The Leicestershire College
Job Description

1. Job Details

Job Title:	Progress Tutor
Department:	Sport FE
Reporting To:	Curriculum Manager
Competency Level:	Curriculum Support 2
Hay Grade:	G2/G3
Salary:	£27,600 - £30,052 Per Annum
Date of Job Evaluation:	November 2019
Date:	November 2026

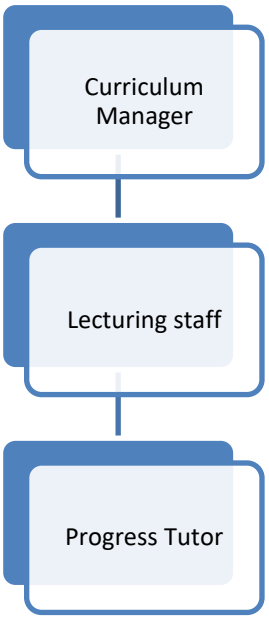
2. Job Purpose

To manage and coach a case load of learners in partnership with curriculum and other staff, to ensure that learners become independent learners who progress successfully.
To deliver sessions to develop learners transferable skills such as team building, communication and confidence and assist with cover within the curriculum area.

3. Dimensions

Not Applicable

4. Organisation chart



5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- To coach learners to:
  - attain their learning goals and meet or exceed their expectations
  - develop their personal and social skills
  - enjoy learning and make progress
  - develop knowledge, understanding and skills to contribute to their economic and social well-being
  - increase their employability
  - be able to progress onto a higher-level course inside or outside college, or into work
  - understand their rights and responsibilities at work
  - voice their views to positively influence and improve provision and be involved in the decision-making of the organisation
  - develop their knowledge and understanding about their health and well-being
  - be involved in community-based development activities and projects

  - have enrichment and extended services including work experience which contributes to their personal, spiritual, moral and social and cultural development
  - receive appropriate and timely information, advice and guidance on their next steps in training, education and employment
  - receive individual care and support to promote their learning and development, and to help them achieve their potential
  - be safeguarded and protected from sexual and physical harm, harassment, bullying and discrimination - including those based with employers or sites away from the college
  - understand their roles and responsibilities in relation to equality and diversity
- To hold progress reviews with learners in line with course requirements typically every 4-8 weeks
- To deliver pre-planned sessions and deliver workshops for learners behind with work
- To comply with best practice administrative and quality assurance systems
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events
- To modify duties and responsibilities as required to meet new situations, in consultation with the curriculum area leader/manager and college management

Core Responsibilities

- To promote the College's vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Use and apply a life coach model	To ensure learners set themselves aspirational yet achievable targets
Weekly coaching and monitoring meetings with individual learners	To ensure learners are on track to achieve or exceed their targets and goals
Weekly sessions with groups of learners	To ensure learners are on track to achieve or exceed their targets and goals
Monitor progress and disseminate learner progress with key staff	To ensure learners can meet their targets and progress

Document all appropriate aspects of learner progress on the ILP	To ensure information about learners is recorded accurately and disseminated to relevant staff
Regular focus groups with learners	To ensure the learner voice is heard and feedback acted on appropriately
Participate in staff development opportunities and mandatory training	To ensure skills and knowledge are up to date and mandatory training requirements are current

8. Key Working Relationships and Communications

Internal: Head of Department, Curriculum Manager, Programme Area Leader, Curriculum Staff, Administration Staff and College Departments.

External: Employers, Community/Charity Organisations, Health & Well Being Organisations, Parents and Guardians.

9. Scope for Impact

Not Applicable

10. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Own actions and behaviours are inspiring and engage others. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with accuracy; enables mutual understanding; confident presenter.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.

Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages and improves health, safety and wellbeing of team; team or department comply fully with College policies. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge. Understands the importance of appraising and evaluating results of online searches and be a critical user of digital technologies.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a relevant vocational or academic qualification at level 3 or above	•		Application/ Certificates
2.	Possess or be willing to work towards a level 3 teaching qualification	•		Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
4.	Possess a degree or alternative higher education qualification in Sport or Sports science	•		Application/ Certificates
EXPERIENCE				
5.	Possess relevant work/ vocational experience e.g. in an educational setting or with young people	•		Application/ Interview
6.	Experience of delivering tutorial based sessions to groups		•	Application
7.	Experience of supporting and advising diverse groups of learners	•		Application
8.	Proven experience of motivating learners to achieve excellent results	•		Interview
9.	Experience of setting appropriate targets	•		Interview

10.	Evidence of effective use of ICT/ILT in all aspects of work	•		Interview/Assessment
11.	Experience of collaborating with colleagues	•		Interview
SKILLS & KNOWLEDGE				
12.	Good coaching and facilitating skills	•		Interview/Assessment
13.	Experience of monitoring and disseminating learner progress	•		Interview
14.	Knowledge of coaching methodologies and the ability to apply these	•		Interview
15.	Work flexibly and to deadlines	•		Interview
16.	Excellent planning, administration and organisational skills	•		Interview/Assessment
17.	Communicate effectively with learners and colleagues at all levels	•		Interview
18.	Work independently and as a part of a cross-curricular team	•		Interview
19.	Provide learner progress feedback to learners and key staff	•		Application/ Interview
20.	Demonstrate your understanding of diversity and inclusion	•		Application/Interview
BEHAVIOURS				
21.	Work effectively with colleagues as part of team	•		Interview
22.	Motivate and relate with learners from a range of different cultural backgrounds	•		Interview/Assessment
23.	Comply with professional standards at work	•		Interview
24.	Show commitment to the improvement and maintenance of standards	•		Interview
25.	Promote the College's equal opportunities policy and practices	•		Interview
26.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.

3. This job description and person specification was prepared in November 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		**Date**	
Manager Signature		**Date**	