

Job Description

Role Title: Intervention Coach	Pay Grade: English and Maths Coach: £28,069 - £30,315 per annum (pro-rata for part time roles)
Normal Place of Work: All college sites	Line Manager: Programme Manager
Normal Working Hours: Various roles and hours	Responsible For: No line management responsibilities

Purpose of Role

- To plan and deliver effective, high quality targeted face to face and online English and Maths 1:1/small group intervention/study skills/stretch sessions to identified students.
- To plan and deliver targeted English and Maths 1:1 /small group holiday intervention and revision sessions.
- To plan and deliver targeted pastoral support including mental health, well-being and life skills sessions for SEND students and students with an Education Health Care Plan.
- To closely liaise with key members of staff across college and regularly and effectively communicate with the students, parents or carers.
- To maximise student attendance, retention and achievement.

Principal Accountabilities

- In collaboration with the Programme Manager and Head of Department to timetable, plan and deliver targeted 1:1/small group sessions to meet the needs of the students, to maximise attendance, retention and achievement.
- Accurately record attendance.
- Accurately record all planned activity in Pro Monitor.
- Regularly liaise with the designated administrator to maintain accurate records.
- Liaise with curriculum staff and Additional Learning Support staff to ensure the most effective and appropriate intervention is offered.
- Create and ensure the use of high-quality learning resources which are level-specific.
- Ensure and maintain an environment of high expectation and engagement, inspiring the students to achieve the best possible outcomes.
- Ensure all assessed and marked work is returned in a timely manner clearly identifying areas for development.
- Ensure that the students who have exam access arrangements agreed use and practice the identified arrangements to maximise progress and achievement.

Key Relationships

Team working is a key part of working in a college. These are the key teams and individuals you will work with in this role.

Programme Manager and Head of Department English & Maths	To report regularly on planned, and actual activity.
Cross college curriculum teams	To work in collaboration to ensure the planned and actual activity supports the student's attendance, retention and achievement.
Additional Learning Support and Study Plus Team	To work in collaboration to ensure the planned and actual activity supports the student's attendance, retention and achievement.
Administrator	To communicate regularly with the administrator to ensure accurate records of all planned and actual activity are accurately recorded.

There are some other things that we are all responsible for, whatever your role. These are:

- Being a champion and advocate for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- To embed safeguarding into your / your teams working practices and escalating any safeguarding concerns immediately in line with the College's safeguarding policy. All new employees to the College are required to complete and obtain an enhanced DBS disclosure. Further information will be sent to all prospective colleagues as part of the application process.
- Embedding Health and Safety best practices and ensuring a safe working environment for everyone, according to the Health and Safety at Work Act.
- Modelling and promoting high expectations in and around the College
- To actively participate in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- To represent and promote the College internally and externally and act as an ambassador
- Promote the College's student first ethos by supporting at College open events to provide a quality experience for perspective students
- To engage in implementing changes and promoting innovation as this is actively encouraged
- To undertake other reasonable duties commensurate with the level of your post.

Person Specification

Shortlisting is completed by hiring managers against the Person Specification criteria. Please ensure you demonstrate in your application how you meet the Person Specification criteria outlined below to ensure your application has the best chance of success at shortlisting stage.

	Essential	Desirable
Qualifications		
Educated to degree level or equivalent.		✓
Qualified to teach at FE Level, QTS/QTLS or similar		✓
A recognised educational / management qualification or other professional qualification relevant to the role		✓
A specialist qualification in some aspect of Maths OR English such as the Level 5 specialist qualification		✓
Knowledge and Experience		
Delivery of English or Maths Support or Coaching or related service related to this role	✓	
A detailed understanding of current trends and issues in planning and meeting individual support needs	✓	
A thorough understanding of the role of individual records in data collection and audit compliance	✓	
Experience of having assessed individuals and created learning plans	✓	
Experience of innovation in the delivery of additional support services that met individual need	✓	
Experience of working within budget constraints to maximise efficiency	✓	
An understanding of the wider changes and challenges facing the FE sector.	✓	
A detailed understanding of barriers to effective student participation, and how to tackle such barriers, with specific reference to barriers to learning	✓	
Skills and Abilities		
Ability to promote a first-class student focused approach to assessment and support	✓	
Excellent interpersonal and communication skills	✓	
Be able to undertake research and evaluate the quality of services	✓	
Ability to develop positive, collaborative working relationship with partners, and stakeholders	✓	
Have the skills to build effective relationships with young people, colleagues and other professionals	✓	
Commitment to self-development and the development of others	✓	
The successful candidate will show a strong commitment to and lead exemplary behaviours maintaining an ethos of equality and diversity across the College	✓	
The successful candidate will promote and engender a safe environment for young people and vulnerable adults.	✓	