Luminate
EDUCATION GROUP

Job Description

Group Member:		Leeds City College	
Job Title:		Study support Coach	
Reports to:		Deputy Head of Department	
Job Grade	LEG C	Department	Digital and IT

ROLE SUMMARY:

- To be responsible for a caseload of students who require coaching and online support as part of their planned learning programme in Digital and IT.

- To track and monitor progress towards achievement using assessment grades in ProMonitor markbooks, ensuring learner progress is tracked against their target grades.

- To be responsible for achieving student outcomes-achieving the qualification and target grade.

- To assist with initial, diagnostic and formative assessment.

- To provide support for students with their Digital and IT learning, using on-line support technology and education platforms.

- To identify where students require an intervention and convene small groups of students to work on a specific topic related to their English and Maths course.

- To facilitate student learning and development through highly effective and supportive coaching/ mentoring techniques.

- To identify barriers to learning and implement a range of strategies to overcome barriers with students.

- To develop and agree individual learning plans, identify SMART targets and set aspirational goals for students, liaising with Digital and IT subject specialists and other academic and support staff.

- To keep confidential records and provide reports and statistical data as required.

- Support the increasing use of technology for independent/online learning whilst maintaining the quality of the learning experience.

- To manage learning in a variety of spaces, creating a positive and focused Digital and IT experience.

- Ability to participate in evening/weekend work as required.

- Any other duties that are specific to the department.

- Assistance in the preparation, support and participation of examinations and invigilation across the Group.

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 the Group's Values:

Kindness
Creating communities where people can be authentic and true to themselves with support, trust and guidance from those around them

Enjoyment
Fostering environments that enable staff and students to be brave, interact and have fun

Passion
Encouraging all to have aspiration and passion in everything they do.

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

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

Creative
Always hungry to learn and looking ahead so we can be responsive

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Person Specification

Job Title:	Study Support Coach

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 personal statement section of the application form.
Each criteria is marked with whether it is 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, R = Reference

Qualifications and Attainments		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	Q1. English and Mathematics at Level 2 or above and a willingness to improve in one or both disciplines to level 3 or above.	A / C
E	Q2. Supporting teaching and learning/teaching assistant / or learning, mentoring/coaching qualification or commitment to achieving within 1 year of appointment	A / I
D	Q3. Google Educator Level 1 or commitment to achieve within 1 year of appointment.	A / C

Experience and Knowledge		
Essential (E) Desirable (D)	**Criteria**	**Method of assessment**
E	EK1. Demonstrates significant experience or knowledge of how to work successfully with different groups of students enrolled to	A / I / T

	vocational courses where English and maths is an integral part of the study programme.	
E	EK2. 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	EK3. Good working knowledge of the use of new technologies and platforms to develop skills and knowledge.	A / I / T
D	EK4. Sound subject knowledge of the English, Maths and the curriculum and assessment frameworks.	A / I

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 in English and Maths	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