



TRANSFORM YOUR CAREER

At Activate Learning

Job Title: Performance Coach

Responsible to: Faculty Director/Director of Delivery

Base Location: *All roles will require travel to other sites as necessary.*

Hours:

About Us:

At Activate Learning we are passionate about our Learning Philosophy and our mission to provide talent for business and transform lives. In this role you will play a key part in our transformation, working alongside our teaching staff your coaching sessions will focus on developing our learners' emotions and motivations which are the key to helping them succeed.

The Opportunity:

To build highly productive, mutually beneficial working relationships with learners at all levels, helping them develop the knowledge, skills and attributes needed to ensure that they not only complete their programme of learning, but fully engage with it and as a result achieve above and beyond expectations.

As a skilled Performance Coach you will be an enabler, helping our learners move forward either to the next level of learning and/or into suitable employment. Your goal will be to develop learners that are confident, committed to their programme of learning, able to maintain a positive mind-set despite setbacks and have the drive and self-belief to achieve their goals. This means empowering learners, raising their aspirations, helping them set personal goals and planning how to get there. They should be confident in where to turn to for support and be comfortable asking for help.

An important aspect of your coaching will be developing our learner emotional intelligence, personal attributes and motivation which will be a key enabler to them achieving their short and long term career and educational goals and making a positive change for life.

GROUP MEMBERS:

Activate Apprenticeships | Activate Business School | ATG Training | Banbury and Bicester College | Bicester Technology Studio | City of Oxford College | Reading College | Theale Green School | The Bicester School | The Oxford Partnership Colleges (Saudi Arabia) | UTC Oxfordshire | UTC Reading | UTC Swindon



What You Will Do:

Below is a summary of some of the work you will do but this is not exhaustive, in reality you will do whatever it takes to support your case load of learners, helping them to achieve their short term and long term learning and career goals.

- Manage a caseload of learners from the start of their journey ensuring they complete their programme of learning, moving on to high levels of learning and/or into employment as per their career goals.
- Work with learners to identify their career goals/pathway and learning needs.
- Hold one to one and small group coaching conversations to develop personal resilience and a growth mind-set.
- Ensure learning needs are being met and if not identify and facilitate learning solutions to support learner achievement.
- Develop effective working relationships with learners to ensure they get the most out of their programme(s) of learning.
- Support learners to set realistic and motivational goals, working with them to monitor progress ensuring they stay on track.
- Provide feedback and support on their progress holding them to account as necessary and positively supporting them to help them succeed.
- Assess and proactively develop learner attributes through the delivery of one to one and group sessions as appropriate.
- Signpost learners to appropriate support to ensure completion of their learner journey.
- Analyse learning outcome data and as a result provide an appropriate level of support to your caseload of learners to ensure the learner completes and succeeds on their programme of study.
- Run group wide learner attribute sessions as needed.
- Work closely with the Learning Specialists to ensure learning sessions are meeting learner needs and targets are being achieved.
- Work collaboratively with the rest of the Learning Professional Team to facilitate successful outcomes for individual learners.
- Develop learners entrepreneurship.
- Support learners achieve the outcomes of the wellness curriculum.

Your Experience:

Coaching qualification and/or experience of one to one coaching would be desirable.

Good knowledge/experience of developing positive behaviours in others.

Key player in the development of the Activate Learning Philosophy within your area/faculty (for internal candidates only).

Your Skills and Competencies:

1. BUILDS RELATIONSHIPS WITH LEARNERS

Communicates Effectively

- Active Listener
- Effective Questioner
- Positive Influencer/Persuasive
- Naturally Inquisitive
- Motivates Others
- Respectful

Proactively Delivers Constructive Feedback

- Clear and Concise
- Analytical
- Solutions Driven
- Builds Self Esteem

Builds Positive Attitudes in Others

- Optimistic
- Achieving
- Reliable and Trustworthy
- Committed
- Realistic
- Resilient





2. BUILDS RELATIONSHIPS WITH COLLEAGUES

Develops Effective Working

Relationships

- Team Player
- Professional
- Adaptable
- Supportive

Embraces Challenges Positively

- Resilient
- Problem Solver
- Resourceful/Proactive
- Creative
- Believes in own Self

3. CREATES IMPROVED LEARNER OUTCOMES AND EXPERIENCES

Delivers Effective Learning

- Provides a positive coaching experience
- Seeks opportunities to enhance the learning experience
- Develops and delivers learning that engages learners and improves performance
- Ability to accurately assess performance gaps

Develops Learner Attributes

- Role models Activate Learning Attributes
- Identifies ways to develop Activate Learner Attributes in Others
- Believes in others
- Builds on learners achievements
- Helps learners solve their own problems

You will also be expected to operate in line with our Activate Learning Standards of Behaviour which are listed below;



Activate Learning are an equal opportunities employer and are committed to the safeguarding and welfare of young people. It expects all employees and volunteers to share this commitment. Please note therefore that all new employees will be DBS checked and need to be cleared before commencing employment.