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| **JOB INFORMATION** | | | | | |
| **JOB TITLE** | **Study Coach** | | **LOCATION/CAMPUS** | | Bracknell |
| **SERVICE AREA** | **Student Support** | | **TYPE** | |  |
| **GRADE** |  | | **SALARY** | | SP 18  £20383 per annum, pro-rata - DOE |
| **RESPONSIBLE TO** | **Delivery Manager** | | **HOURS** | | 22 per week |
| **JOB PURPOSE** | | | | | |
| The purpose of the role is to work with students in order to develop their employability and academic skills and ensure that they progress to further or higher education, or into employment.  The Study Coach will work with the student to set targets, work with small groups of learners, in class support, 1-1, all under the guidance of the tutor.  Study Coaches will NOT be expected to lead learning in the place of teaching staff  Work independently with learners, having received direction from the tutor | | | | | |
| **MAIN DUTIES AND RESPONSIBILITIES** | | | | | |
| The following key tasks and responsibilities summarise the main aspects of the job. They will be reviewed periodically and amended by agreement to ensure the effective operation of the College and to foster development of the individual  ·         Provide additional support to identified learners. Including working with named individuals on a one to one or small group basis.  ·         Supporting behaviour and inappropriate conduct in line with Activate Learning’s ethos.  ·         Assisting in developing students’ study skills including English, maths and digital literacy.  ·         Collaborate and contribute to support plans: setting targets and identifying interventions under the supervision of the delivery manager.  ·         Working with students on their progression and support plans and monitoring progress against set targets.  ·         Supporting the tutorial process for all identified students.  ·         Giving intensive support to identified students.  ·         Contributing to annual and termly reviews and RAG rating for identified students.  ·         Liaising with delivery teams within the student’s main faculty.  ·         Signposting students to other college and external agency services, where appropriate to do so.  ·         Acting as an advocate and mentor  ·         Attending marketing and recruitment events when required.  ·         Establishing contact and liaising with parents or carers of identified students.  ·         Assisting with enrolment and induction of students.  ·         Providing information to inform group profiles.  ·         Promote the Learning Philosophy, British values and the respect agenda.  ·         Performing any other duties as required by the line manager and that are commensurate with the grade of the post.  ·         Monitor, track and adjust support as course progresses  ·         Devise and adapt strategies to support learning  ·         Working independently to support developing learning skills and mind-set  ·         To manage and support a caseload of learners ensuring that every student is making good progress  ·         To ensure that intervention strategies, support strategies are reviewed to enable students to make rapid progress  ·         To share good practice and positive intervention strategies that can be shared with the wider team  ·         To deliver a consistent service ensuring all learners have the same or similar experience | | | | | |
| **GROUP/ EMPLOYEE  RESPONSIBILITIES** | | | | | |
| All staff are expected to:  ·         Participate in Activate Learnings performance management system.  ·         Make the most efficient and effective use of Activate Learnings resources.  ·         Be responsive to the changing nature of the students and adopt a flexible and pro-active approach to working.  ·         Contribute to the delivery of key organisation business objectives.  ·         Attend internal and external meetings as required.  ·         Attend training programmes relevant to the performance and execution of the duties of the post.  ·         Be able to use appropriate information technology resources and keep abreast of developments in this area.  ·         Give good notice of any absence in compliance with the organisation’s Absence Management Policy.  ·         Promote equality of opportunity and freedom from discrimination, demonstrating that Activate Learning encourages the valuable and enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the organisation  ·         Work within any legislation to which the organisation is bound by law.  ·         Promote and maintain a safe and healthy environment for yourself, all other staff and students.  ·         Respect the organisations community and abide by the Equality and Diversity policy.  ·         Report any incidence of bullying/harassment as part of the safeguarding statement and procedures.  ·         Adhere to standards of conduct required in all of Activate Learnings policies and procedures | | | | | |
| **QUALIFICATIONS & EXPERIENCE** | | **TECHNICAL COMPETENCIES /SKILLS** | | **BEHAVIOURAL SKILLS** | |
| Essential   * GCSE Maths and English grade A-C, level 2 English and maths   Desirable   * A pre-teaching qualification such as Preparing to Teach in the Lifelong Learning Sector (PTLLS)A qualification in the department’s field | | Essential   * E-literate and competent in IT packages .e.g. Word, PowerPoint, Excel   Desirable   * Able to use college systems such as * Promonitor * Attendance manager * REMS * Familiar with the UCAS process | | Essential   * An ability to react to organisational change quickly and positively * Professional behaviour and personal presentation * Able to communicate effectively both verbally and in writing * Good analytical thinking and problem solving skills * Demonstrates drive and ability to use own initiative to solve practical problems without supervision * Able to organise and plan work to achieve performance targets and deliver to strict deadlines by utilising business processes and resources. * Able to develop innovative and creative approaches to delivering student coaching services and improving learner performance. * A commitment to inclusivity * Ability to work flexibly across departments to support colleagues in order to meet organisational requirements * Ability to work as part of a team and to develop and sustain good working relationships with internal and external customers * An understanding of customer service and an ability to exceed expectations.   Desirable   * Good level of emotional intelligence. | |
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***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops.  The role requires flexibility and adaptability and the employees of the Group need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Group. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*