

Person Specification/Job Description



Assessment of role for DBS checks

Regulated Activity Specified Place opportunity for contact with children

DBS Checks required:

Enhanced DBS check Barred List Children Barred List Adult

Job Title: Grade Enhancement / Employability Skills Learning Coach – Permanent position from August 2020 – 37 hours per week

Grade: Fixed Point 20 (£21,310.00 per annum)
Teaching Staff Contract

Responsible to: Head of School

Supervisory Responsibility: None

Responsible for: Supporting students in various aspects of their learning programme to develop their knowledge, understanding and skills in order to reach their full potential.

Objective of the Job: As above

Candidates for the post of Grade Enhancement Employability Skills Learning Coach must possess the following qualities:

	Essential	Desirable	Where identified
Qualifications	Minimum of L3 Qualification Safeguarding Level 1 (to be achieved within 6 weeks) Level 2 in Literacy (or willing towards within 2 years) Level 2 in Numeracy (or willing towards within 2 years) Level 4 Certificate in Education & Training or equivalent (or to work towards within 2 year)	IT qualification Mentoring / Coaching qualification Level 2 Equality & Diversity Post-Graduate (PG) or Professional Certificate in Post-Compulsory Education & Training (PCET)	Application form Qualification Certificates
Experience	Experience of supporting L2 and L3 learners to achieve high grade assessment outcomes. Experience of supporting learners to develop their employability skills.	Teaching on graded qualifications	Application form Interview References
Knowledge and Skills	Up to date knowledge of the Education Inspection Framework criteria.	Knowledge of how to access qualification criteria using Awarding	Interview References

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	The skills that can be used to support each learner to meet their full potential. Good communication skills Good organisational and co-ordinating skills Commitment to ensuring each learner gets the individual support to reach their full potential and career goal.	Organisation websites Able to interpret qualification content and criteria to support learner achievement.	
Personal Qualities	Good interpersonal skills Ability to demonstrate initiative and flexibility To be orientated to service and efficiency. Commitment to flexibility. Emotionally resilient. Co-operative and loyal To be able to work as part of a team.		Interview

Section A • Primary Responsibilities

1 College Strategy

All members of staff have an important role to play in achieving the mission, aims and objectives stated in the College Development Plan.

2 Quality Matters

All members of staff are responsible for the quality of their own work and for the operation of the relevant parts of the College's Quality System. This will involve operating the appropriate Quality procedures applicable to the job to ensure that students, customers and clients have their needs and expectations identified and fulfilled.

3 Staff Development

It is expected that all members of staff will participate in the College's Staff Development Programme, aimed at maximising staff potential for the individual's benefit and in ensuring continual improvement in the quality of services provided by the College.

4 Client Focus

All members of staff are expected to manage and develop their role and responsibilities so as to focus on improving the College services to students and other clients. The individual should represent and market the College at any appropriate opportunity.

5 Overall Responsiveness

Working flexibly, efficiently and in full co-operation with other staff to maintain the highest professional standards and to promote and implement the strategy and policies of the Corporation.

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Ensure that established standards and targets are achieved as part of the efficient and effective service provision within the College.

Undertaking other such duties and responsibilities as are required to provide the service expected from the College.

6 Health and Safety

All members of staff are responsible for ensuring safety within their working area, for ensuring that risk assessments are carried out and that appropriate actions are taken if problems are identified. All staff are required to assist the College Safety Officer in the implementation of measures to ensure that all health and safety requirements are achieved.

7 Risk Management

All members of staff will adopt best practices in the identification, evaluation and cost effective control of risks to ensure, as far as possible, that they are eliminated or reduced to a level that is acceptable to the College.

8 Safeguarding

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and College policies and practices to ensure learners are safeguarded and protected.

Section B • Specific Responsibilities

Initial allocation of functions of which the post holder will have direct responsibility:

- a) To supervise and support students with employability / enrichment and academic studies (including English and maths development) depending on the needs of the learner. This will include helping students to use equipment, find materials, explain set work, help solve problems and suggest different approaches.
- b) To supervise and support students in grade enhancement workshops, so that they improve their knowledge, understanding and skills in line with the requirements and assessment criteria for higher grade evidence.
- b) Provide information, advice and guidance to students, as directed by lecturing staff.
- c) Prepare, adapt, organize and maintain learning resources and equipment.
- d) To assist in the delivery of related programmes by supervising practical work in workshops and learning areas and supporting the delivery of the group tutorial programme as required.
- e) To work closely with other staff to ensure a high standard of teaching and learning to include taking part in and supporting the College's Quality Assurance processes including observation of teaching, learning and assessment practice.
- f) Prepare schemes of work and session plans to deliver instruction to students.
- g) To contribute to the assessment process where appropriate, including assessment of understanding.

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- h) Support students with the target setting process and input into ILPs to monitor and inform learner progress.
- i) To assist with classes as directed by the relevant Manager
- j) To undertake appropriate professional development and updating to main required qualification, experience, knowledge and skills.
- k) Produce and carry out as directed, the organisation and administration appropriate to the role including registers and submission of other returns and records.
- l) Complete and maintain accurate records.
- m) Support students through the learning process and associated assessment, enterprise and work experience activities.
- n) Assist students with action planning and recording achievement.
- o) Supervision of student learning activities in a variety of situations including classrooms, Learning Zone, Maths Zone, IT rooms, workshops, work experience placements etc.
- p) Any other duties, as requested by the relevant Manager

Section C • General

This job description is current at the date shown below. However, in consultation with the post holder, it may be liable to review and variation to reflect changes in the College environment.

Bishop Auckland College has an Equality and Diversity Policy and expects all members of staff to support the policy by behaving in a non-discriminatory way in terms of employment, the curriculum and student entitlement. Bishop Auckland College is committed to promoting diversity and equality of opportunity.

All members of staff are expected to maintain a high level of security and confidentiality of information in their work at all times.

May 2020

Name:.....

Signature.....

Date.....