

JOB DESCRIPTION

Post:	Study Coach
Responsible to:	SENCo
Pay Band:	2

JOB PURPOSE

- To address the needs of students who require assistance in overcoming barriers to learning in order to achieve their full potential.

MAIN DUTIES

- To work as the Study Coach to ensure that the service meets the needs of users. This will include working one-to-one, or in groups, face to face or online, to be a listener, facilitator for learning, encourager, motivator and role model to all students.

More specifically, to:

- communicate with students of all abilities, from all course levels and age groups, to determine learning needs and formulate mutually-agreed appropriate learning strategies
- provide one to one assignment support in any subject area (Entry Level up to Level 6), for example brainstorming, planning, understanding the task, researching information, writing in appropriate style, and referencing
- assess student learning needs, plan and deliver tailored one to one support for GCSE English, GCSE Maths, and for Functional skills English and Maths from Entry level 1 through to Level 2, including for those students with SpLD including dyslexia, dyscalculia and maths anxiety
- implement strategies and support students in self-esteem and confidence-building activities through careful selection of targeted learning material
- identify students for dyslexia assessments and potential dyslexia support
- organise and conduct dyslexia screening tests, review outcomes and recommend targeted interventions to support students; refer for Access arrangements if appropriate
- Support students with development of study skills including time management skills, research skills including referencing etc, including design and delivery of tailored study skills sessions to specific student groups
- record data of interventions and outcomes using college systems to help support safeguarding, quality goals and funding claims
- ensure that all information is communicated clearly to students,

- specialist staff and course teams
- liaise with Student Performance Managers, SEND team, tutors and other support staff around student referrals and support needs
- refer students to other appropriate professionals within college as necessary
- treat all data and personal information in the strictest confidence
- support, contribute to and take personal responsibility for implementing the College's commitment to Equality and Diversity

The college reserves the right to amend the job description to reflect changes in the duties of the post, commensurate with the grade of the post.

PERSON SPECIFICATION

It is **essential** that the post holder has:

	CRITERIA	HOW ASSESSED
	Essential	
1.	A-levels or equivalent level 3 qualification	Application form
2.	Effective communication skills and good interpersonal skills	Application form, Interview questions
3.	GCSE English and Maths at Grade 6-9 (A – C)	Application form
4.	Experience of working in an educational environment	Application form
5.	Ability to develop innovative and creative approaches to delivering student coaching services and improving learner performance.	Application form, Interview questions
6.	Enthusiasm for students and learning and commitment to student achievement	Application form, Interview questions
7.	The ability to think quickly and use own initiative in the solution of problems	Application form, Interview questions
8.	Excellent organisational and record keeping skills	Application form, Interview questions
9.	Good IT skills and experience of using Office 365 and Teams (or equivalent software)	Application form, Interview questions
10.	Awareness of the need to protect confidential information	Application form, Interview questions
11.	The ability to take responsibility for several jobs simultaneously, and see them through to completion	Application form, Interview questions
12.	Ability to manage own workload	Application form, Interview questions
13.	Demonstrate knowledge and understanding of Safeguarding/Child Protection issues relevant to the post	Application form, Interview questions

14.	Experience of working successfully as a member of a team	Application form, Interview questions
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	Desirable	
1	Experience of working In a post-16 setting	Application form
	Degree or equivalent Level 4 qualification	Application form
	Experience of working with students with specific learning disabilities	Application form, Interview questions
	Experience of conducting dyslexia screenings	Application form, Interview questions
	Familiarity with assistive learning technologies	Application form, Interview questions
	A-level English and/or Maths	Application form

These details are for broad information only and must not be taken as a complete or authoritative statement. They do not constitute a full contract of employment.

SAFEGUARDING AND PREVENT - Abingdon & Witney College is committed to:

- ensuring the well-being of all young people and vulnerable adults in its care
- ensuring all students, staff and stakeholders are aware of the need to prevent people from being drawn into terrorism

EQUAL OPPORTUNITIES - Abingdon & Witney College aims to be an equal opportunity employer. We are committed to the policy that staff recruitment shall be carried out in accordance with equal opportunities practice and legislation and that appointments shall be made only on the basis of job- related criteria.



Abingdon and Witney College is committed to good practice in employing people with disabilities. To this end the College will:

- Interview all applicants with a disability who meet the minimum criteria for a job vacancy and consider them on their abilities.
- Ask disabled employees at least once a year what can be done to be sure that they can develop and use their abilities at work.
- Make every effort when employees become disabled to make sure they stay in employment.
- Make sure key employees develop the awareness of disability needed to make this commitment work.
- Review these commitments annually.

