

## JOB DESCRIPTION

**Post:** Learning and Skills Coach

**Responsible To:** Head/Deputy of Inclusive Learning and Support

**Summary of Post:** To work collaboratively with curriculum delivery teams to provide students support in enabling them to achieve their potential and be equipped with the skills for their next steps.

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### Specific Duties:

1. To work collaboratively with curriculum delivery teams enabling a culture welcoming all students to a positive and safe learning experience in EKC Group.
2. To use the appropriate tools, processes and systems to be able to identify students skills needs and plan intervention strategies to support skills developments and inform Group profiles.
3. To plan, organise and deliver small group and 1:1 sessions in a portfolio of the following areas enabling students to be supported to maximise their learning, build independence and develop the skills for their future careers:
  - English and Maths skills
  - Use of digital technologies, skills and resources for their sectors and for future employment
  - Use of assistive technologies effectively for learning
  - Study skills to enhance the student academic learning programme
4. To provide feedback to students on their progress in the development of skills and in line with the relevant department feedback and quality monitoring schedules and ensure targets are set accordingly.
5. To ensure laptops and devices that students are entitled to are distributed with a clear introduction to the key functions and tools available to enhance learning.
6. To ensure appropriate records and data are kept and regularly updated in line with

EKC Group policies and procedures.

7. To be able to support specific needs of students with learning difficulties/ disabilities who do not have an EHCP.
8. To collaborate with delivery team members in both curriculum and support to continuously reflect and evaluate strategies to support the inclusive learning approaches of all students.
9. To undertake regular CPD to continuously develop own professional practice to enhance the experience for students and their future careers in adult life.
10. To work with teachers and wider support roles to share support and pedagogical strategies and resources that are suitable for all students.

#### General Duties and Responsibilities:

1. To participate in the Staff Appraisal Scheme and to undertake training based on individual and service needs.
2. To take a lead in creating or to promote a positive, inclusive ethos that challenges discrimination and promotes equality and diversity.
3. To comply with College policies and guidelines in respect to health & safety.
4. To demonstrate positive personal and professional behaviour as specified in the Code of Conduct.
5. To undertake continual CPD to support the College culture of continuous improvement.
6. To partake in Performance Standards scheme and quality assurance systems.
7. To meet minimum relevant occupational standards.
8. To keep up to date with the skills required to fulfil the role.
9. To undertake any other duties commensurate with grade as may be reasonably requested by College management.

10. You will be responsible for protecting staff and learners from all preventable harm as per College Safeguarding procedures.

**Please note:**

This job description is a guide to the work you will initially be required to undertake. It summarises the main aspects of the job but does not cover all the duties that the job holder may have to perform. It may be changed from time to time to meet changing circumstances.

It does not form part of your contract of employment and as your experience grows, you will be expected to broaden your tasks, suggest improvements, solve problems and enhance the effectiveness of the role.

	EMPLOYEE SPECIFICATION	Application	Interview	Shortlisting Weighting
<b>Skills</b>				
1.	Effective Written and Oral Communication	✓	✓	6
2.	Effective organization skills and ability to work to deadlines	✓	✓	6
3.	Effective teamwork skills	✓	✓	4
4.	Ability to motivate, encourage and support students	✓	✓	6
5.	Familiarity with the use of IT and Microsoft assistive technologies	✓	✓	6
6.	Actively contribute to the College's Safeguarding practice, procedures, culture and ethos	✓	✓	6
<b>Experience</b>				
1.	Experience of working with a range of digital technologies	✓	✓	4
2.	Experience of supporting students to improve their English and Maths skills and prepare for exams.	✓	✓	4
3.	Experience of planning, organising and leading teaching activities and a good understanding of SMART target setting and action plans	✓	✓	4
<b>Education</b>				
1.	Maths Level 2 (e.g., equivalent to GCSE grade C or above)	✓		4
2.	English Level 2 (e.g., equivalent to GCSE grade C or above)	✓		4
3.	IT Level 2 (e.g. equivalent to GCSE grade C/4 o above)	✓	✓	6

## Advice to candidates

This post is subject to an enhanced disclosure from the Disclosure and Barring Service.

In completing your application please draw attention to the extent to which you meet each of the criteria in the person specification marked as being assessed at application stage. Please use examples of where you have demonstrated the criteria with as much detail as possible to assist in the shortlisting process.

The shortlisting weighting indicates which criteria are the most important to the recruiting manager:

- 6 Minimum/critical - criteria which is essential for the role i.e. it would be extremely difficult for the person to carry out the role without already having these essential skills, experiences or qualifications.
- 4 Important - criteria that would be significant to the candidate being successful in the role. These may be skills, experiences or qualifications that have substantial meaning for the role but could be supported or taught on the job.
- 2 Other relevant - It would be great if the candidate had but is not expected to be shortlisted.

Failure to meet all the minimum/critical criteria would not necessarily preclude your application. Consideration will be given to experience and life skills. Continual Professional Development will be supported and encouraged.

Please be aware should we have a large number of applications for any of our roles we may complete the shortlisting of candidates based on the minimum/critical criteria only.