



Job Title:	AP Academy 1:1 Progress Coach & Mentor
Hours of work:	Sessional – Hours predominately between 9:00 and 15:00
Salary:	Above National Minimum wage (Dependent on qualifications & experience)
Location:	Lions Centre and satellite education sites in Southwark and Lewisham
Responsible to:	Millwall AP Academy Officer
Supervises:	Young people aged 11–16

Role Summary

Are you passionate about helping young people re-engage with learning and achieve their potential? If so, we'd love to hear from you.

Millwall Community Trust (MCT) delivers a personalised Alternative Provision (AP) Academy supporting young people who require additional support outside mainstream education.

We are seeking engaging Progress Coach & Mentors to provide targeted 1:1, small-group and classroom support. You will take day-to-day responsibility for supporting assigned young people against bespoke referral and progress plans, supporting learning, behaviour, wellbeing and personal development.

Working alongside an experienced AP team, you will receive ongoing support and CPD with opportunities to work towards coaching, teaching assistant, mentoring and other relevant qualifications.

Key Responsibilities:

1. 1:1 Progress Mentoring

- Provide targeted 1:1 support to assigned young people against individual plans.
- Build positive relationships that improve engagement, confidence and progress.
- Complete daily check-ins and regular reviews against action plans, goals and next steps.
- Identify barriers to learning, motivation and wellbeing, providing practical support
- Support positive attendance, behaviour and engagement throughout the day.
- Escalate safeguarding, behavioural or complex support needs appropriately.

2. Learning & Classroom Support

- Support individual and small-group learning across AP curriculum, incl cover/supervision
- Assist learners to complete tasks, qualifications and personalised activities, adapting resources and support as required.
- Adapt support for differing abilities, SEND, SEMH and behavioural needs.
- Reinforce learning through questioning, explanation and practical support.
- Support delivery of structured education, enrichment, football and sport activities.



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3. Behaviour & Personal Development

- Promote positive behaviour, routines, relationships and readiness to learn.
- Use appropriate de-escalation and behaviour-management strategies, supporting safe re-engagement with learning.
- Support young people to develop resilience, communication and life skills.
- Provide consistent boundaries, encouragement and positive role modelling.
- Support personalised targets agreed with schools/referrers, families and AP staff.
- Encourage positive progression towards post-16 education, training and employment

4. Learner Progress & Quality

- Monitor progress against individual referral plans and agreed learner targets.
- Record progress, engagement, behaviour and achievement accurately.
- Share learner feedback and observations with the AP Academy Officer.
- Contribute to daily updates, reviews and school/referrer and parent/carer reporting.
- Support qualification, personal development and wider AP outcomes.
- Contribute to quality assurance and continuous improvement.

5. Administration & Programme Support

- Complete learner records, reviews and required programme documentation.
- Maintain accurate attendance, engagement and progress records.
- Support daily learner check-ins, transitions, breaks and activity changes.
- Assist with preparation of learning resources, equipment and activities.
- Ensure records and delivery meet GDPR, safeguarding and programme requirements.

6. Safeguarding & Professional Responsibilities

- Ensure safeguarding, GDPR, equality, H&S and MCT policies are adhered at all times.
- Undertake CPD and mandatory training as required by the Trust.
- Ensure all activities are appropriately risk assessed and delivered safely.
- Work collaboratively with colleagues and positively promote MCT and programmes.

7. Additional responsibilities

- Model professional conduct and actively demonstrate MCT core values in your work.
- Act as a positive role model, presenting a professional image of the Trust and its services.
- Develop understanding and commitment to equal opportunities, in workplace & community
- Ensure when involved in any Trust activities that the Safeguarding of learners is prioritised and that safeguarding policies and procedures are being always adhered to.
- Undertake CPD opportunities as deemed appropriate
- Adhere to Trust's policies and procedures attending Trust training/meetings as required
- Contribute to the development of a culture of continuous improvement within the Trust.
- Support all MCT departments on trust initiatives as identified by CEO, SLT & Trustees
- Actively promote the Trust in a positive and professional manner.

The details contained in this job profile, reflect the job content at the date of preparation. Therefore, it is inevitable that over time the nature of this role will change; existing duties may be lost and other duties gained without changing the general nature of duties or level of responsibility entailed.



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Skills Specification

Essential (E)	Desirable (D)
Qualifications	
✓ Maths & English Level 2 or willingness to achieve ✓ Safeguarding qualification or willingness to achieve ✓ Commitment to undertake relevant CPD and training	✓ FA Intro to Coaching Football or equivalent ✓ Teaching Assistant / HLT A qualification Youth Work or Mentoring qualification ✓ First Aid, Behaviour Management or RJ training ✓ Mental Health First Aid ✓ AET/PTLLS teaching qualification (or willing to work towards) ✓ IAG or counselling skills qualification (or willingness to work towards)
Knowledge and Experiences	
✓ Experience supporting young people in education, sport, youth or community settings. ✓ Experience providing 1:1 or small-group support. ✓ Experience building positive relationships with young people. ✓ Understanding of barriers affecting disengaged learners ✓ Good IT skills including Microsoft Office	✓ Experience in AP, PRU or school settings ✓ Experience supporting SEND and/or SEMH learners ✓ Experience supporting SEND and/or SEMH young people ✓ Experience supporting learning or accredited activities. ✓ Experience using learner record or MIS systems. ✓ Experience contributing to school/referrer or parent/carer progress reporting.
Skills and abilities	
✓ Excellent interpersonal and communication skills. ✓ Ability to engage and motivate young people. ✓ Ability to support individual and small-group learning. ✓ Ability to work independently and as part of a team. ✓ Strong 1:1 and learner engagement skills ✓ Ability to maintain routines, boundaries and order ✓ Calm, consistent approach to behaviour and de-escalation.	✓ Ability to supervise small groups or cover sessions ✓ Ability to coach or lead practical activities. ✓ Ability to adapt support for differing learner needs. ✓ Confidence supporting classroom and practical delivery
Personal Qualities	
✓ Positive and enthusiastic. ✓ Reliable and punctual. ✓ Professional, approachable and trustworthy ✓ Empathetic, Calm, consistent, resilient and patient ✓ Passionate about supporting young people. ✓ Positive role model and team player ✓ Adaptable and resilient. ✓ Committed to safeguarding and equality and inclusion	✓ Passionate about improving opportunities through sport. ✓ Understanding of local communities. ✓ Desire to support SEND learners. ✓ Passionate about the work and values of the Trust ✓ Strong interest in sport, education and youth progression ✓ Committed to continuous development. ✓ Able to use personal or professional experience to positively engage young people.
Other	
✓ Understanding of and commitment to H&S, equal opportunities and GDPR data protection policies and procedures. (E) ✓ Understand importance of and deliver best practice when working with hard-to-reach young people. (E) ✓ Commitment to complete all required CPD qualification/training set or similar funded qualifications. (E) ✓ Flexibility is required from post-holder to work effectively in a changing environment. (E)	



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To Apply: To comply with safer recruitment procedures for the Club we are unable to accept CV's without an application form accompanied.

Please ensure that you complete our standard application form (which is available via a link on our website). If you do require assistance in any part of the application process, please contact us via recruit@millwallfc.co.uk

Application Form Link: www.millwallfc.co.uk/club-information/work-for-the-lions/application-form

All applications need to be sent to recruit@millwallfc.co.uk

Due to the quantity of applicants expected, only those short-listed will be notified.

Closing date for applications: Friday 28th August 2026

This document is a guide only and should not be regarded as exclusive or exhaustive. It is intended as an outline indication of the areas of activity and will be amended in the light of changing needs of the organisation. All employees may be required to undertake any other duties as may be reasonably requested.

Millwall Community Trust are fully committed to equality, diversity, inclusion, and anti-discrimination. We will work to address areas of under-representation and disadvantage in all aspects of our operations, activities, and services. In practice, this means that we will respect the needs of each and every individual regardless of their differences; and to this end we will deliver our operations, activities and services in such a way so as to ensure that that no one is excluded.

Please note that the appointment of the successful candidate will be subject to standard preemployment screening, as applicable to the post. This will include right-to-work, proof of identity, Disclosure and Barring Service (DBS), and references.

Please note that any personal data submitted to the charity as part of the job application process will be processed in accordance with the GDPR and related UK data protection legislation. The charity's Policy on Data Protection is available on request.

Entry into employment with the charity and progression within employment will be determined only by personal merit and the application of criteria which are related to the duties of each particular post and the relevant salary structure. In all cases, ability to perform the job will be the primary consideration. No applicant or member of staff shall be discriminated against because of age, disability, gender reassignment, marriage or civil partnership, pregnancy or maternity, race, religion or belief, sex, or sexual orientation.

'Millwall Community Trust is committed to safeguarding children and adults at risk. The successful candidate may be required to undertake a Disclosure and Barring Service (DBS) check through The FA DBS process. The possession of a criminal record will not necessarily prevent an applicant from obtaining this post, as all cases are judged individually according to the nature of the role and information given.'



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Safeguarding Policy Statement

Because of the nature of the work undertaken by Millwall Community Trust (MCT), it is required by law to have in place robust safeguarding policies and procedures to ensure the protection of children, young people and adults at risk. To ensure that MCT meets that duty - and as part of a proactive, integrated and consistent approach to safeguarding - the organisation has developed a Safeguarding Handbook.

What is safeguarding?

Safeguarding is the action that is taken to promote the welfare of children, young people and adults at risk and protect them from harm. Safeguarding means protecting people from abuse, maltreatment, neglect, harm and/or exploitation. Through MCT setting up and following good safeguarding policies and procedures, it means that children, young people and adults at risk - that come into contact with our organisation - are protected from those that might pose a risk. All organisations that work with (or come into contact with) children, young people and adults at risk are required to have safeguarding policies and procedures to ensure that everyone - regardless of their age, gender, religion or ethnicity - can be protected from harm.

MCT's Safeguarding Ethos

MCT will always seek to provide protection to any person that receives our services. To this end MCT will provide staff and volunteers with guidance on procedures they should adopt in the event that they suspect a person may be experiencing, or be at risk of, harm. MCT believes that no one should ever experience abuse of any kind. MCT has a responsibility to promote the welfare of all children, young people and adults at risk to keep them safe. MCT are committed to work in a way that protects them. This **Safeguarding Policy Statement** applies to everyone that comes into contact with MCT - including as applicable - the Board of Directors & Executive Team, Senior Managers, Staff, Agency Staff, Contractors, Suppliers, Volunteers, Students on work experience, as well as anyone else working on behalf of MCT. This policy also applies to any other person that engages with the work of MCT and includes parents, carers, families and other visitors to MCT premises.

Safeguarding at MCT

MCT places the safeguarding of children, young people and adults at risk as its prime focus and has developed full safeguarding policies and procedures. To underpin the approach, MCT ensures all of its management team, staff members and volunteers have been fully trained in safeguarding to enable the organisation to live and breathe its approach. **In developing MCT's safeguarding policies and procedures, the organisation has adopted the following three-part safeguarding strategy which focuses on:**

1. Getting the right people involved with MCT

This is achieved through adherence to MCT's Safer Recruitment Policies and Procedures.

2. Creating a safe environment for children, young people & adults at risk

This is achieved by providing all required safeguarding training, support and best practice advice; and further guidance by the effective communication of MCT's Codes of Conduct.

3. Promoting clear systems to deal with any safeguarding concerns

This is achieved through implementation of all MCT's policies and procedures relating to safeguarding.

A full copy of MCT's Safeguarding Handbook is available by speaking with (or contacting) the MCT person responsible for safeguarding.



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