

# Loughborough College

## Job Description

### 1. Job Details

Job Title:	Academic Coach
Department:	Sixth Form
Reporting To:	Curriculum Manager
Competency Level:	Curriculum Support 2
Hay Grade:	G2
Date of Job Evaluation:	TBC
Annual Salary:	£22,277 - £25,920 per annum
Date:	August 2024

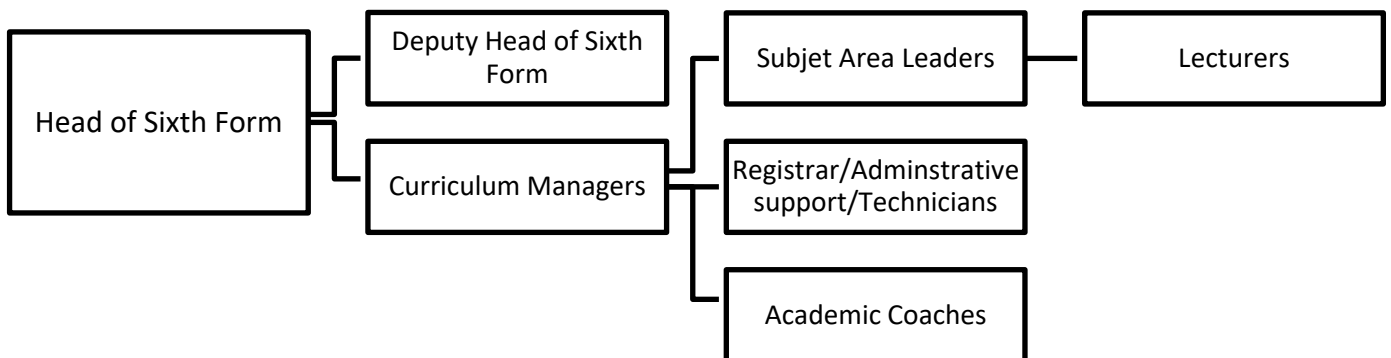
### 2. Job Purpose

To deliver inspirational teaching and learning. To support learners to succeed.

### 3. Dimensions

*Not applicable*

### 4. Organisation chart



## 5. Diversity and Inclusion

Loughborough College is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of its organisation.

F – Fairness – All stakeholders to be treated fairly, consistently and equally within Loughborough College and any place associated with Loughborough College by ensuring everyone has a voice and will be listened to.

R -Respect – All stakeholders will be treated with mutual respect and decency throughout their time at Loughborough College.

E – Equality – All stakeholders will be given the same opportunities throughout their time at Loughborough College. They will be treated, and are expected to treat others with the same values and behaviours in every aspect of Equality the college works towards.

D – Diversity – Loughborough College will work towards being a diverse College by ensuring all people are represented and have role models to aspire to. A diverse College will ensure better success in learning outcomes and workplace satisfaction.

I – Inclusion – Loughborough College will create an environment that is truly inclusive by celebrating everyone’s individuality and ensuring everyone is protected and safe to be their full selves.

E – Engagement – Loughborough College will ensure a more diverse and engaged workforce, student population and other stakeholders’ relationship by ensuring effective communication, representation, feedback and collaborate working of all groups, at all levels.

## 6. Key Responsibilities

### Core Responsibilities

- To promote the College’s vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College and its subsidiaries as the first choice destination for students, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

## Role Specific Responsibilities

- Manage a case-load of students for academic coaching, mentoring and pastoral support.
- Deliver group tutorials in line with department schemes of work.
- Monitor student attendance, well-being and academic progress in line with department policies.
- Provide support for UCAS applications.
- Maintain records on student ILP
- Communicate effectively and in a timely fashion with parents and teachers to foster good relationships in line with Sixth Form guidance
- Support intervention strategies that will be implemented for under-performing students in liaison with teachers.
- Support Sixth Form management students with collating destination data.
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills.
- To attend and actively participate in area and department meetings, planning events, open days and recruitment events.
- To promote and safeguard the welfare of children, young people and vulnerable adults.
- To promote British Values and adhere to the PREVENT strategy as necessary.
- Support students and department during examination periods.
- Any other reasonable duties as requested by the Curriculum Manager

## 7. Key Result Areas

Action	Result
<b>Deliver inspiring teaching and learning</b>	Ensure the success of all learners
<b>Monitor the performance of learners against target grades and implement intervention strategies as appropriate</b>	Ensure the success of all learners
<b>Fully engage with the personal tutorial programme, providing excellent support and guidance</b>	All learners supported to achieve.

## 8. Key Working Relationships and Communications

**Internal:** Learners, teaching and support team, Programme Area Lead, Curriculum Manager, Head of Department

**External:** Parents and other stakeholders

## 9. Scope for Impact

*Not applicable*

## 10. Competency profile

The following profile is a description of the required competencies of the role:

<b>Working with Excellent People</b>	<b>Responsiveness</b>
Own actions and behaviours are inspiring and engage others considering the FREDIE values. Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.
<b>Ensuring Financial Sustainability</b>	<b>Self-Awareness</b>
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages own health, safety and wellbeing; complies with College policies. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Demonstrates self-awareness; manages own reactions; builds good relationships.
<b>Delivering Excellent Quality</b>	
Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	

## 11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a university degree in a subject relevant to the A level curriculum	•		Application/ Interview
2.	Possess a relevant level 3 teaching qualification		•	Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Possess relevant work/ vocational experience e.g. in an educational setting or working with young people	•		Application
5.	Experience of delivering tutorial based sessions to groups		•	Application
6.	Experience of the UCAS application process		•	Application/ Interview
7.	Experience and evidence of effective use of ICT	•		Application
8.	Experience of teamwork and collaborating with colleagues	•		Interview
9.	Experience of monitoring student progress		•	Interview
SKILLS & KNOWLEDGE				
10.	Good communication, coaching and facilitating skills	•		Interview/ Assessment
11.	Be able to prioritise workload and meet deadlines	•		Interview
12.	Demonstrate excellent planning, administration and organisational skills	•		Interview/ Assessment
13.	Knowledge of coaching methodologies and growth mindset approaches		•	Interview
14.	Work independently and as a part of a cross-curricular team	•		Interview
15.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
16.	Willingness to learn	•		Interview
17.	Flexibility and Adaptability	•		Interview
18.	Show commitment to improving student progress and outcomes	•		Interview
19.	Set high standards for safety and well-being in the workplace	•		Interview
20.	Promote the College's equal opportunities policy and practices	•		Interview
21.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the college. This is expected of you in the post mentioned above and all other posts within the College.
3. This job description and person specification was prepared in August 2024 and may be amended in light of changing circumstances following discussion with the post holder.

## 12. Job Description Agreement

<b>Job Holder Signature</b>		<b>Date</b>	
<b>Manager Signature</b>		<b>Date</b>	