

Job Description

Job Title:	Personal Development Coach
Reporting to:	Personal Development Manager
Accountable for:	N/A
Purpose:	To support the implementation of the overall Personal Development and Wellbeing Strategy by: providing learners with wellbeing support and guiding the development of their social and work related skills, behaviours and attitudes to enable positive progression into the next stage of their education, training or employment.

Duties and Responsibilities

- Develop effective relationships with learners through which they are facilitated to take ownership of and plan for their learning journey.
- Provide current and relevant information, advice and guidance to support learners with their progression planning and personal wellbeing.
- To provide regular assessment and review of learner progress through progress reviews, skills tracking and SMART target setting.
- To ensure effective and timely recording of learner related data to meet quality standards and contractual requirements.
- To teach and monitor learners' participation in personal development and wellbeing sessions, activities and experiences to encourage development of social and work-related skills, attitudes and behaviours.
- To effectively plan, deliver and develop high quality personal development and wellbeing taught sessions (in line with specific qualification criteria where applicable) including both classroom and online delivery.
- To organise and/or accompany learners on personal development and career focused trips/visits as required.
- Develop effective relationships through regular communication with parents/carers and other external stakeholders to provide holistic support for learners, attending multi-agency meetings where required.
- Follow relevant policies to ensure the safeguarding of learners on programme and signpost to external support agencies where necessary.
- Support the Recruitment Team with recruitment events and induction processes.
- To develop expertise in one or more designated specialist area related to personal development and wellbeing (as defined by the Personal Development & Wellbeing Manager) and to support colleagues across PM Training to promote those themes with learners and apprentices.

- To develop their own skills and knowledge in personal development, wellbeing and teaching (with support from the Personal Development and Wellbeing Manager) to enable them to deliver high quality teaching and support in these areas.
- Work flexibly to meet the needs of learners and take part in training where required.

General Obligations – All employees

- To take responsibility for own personal development and update knowledge and skills, with support from Aspire, to perform the role at an effective level. To undertake such training as is deemed necessary to improve personal performance and knowledge.
- To implement positively and ensure compliance with, the Group's policies, procedures, codes of practice and initiatives relating to Equality and Diversity, Customer Service, Risk Management, Health and Safety, Data protection and Information Technology, Financial Regulations, Standing Orders and the Code of Conduct and Probity Policy.
- To take responsibility for own wellbeing and safeguarding in the duties to be carried out for this post.
- To provide the highest quality services incorporating best standards and practice, promoting the Group to its tenants, clients and customers.
- Taking ownership and responsibility to respond to complaints positively and professionally (*as appropriate to role*).
- To ensure that maximum use is made of information technology systems and associated equipment in the provision of efficient and effective services.
- To perform any other duties not specifically identified in the job description but which are in line with the general responsibilities of the post.

This Job Description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only, and may be changed at management's absolute discretion in the future.

As a general term of employment, the Group may effect any necessary change in job content, or may require the post holder to undertake other duties, at any location within the Group.