

JOB DESCRIPTION

POST TITLE:	Academic Coach
GRADE:	Harmonised Salary Scale Point 14 - 19
WORK ARRANGEMENTS:	37 hours per week/52 weeks per year
DEPARTMENT:	Health and Social Care
RESPONSIBLE TO:	Curriculum Operations Manager
RESPONSIBLE FOR:	Provide academic and technical support and maintain safe learning environments. Support learning through the delivery of classes which support learners to consolidate their skills through practise. College's vision to become and sustain outstanding.

PURPOSE OF THE POST

The post holder will:

1. Provide academic and technical support in Health and Social Care to maintain a safe environment which is ready to support learning activities.
2. Support learning through the delivery of classes which support learners to consolidate their skills through practise.
3. Strive to achieve consistently outstanding provision.

DUTIES AND RESPONSIBILITIES

1. Work effectively together with classroom based and cross-college colleagues as one team, respect and value each other to deliver outstanding services to students.
2. Prepare teaching materials, equipment and resources for student activities and project work.
3. Deliver high quality learning experiences which enable learners to develop in their learning of academic skills.
4. Support the development of learners' mastery of skills through delivery of contextualised vocational sessions and reinforcement of learning through practice of skills.
5. Measure learner progress through a range of assessments and through providing feedback.
6. Maintain academic records including registers, records of work and any other records which may be required from time to time.

7. Undertake administrative duties for ordering, receipting and recording goods and materials within the directorate in accordance with established procedures.
8. Distribute equipment, tools and materials to authorised staff and students if required.
9. Maintain stock control for equipment and consumables and informing relevant members of staff when re-ordering is necessary if required.
10. Check deliveries with delivery notes and storing goods or materials delivered if required.
11. Provide a high quality, professional image and environment as directed by the Curriculum Operations Manager / Director of Learning
12. Ensure all display work is up to date, of a high quality and represents the students within the current area
13. Assist in the efficient running of the area by being aware of the duties performed by other members of the team and to help if requested.
14. Provide support in other areas of the College when required.
15. Repair and maintaining equipment and tools to comply with Health & Safety requirements if required.
16. Report maintenance/unsafe items which cannot be rectified by the directorate technician if required.
17. Dispose of waste materials in line with College procedures.
18. Undertake training as required by the College in order to accommodate flexibility within the technician structure.
19. Attend meetings and briefings to support the smooth running of the directorate.

GENERAL

1. Take responsibility for one's own professional development and continually update as necessary, participating in appropriate staff development activities as required including the Professional Development Review.
2. Promote a positive image of the College and the work that is carried out across its various services.
3. Comply with all legislative and regulatory requirements.
4. Apply the College's own Safeguarding Policy and practices and attend training as requested.
5. Show a commitment to diversity, equal opportunities and anti-discriminatory practices. The post holder is expected to comply with and promote the College's Equal Opportunities Policy in all aspects of their duties and responsibilities.
6. Carry out any other reasonable duties within the overall function, commensurate with the grading and level of responsibility of the job.
7. Take an active role in the health, safety and welfare of students and staff, attending training and carrying out health and safety related activities as appropriate to the role.

Person Specification

Post:	Academic Coach	Department:	Health and Social Care
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Key Requirements:

	Essential/ Desirable	Assessed
Qualifications:		
Subject specific Level 3 qualification	E	A
Level 3 Award in Education and Training (or willingness to achieve within two years)	E	A
Minimum of a level 2 qualification in English and maths	E	A
Experience:		
Experience of working in an academic setting and working with learners to support their needs	E	A/I
Experience of supporting teaching and learning in a classroom, workshop or workplace environment	E	A/I
Experience of supporting revision workshops, study skills, and covering classes	E	A/I
Care and maintenance of specialist equipment	D	A/I
Experience in monitoring/updating mandatory Health & Safety records	D	A/I
Skills/Knowledge:		
High quality written and verbal communication skills	E	A/I
A sound knowledge of ordering of materials and stock control	D	A/I
Relevant ICT and digital skills	E	A/I
Ability to work efficiently and accurately under pressure	E	I
Knowledge of the Health and Social Care sector	D	I
Excellent organisational, administrative and time management skills	E	A/I
Qualities:		
Ability to interact with all level of learners and staff members	E	I
A willingness to consistently improve through tailored CPD and industry updates	E	A/I
A respectful and inclusive attitude to learners and colleagues	E	A/I
A passion for improving the learner experience	E	A/I
Ability to use own initiative to develop and improve the service within the constraints of the College policy and procedures	E	I
Desire to deliver outstanding performance within the directorate	E	I
Committed to delivering excellent customer service.	E	I
Willing to learn new systems and flexible in adopting new ways of working	E	I
Other Requirements:		
An understanding of Safeguarding of Children & Vulnerable Adults within the workplace	E	I
Full commitment to Equal Opportunities and anti-discriminatory working practices	E	I

E = Essential

D = Desirable

A = Application

I = Interview

T = Test

Produced by:	J Kershaw	Date Produced:	17/6/18
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