

ADVERT

Academic Coach

Ref: ME2122040

Hours: 18.5 to 37 hours per week over a period of 40 weeks based around student term times. Holiday, including entitlement to Bank Holidays and Closure Days, will be taken outside this working time, unless by prior arrangement with your line manager

Salary: In the range of £20,160 - £22,285 pro rata (actual Salary for 37 hours/40 weeks in the range of £17,860-£19,743 per annum), dependent on skills, experience and qualifications

Reporting to: Curriculum Manager

Primary Location: Northampton, Booth Lane Campus

Closing Date: Monday 27th June 2022

Interview Date: Tuesday 5th July 2022

About Northampton College

Northampton College is proud, as the leading provider of further education in the South East Midlands region, to have been ranked, in the 2018/2019 National Achievement Rates Tables (NART), as 7th out of more than 200 colleges for 16 to 18-year old education and training. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

The Role

Supporting students from application to progression, working across a range of support and curriculum areas, this varied role will see you involved in all aspects of the student journey.

The Successful Candidate

The successful candidate's knowledge, skills, experience, abilities and qualities will include:

- Educated to level 3 (including GCSE Maths & English at a grade C/4 or above)
- Experience of working with young people and adults
- Enthusiastic, motivated and committed to supporting and motivating students.
- Strong digital skills, including word processing and electronic communication.
-

Rewards and Benefits include

- 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year (Holiday entitlement should only be taken outside of normal term times and at times agreed by the manager)
- Discounts through membership of the NUS, ranging from Student Prime (Amazon), to eating out, fashion, beauty, entertainment, technology and travel
- Eligible to join the Local Government Pension Scheme (a defined contribution scheme including an employer contribution rate of 22.9%)
- Access to continued professional development
- Free car parking
- On site Electric Vehicle charging
- Gym facilities
- 24 hours per day, 365 days per year Employee Support Helpline
- Enhanced maternity/shared parental and paternity schemes

- Paid Compassionate Leave - up to five working days paid absence (in a rolling twelve-month period) on compassionate grounds in the event of bereavement or serious illness of a close relative)

If you would like to be a part of our successful team please go to <https://www.northamptoncollege.ac.uk/working-for-us.html> for further details on how to apply.

Job share will be considered for this post

This post will require a Disclosure and Barring Service (DBS) check

Job Description & Person Specification

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Northampton College

Northampton College is proud to be the leading provider of further education in the South East Midlands region. As a College, who have been rated by Ofsted as 'good' with outstanding features, we are committed to developing the professional and technical skills of our students, who are the workforce and leaders of the future.

The College has a culture of high expectations and high achievement, with 95% of students passing their qualifications and 94% progressing into employment or further study. The expertise, professionalism and commitment of all our staff is critical to the students' and College's success as we strive for excellence in everything we do and our ambition to be an outstanding College.

Values

- Respecting and helping each other
- Engaging people through teaching with expertise and enthusiasm
- Developing people through learning
- Bringing out the best in each other
- Playing our positive role in our community

Role Specification

Specific

- Support enrolment/induction of all students within caseload, including late starters and following up on no-shows.
- Assist curriculum area in induction of students and providing 'Settling in at College' materials.
- Support students to undergo initial assessments.
- Liaise with Additional Learning Support to refer and support students to access and attend support as identified.
- Support and monitor at risk students.
- Carry out relevant administrative tasks.
- Carry out individual reviews of students within first 5 weeks to gauge suitability of chosen course/pathway and provide half termly reviews for each caseload student throughout the Academic Year. Record the outcomes of all such reviews electronically on student eLLP's.
- Coach students on working to either achieve or exceed course targets set by themselves and their subject tutors.
- Assist students making arrangements/decisions for progression into education, training or employment.
- Signpost students to relevant support & services.
- Deliver engaging and enriching whole group tutorials on a range of themes, from pastoral care issues to progression activity and development of employability skills. Work collaboratively to design and deliver new tutorials devised from existing central resources.
- Ensure students understand and follow absence procedures.
- Pro-actively monitor attendance and punctuality patterns and follow up areas of concern.

- Refer to Curriculum Managers/Assistant Principal where intervention is not working and assist students to access service of relevant outside agencies.
- Facilitate class cover for absent staff.
- Attend parents' evenings and be available to discuss progress of students.
- Attend open events to positively promote the college and its programmes of study and support services to potential students.

Generic Business Support

Your duties may include, but will not be limited to:

- To support and contribute to the friendly and supportive ethos of the Faculty/Department, particularly in communications with learners and staff
- To maintain the highest professional standards
- To participate on appraisal and staff development
- To treat colleagues with dignity and respect
- To demonstrate an understanding of the significance of equality of opportunity and diversity, and implement it in all aspects of your work
- To ensure a healthy and safe working environment at all times, and take reasonable care for your own safety and that of other College users
- To comply with all approved College policies and procedures
- Ability to travel to other College sites as and when required.

The above list is not exhaustive. The responsibilities and duties may vary from time to time without changing the character of the post. You will be expected to adopt a flexible approach to ensure the efficient and effective running of departments.

Other Information

Dignity, Diversity and Inclusion

Northampton College is proud of its diverse cohort of students and is committed, morally and through statute, to the values of equality, diversity and inclusion.

To embed this throughout the College we encourage and welcome applications for job vacancies from people of all backgrounds. Our recruitment and selection processes incorporate anonymity of protected characteristics at both the shortlisting of applications stage and through selection process, wherever feasible.

This, along with other measures that promote full and fair consideration of all applications, along with the College's implicit ethos of inclusion, enables the College to promote equality of opportunity and eliminate unlawful discrimination on the grounds of: sex; race; disability; age; sexual orientation; gender reassignment; religion or belief; marital status, or pregnancy and maternity.

All members of the College's staff community are required to adhere to and promote the College's values of respect for each other, dignity, diversity and equal opportunity, enabling the continual evolution of a culture of inclusion, where diversity and difference is embraced and open, positive discussion is genuinely valued.

As importantly, the College will not tolerate unlawful discrimination, harassment or victimisation within the organisation.

Northampton College prides itself on being the College of the community and its role in enabling access to education and the provision of an inclusive learning environment, where respect and differentiation in learning is fundamental to our students' success.


Safeguarding

The College is committed to the safeguarding the welfare of its students, staff and visitors.

Safeguarding checks, for example obtaining employment references and the completion of Disclosure & Barring Service (DBS) checks for all new/potential employees and regular visitors to the College, help ensure the safety of our College environment.

It is compulsory for all staff to complete safeguarding training both at the start of their employment and regularly throughout their employment to ensure they have the knowledge to fulfil their safeguarding responsibilities in respect to keeping children safe in education. This includes being able to work with students to develop their understanding of the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, and for those without faith.

The College has policies and procedures in place to deal effectively with child protection and safeguarding issues, including those which align with the PREVENT counter-terrorism strategy.



Additionally, the College has robust Safeguarding recording and monitoring processes which correlate with current safeguarding legislation.

Professional Development and Performance and Appraisal Reviews

In addition to mandatory training in respect to Equality and Diversity, Safeguarding and Data Protection (and any other training that the College considers all members of the staff community to undertake), professional development opportunities are available to all members of staff to help them to reach their full potential within their role.

The ability of all members of our staff community to reflect on their performance and both areas of success/achievement and development is a fundamental aspect of the College's ability to continue to improve its quality and outcomes for students. In joining Northampton College, you will be expected, as a professional in your area of expertise, to continually seek ways to enhance your contribution to the organisation, with the Performance and Appraisal Review, with your line manager, being one element of this.

Health and Safety

Under the Health & Safety at Work etc Act 1974, in addition to the College's responsibility to the welfare of its staff community, it is the responsibility of individual staff to take care of their own health and safety at work and that of others who may be affected by their actions.

All members of the College community are required to comply with health and safety obligations, including the prompt reporting of any defects, risks or potential hazards.

Data Protection

The College's stakeholders should be confident that the College hold data in accordance with the Data Protection Principles of: Lawfulness, Fairness and Transparency; Purpose Limitation; Data Minimisation; Accuracy; Storage Limitation; Integrity and Confidentiality (Security), and Accountability.

As such, there are internal policies and controls in place to ensure that data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by those authorised to do so in the performance of their duties. It is paramount that all usage and retention of data complies with the Data Protection Act 2018, General Data Protection Regulation (GDPR) and the Computer Misuse Act 1990 and that, as an employee you adhere with all protocols in this regard.

Person Specification

	Essential/ Desirable	Assessment Method
<ul style="list-style-type: none"> The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form. 		
Qualifications		
<ul style="list-style-type: none"> Educated to level 3 	E	A
<ul style="list-style-type: none"> Grade 4/C GCSE English and Maths 	E	A
<ul style="list-style-type: none"> Willingness and ability to undertake PTTLS (Level 3) training 	E	A
Experience		
<ul style="list-style-type: none"> Experience of working with young people aged 16 – 19 	D	A/S
<ul style="list-style-type: none"> Experience of working with disaffected young people 	D	A/S
<ul style="list-style-type: none"> Experience of working within an educational context 	D	A/S
Knowledge/Skills/Abilities		
<ul style="list-style-type: none"> Enthusiastic, motivated and committed to supporting and motivating students 	E	A/S
<ul style="list-style-type: none"> Excellent IT skills, including word processing and electronic communications 	E	A/S
<ul style="list-style-type: none"> Excellent communication skills with people of all ages and backgrounds 	E	A/S
<ul style="list-style-type: none"> Ability to work independently and flexibly, as well as part of a team 	E	A/S
<ul style="list-style-type: none"> Able to meet deadlines whilst working under pressure 	E	A/S
<ul style="list-style-type: none"> Good report writing and administration skills 	E	A/S
<ul style="list-style-type: none"> Delivery of progression and employability skills e.g. UCAS applications, CV writing, interviewing and job search techniques 	E	A/S
<ul style="list-style-type: none"> Flexible approach to work and work area, working outside normal hours when reasonably required to do so 	D	A/S
<ul style="list-style-type: none"> Understanding of the benefits of equality, diversity and inclusion within society 	E	A/S
<ul style="list-style-type: none"> Understanding of safeguarding as it pertains to the Further Education Sector 	E	A/S

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<ul style="list-style-type: none"> Understanding of the principles of Data Protection 	E	A/S
<ul style="list-style-type: none"> Ability to travel effectively, for example to other College campuses (Daventry and Northampton) 	E	A/S
Qualities		
<ul style="list-style-type: none"> Strong work ethic 	E	A/S
<ul style="list-style-type: none"> Collegiate 	E	A/S
<ul style="list-style-type: none"> Innovative 	E	A/S
<ul style="list-style-type: none"> Flexible 	E	A/S
<ul style="list-style-type: none"> Team, customer and organisation focussed 	E	A/S
<ul style="list-style-type: none"> Reliable 	E	A/S
<ul style="list-style-type: none"> Demonstrable commitment to the values of the college [Passionate, Inclusive, Innovative & Optimistic], including its commitment to promoting equality and diversity in employment 	E	A/S
Level of Physical Ability and Activity		
<ul style="list-style-type: none"> Occasional lifting may be required 	E	A/S
<ul style="list-style-type: none"> Need to move around site will be required 	E	A/S

E = Essential **D** = Desirable

A = Application Form **S** = Selection Process