

Loughborough College

Job Description

1. Job Details

Job Title:	Academic Coach (sessional)
Department:	Sixth Form
Reporting To:	Curriculum Manager
Competency Level:	Grade G2
Hay Grade:	TBC
Date of Job Evaluation:	TBC
Annual Salary:	£13.33 per hour
Date:	June 2022

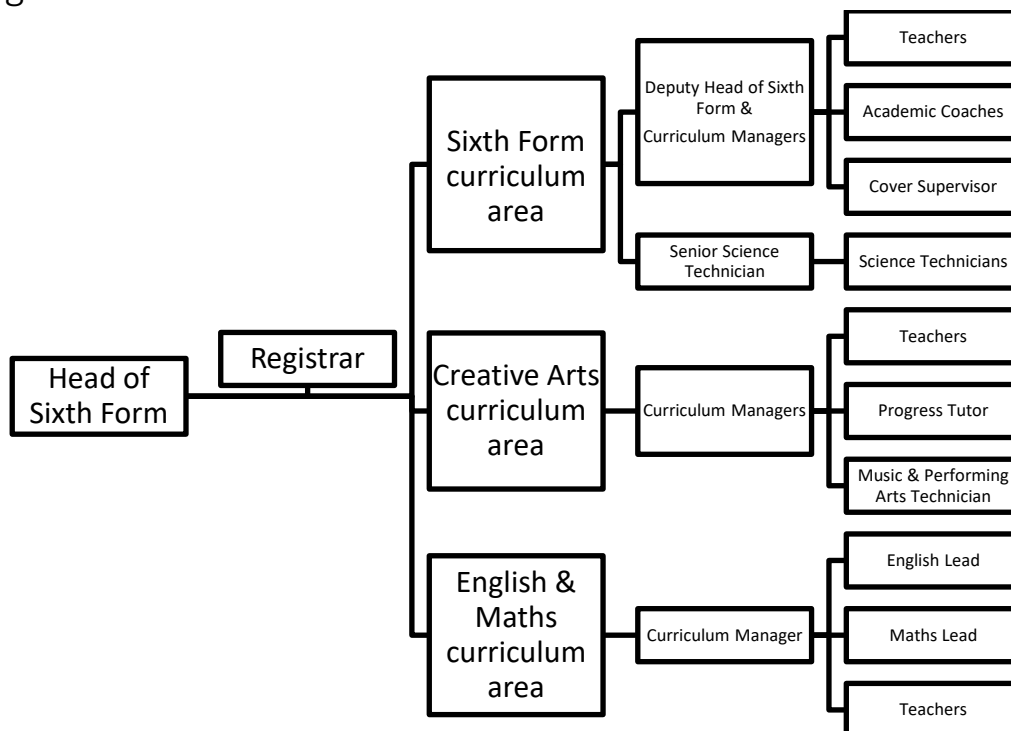
2. Job Purpose

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

- Meet with your case-load of students on a weekly basis in a group and one-to-one setting. Carry out and develop programmes of ‘assertive mentoring’ to support students’ progress.
- Deliver group tutorials and work with the Curriculum manager to develop a comprehensive tutorial programme.
- Prioritise and guide the social development of students within the Sixth Form.
- Monitor student attendance, progress against targets and formative attainment, regularly reviewing and discussing with the relevant CM
- Understand and be adept at using Alps data to review student’s targets and monitor their progress against targets, to inform one to one meetings with students, and discussion with CM and teachers
- Address attendance issues with students and agree interventions and support to improve attendance to high levels in liaison with the relevant CM.
- Contact parents to raise concerns around students’ attendance, behaviour and academic perform.
- Provide high quality advice and guidance on careers and higher education applications
- Prepare draft students’ UCAS references for management approval and collate academic references for UCAS applications
- Provide agreed general guidance and advice to all Sixth Form students on the 6th Form’s expectations and standards of behaviour, attainment, attendance and attitude to learning
- Keep accurate and appropriate tutorial records on student progress and pastoral needs on their ILP referring as appropriate to their Alps targets as well as on any other designated tracking platforms
- Communicate effectively and in a timely fashion with parents and teachers to foster good relationships in line with 6th Form guidance

- Support students involved in the disciplinary process to ensure that the student rapidly responds to any action plan put into place
- Support learners in finding a meaningful work placement. Ensure learners are prepared for their placement, monitor their attendance at the placement as well as the completion of paperwork
- Agree a range of intervention strategies that will be implemented for under-performing students in liaison with and supported by the CM and teachers
- Support students to acquire high levels of interpersonal skills via the tutorial programme to:
 - Attain their learning goals and meet or exceed their expectations
 - Complete the UCAS application process in good time
 - be able to progress onto a higher level course inside or outside college, or into work
 - develop their personal and social skills to a high level
 - have enrichment and extended services including work experience which contributes to their personal, spiritual, moral and social and cultural development improving their citizenship skills
 - promote opportunities for students to enter competitions and participate in events that will enhance their interpersonal skillset
- Attend and contribute to scheduled progress reviews with students, teachers and parents where applicable and monitor student reviews and action plans via progress reports compiled by teachers and flag concerns to the relevant CM for intervention
- Liaise with teaching staff to identify and action agreed plans to address student developmental needs to support high levels of academic attainment – record plans on the student’s ILP
- Support and track the induction process of students in to college to ensure the learner journey experience is excellent and consistent throughout
- Ensure students’ destination data is collated and available for reporting to the CM and 6th Form management
- Deliver impartial and excellent Information, Advice & Guidance (IAG) to potential and existing students to ensure students access appropriate destination and progression opportunities
- Support the coordination of enrichment and extra-curricular support for students in liaison with the CMs including the Young Enterprise Company Programme
- 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
- To modify duties and responsibilities as required by Curriculum Manager and other members of the sixth form management team.

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.

7. Key Result Areas

Action	Result
Deliver inspiring teaching and learning	Ensure the success of all learners
Monitor the performance of learners against target grades and implement intervention strategies as appropriate	Ensure the success of all learners
Fully engage with the personal tutorial programme, providing excellent support and guidance	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:

Working with Excellent People	Responsiveness
Inspires people to reach great heights of performance and success through leadership. Effectively manages team to deliver a service, providing clear direction and support. Increases employee engagement Communicates with impact and sophistication; adapts style and uses varied media to meet different audience needs.	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 Uses a structured and collaborative approach to solving problems in own and related work areas. Reaches clear, definite and timely decisions based on thorough understanding of the facts and an eye to their practical implications. Multi-tasks and consistently delivers own and team objectives on time and to standard.
Ensuring Financial Sustainability	Self-Awareness

Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Maintains a healthy and safe environment for College people and visitors. Swiftly implements changes to keep up with legislation and best practice. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Understands self and others; communicates with sensitivity; handles difficult people and events effectively.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high quality service. Credibly represents the College by demonstrating a superior knowledge of subject area - current and related topics. Takes ownership for own development, supports that of others and develops beyond own role. Uses online collaboration and networking as a means of developing, exchanging and communicating information.	

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.	Good standard of literacy and numeracy. At least GCSE passes grades A-C in English Language and Maths or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Possess relevant work/ vocational experience e.g. in an educational setting or with young people	•		Application
5.	Experience of delivering tutorial based sessions to groups		•	Application
6.	Experience of supporting and advising diverse groups of students	•		Application
7.	Proven experience of motivating students to achieve excellent results	•		Interview
8.	Experience of setting appropriate targets	•		Interview
9.	Evidence of effective use of ICT/ILT in all aspects of work	•		Interview/Assessment
10.	Experience of collaborating with colleagues	•		Interview

SKILLS & KNOWLEDGE				
11.	Good coaching and facilitating skills	•		Interview/ Assessment
12.	Experience of the UCAS application process		•	Application /Interview
13.	Experience of monitoring and disseminating student progress	•		Interview
14.	Knowledge of coaching methodologies and the ability to apply these	•		Interview
15.	Work flexibly and to deadlines	•		Interview
16.	Excellent planning, administration and organisational skills	•		Interview/ Assessment
17.	Communicate effectively with students and colleagues at all levels	•		Interview
18.	Work independently and as a part of a cross-curricular team	•		Interview
19.	Provide student progress feedback to students and key staff	•		Interview
20.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
21.	Work effectively with colleagues as part of team	•		Interview
22.	Motivate and relate with students from a range of different cultural backgrounds	•		Interview/ Assessment
23.	Comply with professional standards at work	•		Interview
24.	Show commitment to the improvement and maintenance of standards	•		Interview
25.	Promote the College's equal opportunities policy and practices	•		Interview
26.	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. Loughborough College retains the right as a condition of your employment to require you to undertake such other duties as may be expected of you in the post mentioned above, or in a similar post within the College.
3. This job description and person specification was prepared in June 2022 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
Manager Signature		Date	