



WORK AT SHIPLEY COLLEGE

Learning Coach

Shingley College - Great people, great place!

Hours: 37 hours a week (40 weeks per year, term time)

Salary: £23,220- £27,181 FTE. (Actual Salary £20,665 - £24,190.)

Closing Date: Monday 2nd December 2024 at 9am (we may close the job advert early, so early application is strongly advised).

Interview Date: TBC

Start Date: ASAP (subject to pre-employment checks)

We are looking for a motivated individual to join our Learning Coach team. In this role you will play a valuable part in supporting learners to maximise their progress in learning and outcomes.

Through the delivery of structured 1-2-1 tutorials, you will be a source of motivation and practical advice that will help students to make strong academic progress against their academic targets. You will be a key part of our students' learning experience, removing barriers to learning and ensuring that students are displaying the behaviours for learning they need to be successful in life and work.

The successful candidate must display a commitment to educational values and be able to communicate effectively with students to achieve positive outcomes. The ability to manage one's own workload in a busy environment, and experience in maintaining confidentiality at all times, are also essential qualities.

Benefits we offer include:	We are looking for someone who:
<ul style="list-style-type: none"> ● Term time only ● Enhanced pension contributions ● Access to a free gym on-site ● Reduced cost of train travel* ● Access to free on-site car parks ● Professional Development opportunities ● Shopping discounts with discount app ● Occupational Health Services ● Enhanced maternity and paternity pay <p>*qualifying period applies</p>	<ul style="list-style-type: none"> ● Holds a Level 2 (equivalent) Qualification in Maths and English Language (or willingness to work towards) ● Academic study in any field at level 4 or above. ● Good IT skills ● Excellent time-management and interpersonal skills ● Interest in, or experience of, coaching and mentoring students

How to Apply: Application forms can be obtained from www.shingley.ac.uk. Completed applications should be submitted to jobs@shingley.ac.uk

Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.

The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.





Job Description

JOB TITLE	Learning Coach
RESPONSIBLE TO	Head of Learning Support

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when salaries are reviewed.
- Shipleigh College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipleigh College is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

- Manage learners to maximise their achievement and progression.
- Work as a team member to provide one to one tutorials to a caseload of learners
- Provide academic coaching to a caseload of learners
- Provide signposting to pastoral support as required.
- Promote Safeguarding and Equality and Diversity.

DUTIES AND RESPONSIBILITIES

- Manage a flexible caseload of students.
- Work with students and course teams to ensure maximum achievement and progression by monitoring performance indicators, agreeing targets and acting in a timely manner.

- Provide a structured one-to-one tutorial programme, utilising coaching and mentoring techniques to motivate learners to succeed and to achieve aspirational academic targets.
- Utilise registers, ILPs and course tracking systems to support learner achievement, including the use of the College MIS system.
- Use a range of strategies to assist students to overcome barriers to learning.
- Refer appropriate students to Student Services for specialist support and guidance.
- Contribute to recruitment events, such as Open evenings and Summer Schools.
- Monitor and support student progression through target setting and reviews.
- Monitor and supervise college social spaces, as part of an agreed shared rota, to promote positive student behaviour.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

ESSENTIAL CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Hold or be prepared to work towards Level 2 Literacy and Numeracy (or equivalent) (<i>If working towards this must be started in the first year of employment and completed by the end of year 2</i>)
Level 4 or above qualification in any subject specialism
Good IT skills
Excellent time-management and interpersonal skills

HIGHLY DESIRABLE CRITERIA

These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.

Experience of and/or qualification in coaching and mentoring
Working knowledge of using the VESPA model to support student success and achievement
Excellent understanding and application of study skills required for FE students.
High level of personal integrity and confidentiality
Self motivated, able to work on own initiative

DESIRABLE CRITERIA

In order to score highly, we strongly recommend that you reference every point in this category where possible.

Experience of working in an educational environment
Experience of data analysis, to support tracking student progress over time
Experience of supporting at risk and/or vulnerable students.
Experience of setting targets and monitoring progress
Willingness to become a first aider across the College
Knowledge and experience of Equality, Diversity and Inclusion
Knowledge and experience of Safeguarding and the PREVENT agenda
Clean driving licence and access to a car with business use insurance

Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

97% of students agree that the College is a safe place to learn.

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

96% of students agree that College staff are friendly and helpful.

