

Job Description

Job Title:	Learning Coach
Responsible To:	Adult Skills Centre Manager
Line Management of other staff:	No
Location:	Colchester/Braintree
Salary:	£26,239 - £28,644 per annum
Date of last review:	July 2024

Purpose Statement:

To coach, train and assess learners (mainly adult learners) through a range of qualifications or programmes developing their skills, knowledge and behaviours to enable them to access and secure career change opportunities, work or further programmes of training.

This role requires individuals to be caring, ambitious and emotionally intelligent so that their service meets the needs of a diverse range of learners in the aim to influence their next steps in work and life. This role influences our learners' futures and, at times, can change their life.

The successful candidate will have a proactive and flexible approach to their work, will be self-motivated and have the enthusiasm to take services to clients as required. While the role is based in either, Colchester, Braintree or Tendring, delivery will be required across the area that the college serves at external community locations and in accordance with demand.

Main Duties & Responsibilities:

1	To train, coach and assess candidates towards agreed qualifications, utilising appropriate and efficient delivery methods including group delivery, remotely delivery using on-line delivery platforms, face to face coaching or a blend of the above.
2	To be accountable for and maximise learner achievement, retention and progression rates by providing pastoral support and an outstanding learning experience, building candidates' confidence and resilience so they are best placed to achieve their career and academic goals.
3	To monitor candidate progress including target setting and the carrying out of progression reviews utilising and engaging with the college's digital systems and processes.
4	To, at all times, maintain high expectations of learner work, commitment, and behaviour, taking action to ensure the highest of standards are met.
5	To ensure the accurate and timely completion of student enrolment, awarding body documentation and other processes associated with the administration of programmes of study are maintained.
6	To competently and professionally liaise with customers and employers at all times.
7	To manage a learner caseload including data retrieval, diary management, communication and successful completion of a candidate's learning journey.

8	To assist in the promotion and marketing of programmes of the Adult Skills Centres curriculum.
9	To support quality assurance processes for specific programmes of study including the completion of Internal Quality Assessment (IQA).
10	To source and implement solutions for learners requiring additional support to successfully complete their programme of study and maintain associated records required by funding bodies.
11	To develop and update personal professional expertise and knowledge in areas relevant to the role.
12	To develop and update personal professional expertise in the relevant areas.
13	Adhere to and promote the College's Safeguarding, Diversity, Equity & Inclusion, College Values and Health and Safety policies and practices.
14	To undertake any other associated duties determined by the college.

This job description is current as the date shown. It may be amended in any way following consultation with the post holder to take account of changes or anticipated changes in the organisation or management of Colchester Institute

Person Specification
Job Title: Learning Coach

Qualifications	Essential	Desirable	How is this assessed?
Education to Level 2 or above and/or a professional qualification in relevant subject area or equivalent.	✓		A
Minimum of Level 2 qualification in English and Mathematics GCSE 4+ or C and above / CSE Level 1 / O-Level C or above / Level 2 Adult Numeracy or Literacy or equivalent.	✓		A
Relevant Teacher training / completing within 3 years of employment or 3 years of the first available course.	✓		A / I
Assessor/Verifier Awards / completing within 1 year of employment or 1 year of the first available course.	✓		A / I
Experience	Essential	Desirable	How is this assessed?
Minimum 12 month experience of dealing directly with customers, clients or students.	✓		A / I
Experience of providing high quality pastoral support for adults and / or young people to achieve their goals / ambitions.	✓		A / I
Experience of managing learning and assessment processes and documentation in accordance to awarding body requirements.		✓	A / I
Experience of working with quality systems.		✓	A / I
Knowledge and Skills	Essential	Desirable	How is this assessed?
The ability to plan ahead to meet targets and deadlines and to keep accurate records.	✓		A / I
Good team working skills particularly the ability to work closely and effectively with other staff.	✓		A / I
Good digital and IT skills.	✓		A / I
Excellent interpersonal, oral and written communication skills.	✓		A / I

Understanding and commitment to safeguarding the welfare of children and vulnerable adults, creating a safe learning environment.	✓		A / I
Personal Attributes	Essential	Desirable	How is this assessed?
Friendly, approachable, empathetic.	✓		A / I
Ability to travel between campuses and workplaces as required.	✓		A / I
Energetic and enthusiastic.	✓		A / I
A strong commitment to Equity Diversity, and inclusion.	✓		A / I
Enjoys working collaboratively and seeking collaborative opportunities.	✓		A / I
Ability to work flexibly to meet changing needs and work demands.	✓		A / I
Continuously improving and commitment to own personal and professional development.	✓		A / I

KEY:

A	Application
I	Interview
P	Presentation/Micro-teach
T	Test