



**WORK AT  
SHIPLEY  
COLLEGE**

# Academic Coach

## Shipley College - Great people, great place!

**Hours:** Part time, 30 hours, term time role (40 weeks a year)

**Salary:** Actual pay £17,297 to £20,155 per annum (FTE £23,970 to £27,931 per annum)

**Closing Date:** Monday 14th July 2025 at 9am

**Interview Date:** TBC

**Start Date:** As soon as possible (subject to satisfactory pre-employment checks)

Shape the future leaders of tomorrow by becoming a Skills Coach at Shipley College!

Our team of Academic Coaches are energetic and innovative and are seen as positive role models by their students. They deliver essential 'world-readiness' learning through our Future Leaders and Advanced Skills programmes, covering a wide range of topics from 'how to become active in democracy' to 'how to stay fit and healthy'.

They work together as a team to help our students prepare for adulthood; supporting them to become ready for work and excited to make a contribution to their community, whilst providing a safe space for young people to ask questions as they begin to explore their place in the world.

Benefits we offer include:	We are looking for someone who:
<ul style="list-style-type: none"><li>• Pension Schemes</li><li>• Professional Development opportunities</li><li>• Access to a free gym on site</li><li>• Reduced cost train travel*</li><li>• Access to free onsite car parks</li><li>• Shopping discounts with discount app</li></ul> <p>*qualifying period applies</p>	<ul style="list-style-type: none"><li>• Holds a Level 2 (equivalent) Qualification in Maths and English Language</li><li>• Holds a Level 3 Award in Education &amp; Training or equivalent, <b>or is willing to work towards</b> (we will fund this!)</li><li>• Is passionate about seeing young people do well</li><li>• Enjoys a job with variety - in which every day feels different</li><li>• Creates energy and excitement for learning</li></ul>

**How to Apply:** Application forms can be obtained from [www.shipley.ac.uk](http://www.shipley.ac.uk). Completed applications should be submitted to [jobs@shipley.ac.uk](mailto:jobs@shipley.ac.uk)

Employment offers are subject to pre-employment checks including DBS, references, online checks and right to work. Shipley College is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff to share this commitment.

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.



## Job Description

<b>JOB TITLE</b>	Academic Coach
<b>RESPONSIBLE TO</b>	Team Leader - Academic Progress

### 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 make 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 JOB

To work on our Future Leaders and Advanced Skills Programmes and within our independent study spaces placing our students' needs at the centre of all that they do.

Helping students navigate the complex transition to adulthood and provide the platform for them to become successful in life and work.

Delivering a range of engaging activities from social action projects to volunteering, that broadens horizons, celebrates our differences, ignites their ambition and raises their self-belief and aspiration. Supporting our students to become more ready for work and more able to make a difference in the world as a result of this programme.

Helping students become more world-aware (increasing their understanding of themselves and others), to experience more of the world they live in and will help to shape (the workplace, our community and the natural environment) and to learn (by doing) the skills, behaviours and ethics they will need to be safe, productive and purposeful in modern Britain.

Delivering sessions to groups of students in a fun and engaging way, using a mix of techniques that appeal to and engage young people. These sessions also include support with CV preparation and UCAS Applications.

Delivering group and individual tutorials, you will be a source of motivation and practical advice that will help students to make strong academic progress against their academic targets.

## DUTIES AND RESPONSIBILITIES

- To support our students to develop the wider skills that employers need, whilst also working towards qualifications either in College, in the workplace or in the community.
- To facilitate the delivery of engaging personalised and group-based learning activities.
- To adapt sessions to make them relevant to the needs of your specific students.
- Provide a structured one-to-one tutorial programme, utilising coaching and mentoring techniques to motivate learners to succeed and to achieve aspirational academic targets.
- To help students make and record their progress and skills' development against their Individual Learning Plan.
- Utilise registers, ILPs and course tracking systems to support learner achievement, including the use of the College MIS system.
- Refer appropriate students to the Student Experience team for specialist support and guidance.
- To celebrate your students' positive behaviours and support those students that need more guidance to improve their conduct.
- To help the organisation deliver cross-college activities, such as helping with GCSE exams or open evenings.
- To be a positive role model for your students and a great ambassador for the College.
- To work with your team to share feedback, ideas and best practice to continuously improve on the service provided to students.

## GENERAL

- To demonstrate a positive commitment to the implementation of the College's Equality Diversity and Inclusion Policy and to 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 CRITERIA

*In your supporting statement please ensure you reference every point in this category. Applications which do not address each point in the essential criteria will not be progressed to interview. **If you do not meet all of the essential criteria, please do not progress with your application.***

Level 2 in literacy and numeracy or equivalent <b>or willingness to work towards</b>
Level 3 Award in Education & Training or equivalent, <b>or willingness to work towards</b>
Strong communication and presentation skills
Experience of leading activities with under 19s

## HIGHLY DESIRABLE CRITERIA

*These points are scored the same as the essential criteria. In order to score highly, we strongly recommend that you reference every point in this category where possible.*

Experience of using computerised systems effectively (we use systems such as Unit e, Advantage and Navigate)
Experience of delivering engaging training, coaching or group learning
<b>Working knowledge of using the VESPA model to support student success and achievement</b>
Understanding of the challenges and opportunities that young people experience in modern Britain
Ability to connect with and motivate young people
Ability to contribute as part of a team and to take the lead on activities using their own initiative
Ability to liaise with internal and external stakeholders and provide a high level of customer service

## DESIRABLE CRITERIA

*In order to score highly, we strongly recommend that you reference every point in this category where possible.*

Able to work flexible hours when required
<b>Experience of data analysis, to support tracking student progress over time</b>
Knowledge or experience of Safeguarding
Knowledge of the PREVENT agenda
Knowledge and experience of Equality, Diversity & Inclusion

# 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**

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## 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

**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