

Job Description – Maths Coach - Study Plus

Role Title: English/Maths Coach	Salary: £28,069 - £30,315 Actual Salary for 38 Week Contract: £24,612.86-£26,582.31 pro rata for part time roles
Normal Place of Work: Parkway	Line Manager: Tianna Lake- Study Plus Team Leader
Normal Working Hours: 15hrs Term time Only Permanent	Responsible For: N/A

Purpose of role

- Delivering an effective, high quality English support service / Maths support service through working closely with students on barriers to learning, leading to improved outcomes, greater autonomy and independence;
- For students with Education, Care and Health (EHC) plans, paying close attention to the needs, outcomes and provision outlined in the plan, developing learning targets and personalised programmes of support linked to identified needs and aspirations;
- To contribute towards EHCP annual review process and maintain a case load of high needs learners within the provision.
- To liaise with key members of staff across college and communicate with student, parent and carer.
- Maximising success of students, from pre-Entry SEN students through to Level 3 students with specific learning disabilities, and all levels in between, working closely with teaching staff and support colleagues

Our Approach

The College adopts a people-first approach. This provides a highly supportive, flexible approach to enabling everyone to excel within their roles and to reach their full potential. You can expect the following:

- The 'Right to Disconnect' from work outside of your normal working hours
- A supportive, highly utilised hybrid working policy
- An Aspiring Leaders programme open to all
- Management Academy for all management roles covering management skill and internal processes
- Welfare Rooms at all our sites for professional breakout and relaxation spaces
- A bespoke programme of recognition, reward and celebration for colleagues throughout the year to recognise your hard work.

Inclusivity and equality of opportunity is core to our College community and we expect everyone to display our values. Our students come from diverse backgrounds and the communities we serve are diverse too. The College employs

great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our College community stronger. So, do our values speak to you?

- **Boldness:** We will innovate and take risks for the benefit of our students, communities and employer stakeholders.
- **Respect:** We will work and learn in an environment of mutual respect, valuing diversity.
- **Inclusion:** We will be ambitious for all of our students, colleagues and stakeholders.
- **Sustainability:** We will commit to sustainable practices and green skills delivery.
- **Teamwork:** We will work collaboratively, and our teamwork will deliver high performance.
- **Openness:** We will be open to new ideas, perspectives, cultures and learning experiences, creating an inclusive and welcoming environment.
- **Learning:** We commit to lifelong learning, continuously striving for knowledge, skills, and innovation.

College Benefits for self-care: Quick Reference

- two-week Christmas Closure without the need to use your holiday allowance
- paid time off for volunteering in the community
- cross-college and individual professional development opportunities all year round
- family and lifetime friendly policies such as flexible working, paid time off for fertility treatment, menopause support, and a variety of online shopping discounts available.

Full details on all our employee benefits can be [found here](#).

What will the job entail?

1. In collaboration with the Study Plus Team Leader, timetable, plan and deliver group Maths or English Sessions and 1:1 Learning Support Initial Assessments and Assistive Technology Sessions
2. Create, update and check 'student overviews' to assure consistency across the service
3. Follow the 'Assess, plan, do, review', process for delivering and measuring the impact of high-quality learning support whilst ensuring the needs of high needs learners are met in line with SEND code of practice.
4. Effectively use Pro Monitor to share strategies and record "normal way of working"
6. Ensure that assessment is varied and meets the needs of individual students
7. Liaise with curriculum staff and support staff to ensure the most effective and appropriate support is offered, including working alongside English and maths teachers in class to build working relationships with students who may view learning support as something done 'to' rather than 'with' them
8. Identify students who have additional needs and tailor support to meet those needs, to ensure students have the support to achieve their potential
9. Create and ensure use of high-quality learning resources which are level-specific, within the field of interest for the student and provide stretch and challenge to students
10. Ensure and maintain an environment of high expectation and engagement, inspiring the students to achieve the

best possible outcomes

11. Ensure all assessed and marked work is returned in a timely manner clearly identifying areas for development
12. Attend English/Maths Department meetings and Foundation and Community Learning Department meetings to provide feedback during Study Plus Monthly meetings.
13. Work with and advise Student Mentors to help ensure student retention and achievement
14. Deliver and participate in a programme of training and updating for staff that enables the delivery of high-quality support, including a number of English support / maths support sessions on techniques and approaches for Learning Support Assistants working in class
15. Ensure consistency of service across the College through regular student feedback to inform developments
16. Where qualified conduct EAA assessment in line with centre demands co-ordinated by the EAA head of centre
17. Deliver training on Assistive Technology to the wider college and support staff to ensure consistency for students

Who will I work with?

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.

Learning Support Team Leader	To work in collaboration with the Study Plus Team Leader and centre based lead to ensure an effective, joined up service is delivered to high need learners
Cross college teaching staff	To attend joint meetings and share strategies for learning to ensure that students are benefitting from their additional support sessions in a way that fits in with the scheme of work for the target qualification, and wider course targets. To establish a student's normal way of working in the classroom and share strategies for learning to ensure that students are benefitting from their additional support sessions in a way that fits in with the wider scheme of work and course targets.
English and maths coach team (across other college centres)	To contribute to / attend termly subject specialist meetings, to share resources and practice. To problem solve and learn from each other, and ensure that we are offering the same quality of service at each centre
Student Mentors	To work in collaboration with the Learning Support Team Leader and their curriculum leads to ensure an effective, joined up service is delivered to high need learners

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

- Being a champion and advocating for Equality and Diversity throughout College and behaving in a manner that displays British Values.
- Embedding 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
- Actively participating in your appraisal, contributing to a culture of self-reflection, wellbeing and professional growth
- Representing and promoting the College internally and externally and acting as an ambassador
- Promoting the College’s student first ethos by supporting at College open events to provide a quality experience for perspective students
- Engaging in implementing changes and promoting innovation as this is actively encouraged
- Undertaking 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	✓	
A specialist qualification in some aspect of Maths OR English such as the Level 5 specialist qualification	✓	
Qualified to teach at FE Level, QTS/QTLS or similar		✓
A recognised educational qualification or other professional qualification relevant to the role		✓
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.	✓	