



New College Durham

## JOB DESCRIPTION

<b>Job Title:</b>	Progression Support Coach – GCSE English
<b>Grade:</b>	Support Grade F
<b>Hours:</b>	37 hours per week (pro rata)
<b>Location:</b>	Framwellgate Moor Campus
<b>Department:</b>	Education and Supported Learning
<b>Accountable to:</b>	Head of School

### Job Purpose

The post holder will be a member of the Maths & English team within the School of Education and Supported Learning and be responsible for promoting and developing the GCSE English support service, leading to a positive impact on GCSE English results.

### Key Result Areas

1. The post holder will be a member of the team within the School of Education and Supported Learning and will contribute to the effective and efficient recruitment to, organisation and delivery of, all course aspects of the School, including liaising with internal and external colleagues. Duties will include:
  - Working with the GCSE English team to ensure targeted intervention for individual and small group teaching;
  - Increasing the uptake of GCSE English Study Support Sessions;
  - Planning, organising and allocating support for over 70 learners liaising with lecturers and personal tutors to ensure learners attend;
  - Undertaking assessment, monitoring and marking student work and related activities and providing differentiated verbal/written feedback to students both on and off site;
  - Provide short-term cover arrangements, cover supervision, support in recruitment and transitional events and assessor duties (see Point 6);

- Supervise as directed, student learning activities in a learning centre, library, classroom, IT centre, workshop, visits, placement or any other learning situation;
  - Organise and deliver Summer School Activities.
2. To facilitate and support the development and enhancement of students' academic and employability skills.
  3. Liaise with relevant staff such as subject tutors, course leaders, personal tutors, Curriculum Managers and appropriate support staff to support the students learning experience.
  4. Contribute to the on-going development of the process and documentation for planning learning, including learner support.
  5. Utilise and input into ILPs to monitor and inform learner progress and to support students with target-setting and action planning with regards to their academic aspirations.
  6. Undertake as required:
    - Maintaining up to date records to track learner achievement and performance;
    - Supporting learners to achieve qualifications;
    - Organising and carrying out assessments as required by specific programmes;
    - Recording and providing feedback to students;
    - Guiding and tutoring in support of students;
    - Reviewing progress against target.
  7. Undertake, as directed, the requisite administration appropriate to the learning situation including the marking of registers, maintaining details student records/contact logs and the submission of other returns and records.
  8. Contribute towards the College's Quality Assurance and Improvement procedures in respect of academic learning support services.
  9. Liaise with relevant staff such as subject lecturers, course leaders, tutors, Curriculum Managers and Head of School.
  10. To work one to one with learners to develop independence skills in accordance with their learning need.

11. To encourage and motivate students and help the learner build up self-confidence and self-esteem.
12. To raise student aspirations, and develop and enhance their skills.
13. To encourage students to take responsibility for their own learning.
14. To be responsible for actively identifying own development needs
15. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

### **Variation in the Role**

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

### **Equality and Diversity**

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

## **Commitment to Safeguarding Vulnerable Groups**

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION

**Job Title:** Curriculum Support Coach

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

Knowledge & Experience	Assessed by	Essential	Desirable*
English <b>and</b> Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent, <b>or</b> willing to work towards**	1	✓	
2 A Level passes or an equivalent Level 3 qualification in a relevant subject(s)	1	✓	
Level 6 qualification (e.g. graduate degree or equivalent) in English or a related subject	1	✓	
Experience of 1 to 1 coaching to support students' development in GCSE English	1, 2	✓	
Experience of managing a learner caseload, and tutoring learners for GCSE English exams	1, 2	✓	
PGCE / CERT Ed or equivalent	1, 2		✓
Recent experience of working within an FE/HE College or training provider, and involved in the delivery/support of English and/or English	1, 2	✓	
Recent experience of improving learner success rates	1, 2	✓	
A working knowledge of Functional Skills	1, 2	✓	
Skills	Assessed by	Essential	Desirable
A proven track record of being able to prioritise and organise own work	2	✓	
Ability to deal professionally with staff and students in person, by phone or by correspondence	2	✓	
Recent experience in effectively organising and scheduling tasks to meet deadlines	1, 2	✓	
Demonstrate the ability to work effectively with others	2, 3	✓	
A commitment to resolving problems and to improving own performance	2, 3	✓	

Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers	2	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	2, 3	✓	
<b>Other</b>	<b>Assessed by</b>	<b>Essential</b>	<b>Desirable</b>
Full UK driving licence and access to a vehicle	2	✓	

\*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

\*\*This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

**Issue Date:** July 2018