

JOB DESCRIPTION

TITLE: Supported Learning Coach

GRADE: 7

RESPONSIBLE TO: Senior Curriculum Manager

PURPOSE OF JOB:

- To assess and support learning on a range of courses, which include 14-19 and adult learners. Courses range from pre-entry level to level 3, including college based qualifications and workforce development.
- To work effectively as a member of the team, liaising with Senior Curriculum Manager and all colleagues in the College.
- To take an active role in own professional development in relation to all aspects of the role.

MAIN TASKS AND RESPONSIBILITIES:

1. In common with all other staff:

- 1.1 To support the College's mission, vision, values and strategic objectives;
- 1.2 To implement the College's Equality and Diversity policies and to work actively to overcome discrimination on grounds of all protected characteristics; sex, race, religion/belief, disability, sexual orientation, age, pregnancy/maternity, gender reassignment status, marriage/civil partnership status.
- 1.3 To take responsibility for one's own professional development and participate in relevant internal and external activities;
- 1.4 To implement the College's safeguarding policies and practices.
- 1.5 To implement your health and safety responsibility in line with the College's Health and Safety policy.

- 1.6 To contribute to the College's commitment to continuous improvement as identified in the College's quality assurance systems.
- 1.7 To ensure that data is handled in line with the General Data Protection Regulations.

2. In common with all other staff:

- 2.1 To participate in College-wide projects and tasks.
- 2.2 To work in other support services areas to meet the specific needs of workload peaks.
- 2.3 Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may/will require working in other campuses of the College.
- 2.4 To be involved in all processes and College procedures related to the selection, interviewing, admissions, enrolment, induction and tracking of students.
- 2.5 To observe procedures for student monitoring, discipline and complaints in accordance with the College Charter.
- 2.6 To contribute to the College's annual assessment and review process, including comprehensive review and evaluation of the area of work for which s/he is responsible.

3. Particular to the Post:

- 3.1 Supporting learners with a range of additional support needs, learning difficulties and or disabilities;
- 3.2 Supporting students in small groups and one-to-one who have additional learning needs;
- 3.3 Assessing students for learning support, planning and providing support.
- 3.4 Supporting students across a range of abilities, levels and Programme Areas;
- 3.5 Utilising a variety of tools to assess and provide support strategies and one to one delivery for a range of learning needs;
- 3.6 To prepare individual learning plans and track the progress of learners;
- 3.7 To liaise with external support and referral agencies as appropriate.
- 3.8 Creating Supported Learning resources to support and reinforce learning and prepare learners for assessments and exams.

- 3.9 Arranging support for learners with a range of SEND needs, based in the Learning Zone/ other support areas across the college.
- 3.10 Delivering relevant Learning Support focussed training to NCC staff.
- 3.11 Identifying opportunities to deliver Learning Support in the college.

4. Person Specification:

- 4.1 Possession of a Degree or comparable qualification;
- 4.2 Possession of a teaching qualification and a qualification in Literacy / numeracy / Dyslexia / LDD or willingness to obtain one (DESIRABLE)
- 4.3 Understanding and experience of supporting learners with a range of additional support needs, learning difficulties and/or disabilities;
- 4.4 Experience of supporting Literacy and Numeracy;
- 4.5 Excellent interpersonal skills, in particular the ability to work effectively with staff, learners, parents and support staff.
- 4.6 Ability to work independently and as part of a team.
- 4.7 Ability to manage change and work under pressure.
- 4.8 Evidence of the ability to support with Literacy / Numeracy effectively and to prepare relevant materials, including the use of a variety of strategies to support learning, including Information Technology;
- 4.9 An understanding of inclusive learning and the opportunities presented in a flexible learning environment;
- 4.7 An awareness and understanding of the pastoral and academic needs of students from a variety of backgrounds and the ability to respond to those needs positively and sensitively;
- 4.8 Experience of working as a member of a team and evidence of the ability to work effectively with colleagues;
- 4.9 Excellent organisational and administrative skills, including IT skills.
- 4.10 An understanding of, and commitment to, equal opportunities policies and practical ideas for their implementation in this post.
- 4.11 Experience of providing one to one and group support, preferably in an educational setting.
- 4.12 Flexible 'can do' approach and willingness to work outside of normal office hours when required.

Additional Information:

This job description will be regularly reviewed to ensure that it is an active description of the responsibilities and duties of the individual post holder and that these responsibilities and duties consistently match the needs of the College.