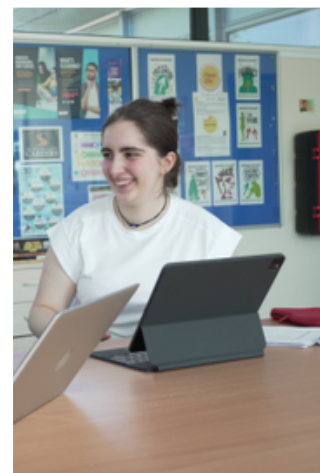


# Progression Coach

## Hastings and Bexhill

August 2024



# Progression Coach

## Hastings and Bexhill

Salary	£23,690 FTE (£14,214 Pro Rata)
Location	Hybrid in Hastings and Bexhill (both school and home based)
Contract	0.6 FTE (3 days per week, must include Wednesdays)
Closing Date	28 August 2024 (5 pm)
Interview Date	4 September 2024
Reports to	Programme Coordinator, Hastings and Bexhill

### Job Purpose

We are seeking a Progression Coach, who will work with a cohort of Future Leaders (Students) aged 14 - 19 in Hastings and Bexhill and facilitate workshops and events with Future Leaders in our Hastings and Bexhill hub and beyond.

The Progression Coach role is hybrid which can be worked flexibly (i.e. full-time, part-time, term time only), inclusive of Wednesdays each week. The role is predominantly school-based, however, when not working with students you will be home-based.

Villiers Park is committed to equity, diversity and inclusion among our employees, volunteers, trustees and the communities we support.

### Safeguarding

Villiers Park Educational Trust is committed to safeguarding and to providing a safe and supportive environment, which secures the well-being and best outcomes for the young people with whom we work.

Safeguarding is embedded in all aspects of Villiers Park's work and integral to the commitment we make to our schools, partners and the young people and communities we serve/work with. All employees and volunteers are expected to share this commitment by adhering to our organisational safeguarding procedures, attending regular in-house training and keeping up to date with developments in policies and legislation.

All employees and volunteers will also agree to undergo an Enhanced Disclosure and Barring Services check and successfully complete Child Protection in Schools and PREVENT training.

## About Villiers Park

### Organisational Values



**Fairness:** We strive for justice and argue unwaveringly for fairness in a world of compromise, prejudice, inequality and deeply entrenched disadvantage.



**Empowerment:** We are passionate about working with individuals to enable them to find the skills and resources within themselves to flourish and have healthy futures.



**Aspiration:** We continually seek ways to improve what we do, how we do it, and the impact we have on the world around us.



**Courage:** We create an environment where we can be courageous by speaking and listening openly. We know that courage means taking risks and support others to learn.

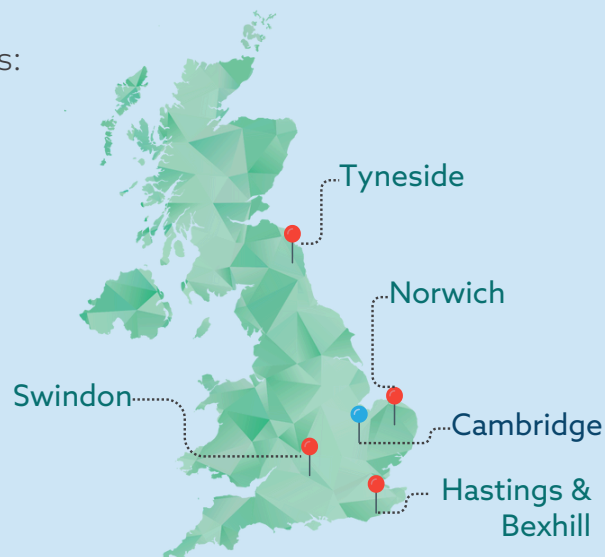
### Who we are

- Villiers Park Educational Trust is a national social mobility charity committed to empowering young people to realise their potential.
- We have been working with under-represented young people in areas with historically low access to higher education and careers opportunities for the last 100 years, helping them to achieve better life outcomes.

### What we do

- We are experts in working with young people aged 14-19 from under-represented backgrounds. We believe every young person should have an equal opportunity to excel at school, at university and into their careers.
- Our unique and highly-tailored programmes increase aspirations for learning and motivation, develop academic, employability and personal skills and raise attainment.

### Our Hub Locations:



## Main Duties and Responsibilities:

- Conduct one-to-one and group coaching sessions with young people on the Future Leaders Programme.
- Provide short responsive coaching sessions in schools and occasionally online, ensuring safeguarding requirements are met.
- Support young people in developing realistic and meaningful ambitions and creating actionable plans.
- Facilitate workshops in collaboration with Villiers Park team members including green careers programme Sustainable Futures and social action project Leadership Challenge.
- Attend Future Leaders Programme events in Hastings and Bexhill such as university and employer insight days.
- Raise safeguarding issues, collaborate with schools and colleges, and resolve concerns for individual students.
- Assist in developing the Future Leaders programme, including curriculum content and online resources.
- Support and participate in residential or subject-specific courses, including occasional overnight supervision.
- Support the collection and processing of programme evaluation.
- Engage in training, share best practices, and provide guidance to new staff.
- Collaborate with colleagues and contribute towards Villiers Park's vision and values.
- Undertake other relevant tasks as assigned by your line manager.

This list is not exhaustive and the post-holder will be required to undertake other tasks relevant to the role and within their capability.

## About You

- Passionate about social mobility and youth development.
- Committed to improving the learning experience of young people in schools and colleges.
- Empathetic and skilled in supporting young people to find their own solutions.
- Effective verbal and written communication skills across different audiences.
- Ability to adapt communication style with students, parents, and teachers.
- Comfortable presenting to various audiences.
- Team player who can also work independently and autonomously.
- Highly organised and detail-oriented with the ability to meet deadlines.
- Experience working with young people from diverse backgrounds.
- Experience in schools, Higher Education or careers sector.
- Flexible availability, including occasional evening and overnight work.
- Willingness to undergo an enhanced criminal records disclosure from the DBS.
- Driving license and own transport (desirable).

## Employee benefits

- 26 days annual leave (20.5 days Pro Rata) inc. bank holidays and additional leave over Christmas.
- Dedicated training and professional development budgets.
- Access to an employee assistance programme.
- Access to employee and industry networks, such as the Fair Education Alliance.
- Flexibility in working hours.
- Additional sick pay and compassionate leave policies.



### Get in touch



01223 872601



[hr@villierspark.org.uk](mailto:hr@villierspark.org.uk)

### How to apply

If you would like to apply for one of our vacancies, please download and complete an application form and an Equal Opportunities monitoring form, and email them with a short covering letter to [hr@villierspark.org.uk](mailto:hr@villierspark.org.uk).

[villierspark.org.uk/jobs](https://villierspark.org.uk/jobs)