

Academic Coach

Job Description

Area	: Curriculum
Salary	: £25,412 - £27,747 (per annum)
Hours of Work (Full-time/Part-time)	: 37
Line Manager	: Assistant Director - Curriculum
Responsibility for	Supporting a caseload of learners to fill skills and knowledge gaps, to mitigate the disruption to learning arising from the coronavirus pandemic <i>and</i> ;
	: Promoting the welfare of children and young people.

Main Purpose of Job:

To provide innovative and engaging support to ensure provision:

- Meets the needs of learners, employers and other stakeholders;
- Is of the highest possible quality in terms of learner outcomes and learner satisfaction;
- Is innovative, developmental and sector leading;
- Is effective, efficient and provide excellent value for money;
- Reflects the vision, mission, aims and values of the College; *and*
- Promotes a culture of excellence and equality

Key Duties and Responsibilities:

- (1) Deliver effective support sessions on the 16-19 Tuition Programme, which may include timetabled lessons, 1-2-1 tutorials or occasional classroom support.
- (2) Planning and delivering high quality small group tuition and intervention to a caseload of vocational and academic learners, based on their skills gaps.
- (3) Working closely with curriculum staff and Personal Development Tutors, to ensure that delivery and targeted support is informed by potential gaps caused by loss of learning.
- (4) Tracking the progress of a caseload of learners, providing feedback to the relevant curriculum area and ensuring College systems are kept up to date.
- (5) Thoroughly prepare suitable teaching, learning and assessment materials for the 16-19 Tuition Programme, making good use of a variety and appropriate learning and teaching methods.
- (6) Have available an up-to-date scheme of learning (*showing methods of delivery and embedded cross-cutting themes*) for each course/group taught and to lodge a copy of this information with the appropriate Assistant Director by the start of the course.

- (7) Prepare flexible teaching, learning and assessment materials; develop and maintain the curriculum area's Virtual Learning Environment (*VLE*) and incorporate the use of digital technologies/ILT to enhance learning experiences.
- (8) Complete promptly and accurately all class record including the register of attendance and tracking of learner progress against targets.
- (9) Report any variations to the agreed class timetable to the appropriate Assistant Director and obtain permission for any long term or planned changes.
- (10) Keep records as required of all learners assessed work and report progress or otherwise at appropriate meetings.
- (11) Contribute fully to College and Directorate teams including sharing best practice and being involved in developing the curriculum.
- (12) Attend as required parents' evenings, open events and other promotional events organised by the College.
- (13) Follow all agreed Quality Assurance and Risk Management Systems operating in the College and contribute generally to the establishment and development of a quality provision/service.
- (14) Support small groups of learners, relevant to subject specialism, up to contracted hours.
- (15) Undertake the normal administrative duties required including assistance with admissions (*including interviews at welcome evenings for prospective learners*), enrolment, induction and providing management information as well.
- (16) Participate in the course and departmental Self-Assessment Reporting process.

Generic Duties and Responsibilities:

- (17) Support and promote a culture of innovation, excellence and equality.
- (18) Reflect the vision, mission, aims and values of the College.
- (19) Contribute to the development of and ensure compliance with College policies, procedures and agreements
- (20) Contribute actively to the risk management of the College.
- (21) Support and follow the College's strategies on equality, diversity and safeguarding.
- (22) Undertake appropriate staff development activities that support personal development and the changing needs of the College and its environment.
- (23) Be aware of, and responsive to, the changing nature of the College and adopt a flexible and proactive approach to work.
- (24) Undertake such other duties as may reasonably be required commensurate with this grade, at the initial agreed place of work or at other locations in the College catchment area.

This Job Description is current as the date shown. In consultation with the post-holder, it is liable to variation to reflect changes in the job.



Academic Coach

Person Specification

Application Form	Assessment Method				
	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References

*Test = Skills Test/Knowledge Test/Micro Teach/Presentation

Education and Qualifications						
<u>Essential</u>						
• Level 4/Degree (<i>or equivalent</i>) in a relevant qualification or working towards	✓				✓	
• GCSE Grade C (4/5) in Maths and English (<i>or equivalent</i>)	✓				✓	
<u>Desirable</u>						
• Mentoring/ Coaching Qualification	✓				✓	
• Subject specific qualification	✓				✓	
Skills and Experience						
<u>Essential</u>						
• Experience of working in a supportive environment	✓	✓	✓			
• Experience of working and communicating effectively with young people	✓	✓	✓			
• Ability to work with empathy and sensitivity	✓		✓			
• Ability to develop relationships with learners, staff and parent/carers	✓		✓			
• Ability to prioritise workload and manage time effectively	✓					✓
• Ability to work effectively with a wider staff team	✓					
• Ability to carry out administrative duties effectively	✓					✓
• Ability to promote learning and opportunity for all	✓					✓
• Excellent digital literacy skills	✓	✓				
• Understanding of equality, diversity and inclusion in working and learning environment	✓					
<u>Desirable</u>						
• Experience of working in a mentoring/coaching capacity	✓		✓			
Personal Attributes						
<u>Essential</u>						
• Strong interpersonal skills		✓	✓			✓
• Excellent organisation skills	✓	✓				
• Excellent team-working skills			✓			
• Ability to communicate effectively	✓	✓	✓			
• An ability to prioritise and work under pressure and to meet deadlines			✓			✓
• Ability to use own initiative and work with minimum supervision			✓			✓
• Flexibility to work across different locations			✓			
• Commitment to on-going professional development	✓		✓			✓
• Enhanced DBS			✓			

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