



## Academic Coach Job Description

<b>Area</b>	: <b>Curriculum</b>
<b>Salary</b>	: <b>£25,160 - £27,472</b> ( <i>pro rata, per annum</i> )
<b>Hours of Work (Full-time/Part-time)</b>	: <b>37 – Term time only. Full time and part time positions available</b>
<b>Line Manager</b>	: <b>Assistant Director - Curriculum</b>
<b>Responsibility for</b>	: 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



**Cheshire College  
South & West**

	Assessment Method					
	Application Form	*Test	Interview and Presentation	Psychometric Testing	Qualification Certificates	References
<b>Education and Qualifications</b>						
<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	✓				✓	
<b>Skills and Experience</b>						
<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	✓		✓			

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

**Personal Attributes****Essential**

• 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	✓		✓			✓
• Full, enhanced DBS			✓			

**Update: October 2021**