

**BARNET AND SOUTHGATE COLLEGE
PROPOSED JOB DESCRIPTION**

JOB TITLE:

Digital Learning Coach (Digital)

POST REFERENCE:

SALARY GRADE:

Scale 6

HOURS:

24 hours per week for 38 weeks

PRIMARY LOCATION:

2 days Wood Street, 2 days Southgate

PURPOSE OF POST:

- To support students to improve their digital skills to engage more effectively in their course and equip them with the digital skills required for progression routes and employment
- To provide 1:1 and small group sessions to students from basic digital skills to more advanced depending on level of experience and student needs
- To create a bank of tailored, engaging digital resources for 1:1s and small group sessions
- To work as part of a small digital team to enhance the service's digital footprint and provision

RESPONSIBLE TO:

Student Voice, Welfare & Enrichment Lead

Main Duties:

1. To create and develop shared digital resources and materials tailored to specific requirements for 1:1s and targeted small group sessions
2. To liaise with staff and students to explore and understand student digital requirements and use this to design and implement support
3. To offer 1:1 sessions to students to support them with developing a range of digital skills from digital skills for work, to specific areas they need to improve, to course specific digital requirements
4. To record work timely and in line with college requirements
5. To support the student digital ambassadors providing technical support to students
6. To attend digital training and events to expand knowledge, gain new ideas, look at best practice in digital skills development for young people
7. To assist in devising of tailored digital 'how-to' resources in various digital formats
8. Explore and implement new digital technologies
9. Participate in digital innovation meetings with the team to streamline and enhance use of digital platforms and digital provision for the service
10. To think of creative and engaging ways to inspire students to improve digitally and remove barriers to learning
11. To possess excellent digital skills with a willingness to grow and expand knowledge in this area
12. Participate in college wide activities as required including open days, enrolment, Freshers Fairs etc.

General duties and responsibilities:

1. To provide a helpful, professional, and flexible service to internal or external customers of the department or the College.
2. To act in accordance with College values and positively represent Barnet and Southgate College in all aspects of your work.
3. To operate in accordance with the College's policies and procedures.
4. To act in a safe manner which safeguards the health and safety of yourself and others.
5. To be aware of equality and diversity, the needs of customers and learners and demonstrate these principles in all aspects of your work.
6. To be familiar with and comply with the College's safeguarding requirements which protect the welfare of children and vulnerable adults.
7. To participate in and take responsibility for your own learning and development.
8. To provide cover or support for other members of your team and undertake any other duties required by your line manager appropriate to your position within the organisation. This includes attending other Barnet and Southgate College campuses if required.

NOTE: Please be aware that the duties and responsibilities outlined above are not exhaustive, nor are they shown in the order of priority or frequency. They may be varied from time to time after consultation with the post holder. They do not form part of the post holder's contract of employment.

Person Specification
Digital Learning Coach

CRITERIA	Essential	Desirable	Method of Assessment A – Application I – Interview T – Activity P - Presentation
Qualifications	GCSE Maths & English A-C or equivalent		A
	IT/digital qualification		A
Experience	Experience of supporting students with digital skills		A/I/T
	Experience of monitoring impact of learning and student progress		A/I
	Experience motivating and supporting learners to achieve		A/I/T
	Experience delivering 1:1s and interactive group sessions to students		A/I/T
	Experience finding ways to engage students at different levels in digital		A/I/T
	Experience tailoring content to meet the needs of a wide range of students		A/I/T
Knowledge and Skills	Excellent digital skills with sound working knowledge of Office 365 and other digital platforms		A/I/T
	Ability to prioritise and manage workload to ensure deadlines are met timely and accurately		A/I/T
	Ability to build effective relationships with students and understand their individual needs		A/I/T
	Ability to record provision in a timely manner to meet the specific requirements		A/I/T
	Ability to unpick and understand digital challenges and issues		A/I/T
	Willingness to learn new digital tools and platforms to enhance the service and provision		A/I

	Ability to build and maintain effective team working relationships with staff		A/I
Personal attributes	A proactive attitude with an enthusiasm for digital and enhancing student digital skills		A/I/T
	To uphold and behave in accordance with the college's core values		A/I
	Commitment to own continuous professional development (please give information about your CPD during the past 2 years)		A/I
	A professional and flexible approach to work with a commitment to work across campuses and late nights/Saturdays as required		A/I
	Demonstrate the willingness to travel and work at college campuses as required		A/I
	Demonstrate the willingness to participate in cross college activities e.g. enrolment, open days as required		A/I
	High level of integrity, discretion, and confidentiality		A/I/T
	An understanding of limits and boundaries of the role and know when to refer to specialist agencies and professionals		A/I/T