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| <b>POST</b>           | Study Coach  |
| <b>DEPARTMENT</b>     | Learning Zone  |
| <b>SALARY</b>         | £17,765 for 36 hours a week (or pro rata) Business Support Scale 4 |
| <b>HOURS</b>          | 36 or 24 hours per week, 38 weeks per annum term-time based        |
| <b>RESPONSIBLE TO</b> | Learning Centre Manager  |

### THE PROGRAMME AREA

The Learning Zone is where our students go for independent study, small group tuition or directed study and it also doubles as a hub to help drive maximum student attendance and punctuality across the organisation.

### JOB PURPOSE

The post-holder will be working as part of a team of Study Coaches within the Learning Zone.

The role involves working with students to help them use the IT facilities in the Learning Zone for independent study, assisting or delivering small group workshops in specialist subject areas, managing a booking system for whole class directed studies, taking a register (if required), assisting students with basic English, maths and ICT skills development and logging students' lateness to classes on the students individual learning plan (ProMonitor).

### MAIN DUTIES AND RESPONSIBILITIES

- Assist in the management of the Learning Zone by
  - Providing support to students who have difficulties logging on to the IT and helping them use Microsoft packages for their independent study
  - Preparing for and delivering small group workshops in a vocational subject in liaison with or as directed by the curriculum teams
  - Acting as the first point of contact for students who are late for classes and logging their reason for lateness on the student's individual learning plan.
  - Managing a booking system for small group tuition
- Monitor and address behaviour of students within the Learning Zone and ensuring all students abide by the college rules and regulations, ensure there is a suitable supportive and safe environment that is conducive for learning within the Learning Zone.
- Support the induction of all new learners in the use of key IT systems and learning platforms, digital tools and the completion of initial assessments and diagnostics in English and Maths and other induction activities as required. Attending team meetings as required
- To be flexible and be prepared to provide effective support to meet the needs of all learners. This may include working with the additional learning support department to assist in supporting learners with special needs within the Learning Zone.
- To assist the curriculum and student services teams with other College duties or requirements from time to time (e.g. supporting College forums and events, preparing displays, promoting cross-college marketing campaigns etc.).

## GENERAL DUTIES

- To participate fully in appraisal according to the College requirements and undertake training and development likely to improve personal knowledge and skills as required.
- To keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the department.
- To propose any ideas that may help to promote and extend the College's reputation and efficient running of the College.
- To undertake all duties and responsibilities in accordance with College policies inclusive of Equal Opportunities, Data Protection, Child and Vulnerable Adult Protection, Quality and Financial regulations. To report any concerns to the appropriate person.
- To use appropriate management information to recognise and support diversity in the student cohort.
- To work safely, consider the safety of others and work within the guidelines stated in the College Health and Safety Policy.
- To undertake any other duties commensurate with your level of responsibility as may be required by the College Leadership Team.

All members of staff at the College are expected to be:

➤ **Responsive & Adaptive**

Responsive to change, creating new opportunities for meeting new challenges

➤ **Creative, imaginative and entrepreneurial**

Innovators and commercially aware

➤ **Collaborative**

Promote 'team-ship' through collaboration and taking pride in their work and the College

➤ **Passionate professionals**

Role models committed to continually improving themselves and ultimately the experience and success of our students

➤ **Accountable**

Understand the impact of (and take responsibility for) their actions upon College stakeholders

## CANDIDATE SPECIFICATION

The successful candidate will fulfil the following essential requirements.

|   | Essential | Assessed by |
|---|-----------|-------------|
| <b>Qualifications and further professional development</b>  |           |             |
| GCSE English and Maths at grade 4 or above (or grade C and above)   | ✓         | A           |
| A level 3 qualification (A level or BTEC)   | ✓         | A           |
| Proficiency in Microsoft Office packages Word and Outlook, and a willingness to learn college specific software packages.   | ✓         | A/I/T       |
| A good working knowledge of Microsoft TEAMS.  | ✓         | A/I/T       |
| Willingness to take part in all relevant training   | ✓         | I           |
| <b>Knowledge</b>  |           |             |
| Sufficient subject knowledge to deliver small group tutorials in either English and/or maths and/or ICT, or a vocational subject that is taught at the college.   | ✓         | A/I         |
| <b>Abilities/Skills/Experience</b>  |           |             |
| Excellent communication skills  | ✓         | A/I         |
| Flexible approach to working with different groups of learners, meeting individual needs, as directed by teaching staff   | ✓         | I           |
| Ability to support students in small group tutorials either in English and/or maths and/or ICT, or a vocational subject.  | ✓         | A/I         |
| Ability to empathise, motivate and promote positive behaviour   | ✓         | I           |
| Ability to develop and prepare resources for small group tutorial activities as required  | ✓         | T           |
| Ability to work effectively in a team and willingness to be flexible  | ✓         | I           |
| Demonstrable commitment to providing students with a high quality learning experience with particular consideration of: <ul style="list-style-type: none"> <li>- Health and safety</li> <li>- Equality and diversity</li> <li>- Safeguarding of children and vulnerable adults</li> </ul> | ✓         | I           |

A - Application I – Interview T – Task

## CONDITIONS OF SERVICE

The appointment will be subject to suitable references, medical clearance, enhanced disclosure from the Disclosure and Barring Service (DBS), evidence of eligibility to work in the UK and evidence of qualifications.

All of the above checks must have been completed **before** the start of the employment. Confirmation of appointment is subject to the satisfactory completion of a 6 month probationary period.

This job description/candidate specification is subject to periodic review.