



WORK AT SHIPLEY COLLEGE

Learning Coach

Shingley College - Great people, great place!

Hours: Term time only, 40 weeks per year, 37 hour working week

Salary: Scale 4-5 (FTE: £21,230- £25,522) Actual Salary £18,894- £22,714

Closing Date: Friday 8th December 2023, at 12 noon

Interview Date: Thursday 14th December 2023

Start Date: ASAP (subject to satisfactory pre-employment checks)

We are looking for a motivated individual to join our Learning Coach team. In this role you will play a valuable part in supporting learners to maximise their attendance, achievement and progression.

Your duties will include; Managing a caseload of learners to maximise their attendance, achievement and progression, working as a team member to provide one to one support to learners, supporting and/or facilitating the delivery of PSHE activities and providing pastoral support to individuals.

The successful candidate must have experience working in a busy customer/client centred environment and display a commitment to educational values. Confidence in presenting to small groups, the ability to manage your own workload in a busy environment and experience in maintaining confidentiality at all times are also essential qualities.

Benefits we offer include:	We are looking for someone who:
<ul style="list-style-type: none"> ● Term time only ● Enhanced pension contributions ● Access to a free gym on-site ● Reduced cost of train travel* ● Access to free on-site car parks ● Professional Development opportunities ● Shopping discounts with discount app ● Occupational Health Services ● Enhanced maternity and paternity pay <p>*qualifying period applies</p>	<ul style="list-style-type: none"> ● Holds a Level 2 (equivalent) Qualification in Maths and English Language ● Good all round level of education to include relevant qualifications at Level 3 ● Experience of working in a busy customer/client-centred environment ● Excellent IT skills including experience of Office based applications ● Excellent time-management and proven interpersonal skills ● Confidence in presenting to groups

How to Apply: Application forms can be obtained from www.shingley.ac.uk. Completed applications should be submitted to jobs@shingley.ac.uk

<p>Employment offers are subject to pre-employment checks, including DBS, references, online checks and the right to work. Shingley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.</p>	<p>The College is actively committed to a policy of equality of opportunity for all through education and therefore encourages applications from all regardless of age, disability, economic status, gender, race, religion and beliefs or sexual orientation.</p>
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Job Description

JOB TITLE	Learning Coach
RESPONSIBLE TO	Director of Quality and Innovation

INTRODUCTION

The following information is provided to assist staff joining the College to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- Staff should not refuse to undertake work which is not specified on this form, but they should record any additional duties they are required to perform, and these will be taken into account when salaries are reviewed.
- Shipley College is an Equal Opportunities Employer and requires its employees to comply with all current equality policies in terms of equal opportunity for employment.
- Shipley College is committed, where possible, to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

OVERALL PURPOSE OF THE JOB

- Manage learners to maximise their attendance, achievement and progression.
- Work as a team member to provide one to one support to a caseload of learners.
- Support and/or facilitate the occasional delivery of whole group PSHE activities, as required.
- Provide pastoral support to individuals.
- Promote Safeguarding and Equality and Diversity.

DUTIES AND RESPONSIBILITIES

- Manage a flexible caseload of learners.
- Work with learners and course teams to ensure maximum attendance and achievement by monitoring performance indicators, agreeing targets and acting in a timely manner.
- Work alongside Attendance Officers to improve attendance.
- Provide one to one, personal tutor support and implement effective strategies to motivate learners to succeed and to achieve aspirational academic targets set by the course team.



- Utilise registers, ILPs and course tracking systems to support learner achievement, including the use of the College MIS system.
- Support the successful delivery of the Study Programme and English and maths strategy, prioritising those with attendance, retention, achievement or support needs.
- Apply coaching and mentoring techniques to facilitate learning and inspire learners to achieve.
- Use a range of strategies to assist learners to overcome barriers to learning.
- Refer appropriate learners to Student Services for specialist support and guidance.
- Promote and support learner involvement in enrichment activities.
- Support and/or facilitate a number of whole group tutorials around specific and current PSHE themes.
- Contribute to recruitment events, such as Open evenings and Summer Schools.
- Monitor and support learner progression through target setting and reviews.

GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and the maintenance of a culture of continuous quality improvement, assurance and innovation.
- To be aware of the responsibilities under the provision of the Health and Safety at Work Act and the Control of Substances Hazardous to Health Regulations (COSHH) in terms of the post holder's own safety and the effects of their actions on colleagues, students and visitors.
- To be responsible for safeguarding and promoting the welfare of young learners and vulnerable adults, the post-holder is responsible for or comes into contact with.
- To undertake mandatory training and staff development/CPD training as required by the nature of this post and the range of duties described within this job description.
- To use IT as designated appropriate to the nature of the role.
- To act in accordance with the College's expectations as set out in the Staff Code of Conduct and contract of employment.
- To undertake such other duties commensurate with the grade of the post as may reasonably be required.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
Hold or be prepared to work towards Level 2 Literacy and Numeracy (or equivalent) <i>(If working towards this must be started in the first year of employment and completed by the end of year 2)</i>	✓	
Learning Support qualification; IAG qualification; Teaching qualification; Degree in a relevant subject		✓
Experience of working in a busy customer/ client-centred environment	✓	
Excellent IT skills including experience of Office based applications	✓	
Demonstrable knowledge of Equality, Diversity and Inclusion	✓	
Commitment to, and understanding of educational values	✓	
Experience of working in an educational environment preferably learner centred		✓
Familiarity with FE/HE provision		✓
Understanding of Child and Vulnerable Adult Protection (Safeguarding Agenda) and the willingness to increase knowledge		✓
Experience of using an electronic software to monitor learner progress		✓
Successful experience of coaching, mentoring and supporting at risk and/or vulnerable learners		✓
Excellent time-management and proven interpersonal skills	✓	
Capable of working within a team environment, as well as independently	✓	
Self motivated, able to work on own initiative	✓	
High level of personal integrity and confidentiality	✓	
Ability to develop creative methods to engage learners	✓	
Confident in presenting to groups	✓	
Willingness to become a first aider across the College		✓
Licence to drive a minibus		✓

Message from the Principal



Shipley College is a wonderful place to start (or to continue) your career and we are delighted that you are considering completing an application for a post with us.

Shipley College is a small, friendly place that really cares about every person that comes through the door and we pride ourselves on giving every student the individual

support they deserve.

Situated in the UNESCO World Heritage Site of Saltaire, it is a great place to study and easy to get to by bus, train and car.

Our practical, vocational and work-related courses include Apprenticeships, full-time and part-time courses across a range of Departments. I am delighted that our Student Survey results and employer feedback continue to be extremely positive as we provide a fantastic learning environment for all our students.

We have a fabulous team of colleagues who give up an extraordinary amount of time to support their students and their fellow members of staff. The dedication and attention to quality they exhibit is what makes our College so successful. I am proud of the commitment and hard work of all the college's staff, students and governors and pleased that this has been recognised by Ofsted in our latest inspection.

If you meet the criteria of the post advertised and feel that you would enjoy working here, we hope you will make an application to join us.

We do ask that you accept, in the interests of economy, that if you have not heard from us by the interview date that you will not have been selected for interview on this occasion

Diana Bird
Principal

Shipley College Mission Statement

To provide the highest quality, inspirational education and training that meets and exceeds the ambitions of individuals, businesses and communities.

OUR CORE VALUES

Inspirational Culture of Collaboration and Partnership: A team working closely with our stakeholders in a spirit of trust and integrity

Aspiration, Professionalism and Achievement: Striving for excellence in a safe, sustainable environment, while supporting all students to achieve their personal best and to progress to their next steps in work and life

99% agreed with the statement: **"I am happy with the teaching on my course"**

Responsiveness: Meeting the needs and exceeding the expectations of students and employers, both locally and regionally, responding to government initiatives and our local community

Equality and Respect: Celebrating the diversity and inclusion of our students and staff

98% of students agreed with the statement: **"I am happy with the College overall"**

