners in the department, producing accurate reports to the Head of Department to feedback on progress.
- To provide students with access to any extra help they may require (e.g. learning or welfare support)
- Support the completion of personal risk assessments for learners when necessary.
- Engage with parents and carers, support agencies and additional support departments here at college to put the students at the centre of everything you do.
- To develop and implement a range of strategies to identify students 'at risk' and to implement a range of strategies to support them, along with the Course Manager. To communicate this to student support as and when needed.
- Communicate robustly with the teaching team about learners and join team meetings.
- To liaise with the Careers Lead to support work experience tracking for learners to enhance their engagement with employers.
- Assist with destination tracking for students when they move towards the completion of their study programme.
- To set and maintain the highest level of best practise within the department.
- Contribute to department team meetings, course reviews and action plans for your learners and contribute towards the Department Self-Assessment Review.
- Monitor course performance targets with Course Managers.
- To support induction, careers education, guidance and progression, enrichment, curriculum development, parents evenings, open mornings and the college Open Day.
- To support and assist in the organisation of departmental trips.

- Undertake any other duties that as reasonably assigned which are appropriate to the post and the work of the College.

#### Duties Expected of All College Staff:

- To promote an active commitment to equality and diversity, PREVENT and British Values.
- To take active responsibility for safeguarding and promoting the welfare of children and vulnerable adults in College.
- To undertake such personal staff development as is agreed to be necessary for the development of the role and the individual.
- To set a high standard of professionalism. This will include maintaining regular contact with colleagues, students and customers verbally, in writing and via e-mail.
- To monitor customer satisfaction and continually seek ways of improving the service for which the post is responsible.
- All staff are expected to work the College Open day which takes place in June each year.
- To regularly review, adapt, and improve systems and procedures.
- To support the College's commitment to quality assurance including course review and self-assessment.
- To promote an active commitment to the College's approach to sustainability.
- To undertake an annual appraisal which clearly identifies targets for continued improvement.
- To provide or support inspiring and challenging education and training for all learners and promote participation by a wider group of learners.
- To take proactive responsibility for Health & Safety at all times, reporting accidents, incidents and near misses which may affect staff, students, customers and visitors.

#### Person Specification

**Key** A – Application I - Interview

	<b>Essential</b>	<b>How identified*</b>	<b>Desirable</b>	<b>How identified*</b>
<b><u>Qualifications</u></b>	<ul style="list-style-type: none"> <li>• Level 4 or above qualification</li> <li>• Excellent standard of GCSE's grades 4-9 / A*-C (or equivalent) inclusive of English and maths.</li> <li>• Evidence of continuous professional development.</li> <li>• First Aid at Work qualification or willingness to work towards.</li> </ul>	<p>A</p> <p>A</p> <p>A</p> <p>A</p>	<ul style="list-style-type: none"> <li>• Level 5 qualification.</li> <li>• Recent and relevant experience teaching or instructing within FE or an educational setting.</li> <li>• Successful use of student record systems.</li> </ul>	<p>A</p> <p>A</p> <p>A</p>
<b><u>Experience and Knowledge</u></b>	<ul style="list-style-type: none"> <li>• Experience of working with young people (16+) in an educational or college background.</li> <li>• Experience of mentoring a caseload of young people and setting targets which address barriers to learning and support achievement.</li> <li>• Experience and confidence in sound departmental industry knowledge or willingness to work towards.</li> <li>• Understanding of sensitivities and implications involved when working</li> </ul>	<p>A</p> <p>A/I</p> <p>A</p> <p>A/I</p>	<ul style="list-style-type: none"> <li>• Knowledge of delivering effective tutorial systems.</li> <li>• Knowledge of the full range of opportunities and progression routes within Further and Higher Education.</li> </ul>	<p>A</p> <p>A</p>

	<p>with young people (16+) with difficulties.</p> <ul style="list-style-type: none"> <li>• Experience of taking Teams and Zoom meetings.</li> <li>• Computer literate with good knowledge of Microsoft Work, Access, Excel and Power point.</li> </ul>	A		
		A		
<b><u>Skills &amp; Abilities</u></b>	<ul style="list-style-type: none"> <li>• Excellent administrative and organisational abilities.</li> <li>• Ability to monitor student performance achievement and attendance and to take appropriate action to improve the chances of success.</li> <li>• Ability to prioritise workload.</li> <li>• Ability to demonstrate successful completion and achievement of tasks against targets and deadlines</li> </ul>	I		
		A		
		A/I		
		A/I		
<b><u>Personal Qualities</u></b>	<ul style="list-style-type: none"> <li>• Track record of successful teamwork.</li> <li>• Enthusiastic with ability to motivate learners.</li> <li>• Sensitive in dealing with confidential matters.</li> <li>• Emotional resilience in respect to pastoral and welfare aspects of the role.</li> <li>• Thorough, detailed approach to work, incorporating patience and versatility in responding to change.</li> <li>• An empathetic, compassionate and non-judgemental approach to working with young people and mature students.</li> <li>• Willingness to challenge and support resolving unsatisfactory performance of students.</li> <li>• Good sense of humour.</li> </ul>	A/I		
		A/I		
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<b><u>Other</u></b>	<ul style="list-style-type: none"> <li>• Current driving licence.</li> </ul>	A	<ul style="list-style-type: none"> <li>• D1 Minibus driving licence.</li> </ul>	A

#### **Competencies Required of All College Staff:**

- Excellent interpersonal and communication skills when dealing with colleagues, students, visitors, parents and external bodies at all levels.
- A positive, 'can-do' attitude.
- Keen to embrace and deliver change.
- Self-directed with a high level of personal drive.
- Commitment to achieving excellence through continuous improvement.

- Enthusiastic with ability to motivate.
- Ability to problem solve.
- Prepared to work flexibly to meet work requirements including weekends and evenings to support the effective functioning of the department and wider College as required.
- Ability to contribute to achieving cultural change.
- Active commitment to safeguarding and promoting the welfare of children and vulnerable adults in college
- Active commitment to equal opportunities

#### **Terms and Conditions:**

- This is a permanent appointment.
- The Contract of Employment will be based on the provisions of the Weymouth and Kingston Maurward Support Staff Contract.
- The salary for this post will be £19,083.82 per annum (£22,869 per annum pro rata). This is point 19 on the College published salary scale.
- Working Hours will be 37 per week during Monday to Friday with flexibility to meet business needs.
- This is a term-time only appointment for 38 working weeks. The post holder will receive payment for 43.51 weeks – this incorporates a pro-rata entitlement of 25 days' annual leave. It will be the joint responsibility of the postholder and their line manager to ensure that the full number of working weeks are worked during an academic year and that records are kept of which weeks are worked.
- The appointment is subject to the satisfactory completion of a 6-month Probationary Period with reviews after 2, 4 and 6 months.
- Membership of the Local Government Pension Scheme is available.
- The appointment is subject to the College receiving satisfactory references which will include questions around whether concerns have been raised regarding safeguarding or working with students.
- The successful candidate is required to advise whether they are aware of any health condition or disability which might impair their ability to effectively undertake the duties of the position as outlined above. This disclosure may result in a referral to the Occupational Health Advisor for a medical clearance prior to commencing employment.
- If you do not achieve the required teaching qualification (if outlined in the criteria of the Person Specification) within the allotted time then the post will not be continued.

**Criminal Records – Disclosure and Barring Service check and Safeguarding Status:** At Weymouth and Kingston Maurward College we place the safety and welfare of our students at the centre of all our activities. The safeguarding of students underpins the College values and is fully embraced by all College staff.

Kingston Maurward College considers itself a 'specified place' for the purposes of safeguarding legislation and therefore all posts at the College are Regulated Activity. Someone will not be employed by the College if they are barred from working with children or vulnerable adults.

The offer of an appointment with the College will be subject to a satisfactory Enhanced Disclosure under the Protection of Children Act 1999 and the Police Act 1997.

This means that when applying for a post, candidates will need to detail all convictions they may have – both 'spent' and 'unspent'. The successful candidate will be advised of the Disclosure process in the letter offering them the appointment. Kingston Maurward College adheres to the Disclosure and Barring Service Code of Practice in applying for Disclosures. Should you require a copy of the Code or our Policy Statements on the Recruitment of Ex-Offenders

or the Secure Storage Handling, Use, Retention and Disposal of Disclosures and Disclosure Information please contact the College Human Resources Manager.

The College recommends that new staff join the DBS Update Service. This means that the DBS is 'portable' and can be accessed by employers (with your permission). It means that staff may only ever need to apply for one DBS check.

Upon appointment, subject to joining the Update Service, signing up to this job description confirms your agreement to the College accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at the College, at appointment and in the future.

**This position does not meet the eligibility requirements for sponsorship under the Skilled Worker Route within the UK Visa and Immigration service's Points Based System. Therefore, KMC will not be able to sponsor individuals who require permission to work to carry out this position.**

**Applicants for this position must complete a college employment application form.**

CVs may be submitted and will be considered in support of a fully completed application form.

**We are not accepting CVs at this stage from Recruitment Agencies:** any submissions without prior authorisation from the HR Team will be treated as our own and as such no fee will be payable.

Please return the completed Application Form by email to [recruitment@kmc.ac.uk](mailto:recruitment@kmc.ac.uk) or by post to:  
HR Administrator  
Kingston Maurward College  
Dorchester  
Dorset  
DT2 8PY

**Closing Date for Applications: Wednesday 4 December 2024 at 9:00am**

**Proposed Interview Date: Thursday 12 December 2024**

Kingston Maurward College reserves the right to close this position before the published closing date, should the need occur. We therefore advise that you complete and submit your application as soon as possible.

**Please add [recruitment@kmc.ac.uk](mailto:recruitment@kmc.ac.uk) to your list of safe senders to ensure that any correspondence from us does not go directly into your spam folder.**

For further details on application forms or the recruitment process, please go to our website [www.kmc.ac.uk](http://www.kmc.ac.uk). Alternatively, please contact the HR department by emailing [recruitment@kmc.ac.uk](mailto:recruitment@kmc.ac.uk).

**You will be asked to provide evidence of all the qualifications listed on your application form at interview.**

Kingston Maurward College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

The College welcomes applications from people with a disability and will offer interviews to all those who are able to reasonably fulfil the criteria outlined in this Job Description. If applicants with a disability shortlisted for interview require any assistance in attending please contact the College's Human Resources Manager in order that alternative arrangements are made.

Please ensure you read our GDPR Candidate Privacy Notice to understand how your data is processed. This can be found on the College's Website under "Work for Us" or you can request a copy by emailing [recruitment@kmc.ac.uk](mailto:recruitment@kmc.ac.uk).

**Following receipt of completed application forms, if you have not heard from the College within 2 weeks of the closing date regrettably you will not have been short listed on this occasion. All short listed applicants will be**

contacted within 2 weeks of the closing date or no later than 3 days prior to the interview date (where an interview date is specified).

**Statement by appointed person:**

*(Section to be completed following offer of post to successful candidate)*

I am pleased to confirm my agreement to the terms, conditions and duties stated within this job description and agree to undertake the role of **Personal Development Coach** at Weymouth and Kingston Maurward College.

**The College recommends that new staff join the DBS Update Service. This means that the DBS is 'portable' and can be accessed by employers (with your permission). It means that staff may only ever need to apply for one DBS check.**

**Upon appointment, subject to joining the Update Service, signing up to this job description confirms your agreement to the College accessing the DBS Update Service to undertake online status checks on your DBS Certificate in relation to your work at the College, at appointment and in the future.**

**Signed:** .....

**Print Name (Block capitals):** .....

**Date:** .....