



Job Description

Organisation:	Luminate Education Group
Primary Organisation Supported <i>(only use this field for LEG service member of staff)</i>	Leeds City College
Core Job Role:	Student Development Coach
Job Title:	Student Development Coach
Reports to:	Programme Manager
Grade	(C)
Date of compilation:	

SPECIFIC ROLE RESPONSIBILITIES:

1. To be responsible for a caseload of students who require coaching and on-line support as part of their planned learning programme within the School of Public Services.
2. To coordinate the volunteer students
3. To track and monitor progress towards achievement using assessment grades in ProMonitor markbooks, ensuring learner progress is tracked against their target grades.
4. To be responsible for achieving student outcomes-achieving the qualification and target grade.
5. To provide overall support for students.
6. To identify where students require an intervention and implement any actions to ensure progress is made.
7. To facilitate student learning and development through highly effective and supportive coaching / mentoring techniques.
8. To identify barriers to learning and implement a range of strategies to overcome barriers with students.
9. To develop and agree individual learning plans, identify SMART targets and set aspirational goals for students, liaising with academic and support staff.
10. To keep confidential records and provide reports and statistical data as required

10. Support the increasing use of technology for independent/online learning whilst maintaining the quality of the learning experience.
11. To manage learning in a variety of spaces, creating a positive and focussed experience.

GENERAL LUMINATE EDUCATION GROUP RESPONSIBILITIES FOR ALL STAFF:

- Maintain and update knowledge of the subject/professional area and co-operate in any staff development activities required to effectively carry out the duties of the post.
- Comply with safeguarding procedures, including the promotion of the welfare of children and vulnerable adults.
- Comply with all relevant policies and procedures.
- Act with honesty and integrity to maintain high standards of ethics and professional standards.
- Use and promote restorative practice approaches.
- Comply with all legislative and regulatory requirements.
Promote a positive image of the Luminate Education Group and member organisations.
- Any other duties commensurate with the level of the post, which may be required from time to time.
- Embody our Organisational Culture:

Few rules & clear boundaries

The ability to be creative, within areas of focus.

Ownership & performance

Using our robust business planning model to allow areas to have clear ownership over their vision and remit.

Energy & enjoyment

Fostering an environment that enables our people and learners to be brave, interact and have fun.

Creative & reflective

Always hungry to learn and looking ahead to see what is on the horizon.

Passion & ambition

Encouraging all to think aspirationally, inspiring others to do the same.

Collaborative & responsive

Proactively seeking opportunities to create synergies and positive outcomes for all.

Person Specification

Job Title:	Student Development Coordinator
Department	School of Public Services

The specific qualifications, experience, skills and values that are required for the role are outlined below. You should demonstrate your ability to meet these requirements by providing clear and concise examples on the application form. Each criteria is marked with whether it an essential or desirable requirement and at which point in the recruitment process it will be assessed.

Methods of Assessment:

A = Application Form, I = Interview, T = Test or Assessment, P = Presentation, C= Certificate, MT = Micro Teach

Qualifications and Attainments		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	Q1. English and Maths qualification at L2.	A / C
D	Q2. Youth work qualification.	A / C
E	Q3. Supporting teaching and learning, mentoring/coaching qualification or commitment to achieving within 1 year of appointment	A / I
Experience and Knowledge		
Essential (E) Desirable (D)	Criteria	Method of assessment
D	EK1. Sound subject knowledge within the vocational area.	A / I
E	EK2. Demonstrates significant experience or knowledge of how to work successfully with different groups of students.	A / I / T

E	EK3. Knowledge of blended learning strategies and how these can be used to ensure maximum impact in improving student retention and attainment.	A / I / T
E	EK4. Good working knowledge of the use of new technologies and platforms to develop skills and knowledge.	A / I / T
Skills and Competencies		
Essential (E) Desirable (D)	Criteria	Method of assessment
E	SC1. Good organisational skills and ability to prioritise work to meet deadlines, using own initiative.	A / I
E	SC2. Ability to relate to, support and work with, individuals of all ages and abilities.	A / I
E	SC3. Ability to innovate and enthuse learners to succeed.	A / I / T
E	SC4. Excellent interpersonal skills and the ability to communicate effectively with a range of stakeholders, including students, college staff, parents and employers.	A / I
E	SC5. Ability to identify and report on barriers to learning and liaise with colleagues to support strategies for improvement.	A / I / T
E	SC6. Ability to effectively utilise coaching and mentoring skills.	A / I / T
E	SC7. Ability to confidently manage learning and learning spaces, so that behaviour and progress have a positive impact on outcomes.	A / I
E	SC8. Ability to maintain tracking and contribute to reports on progress and learning.	A / I
D	SC9. Ability to troubleshoot technical issues.	A / I / T
Behavioural, Values and Ethos		
Essential (E) Desirable (D)	Criteria	Method of assessment

E	B1. Support and promotion of equality, diversity and inclusion	A/I
E	B2. Promotion of a safe environment for children, young people and vulnerable adults to learn in	I
E	B3. Commitment to the PREVENT agenda	I
E	B4. Commitment to professional standards	I
E	B5. Commitment to restorative practice approaches	I