

## JOB DESCRIPTION

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| <b>Post:</b>                  | Directed Study and Curriculum Cover Coach Supervisor   |
| <b>Responsible to:</b>        | Programme Team Leader for Education  |
| <b>Salary:</b>                | £27,101-£28,928 pro rata (£22,915-£24,460 per annum)<br>Scale 6 Points 29 – 31<br>Full time, Term time, 38 weeks   |
| <b>Conditions of Service:</b> | Truro & Penwith College Conditions of Service  |
| <b>Main Purpose of Job:</b>   | To supervise and Line-Manage Directed Study staff as well as supporting Further Education Learners predominantly aged 16-19 years old in a range of designated spaces across Truro and Penwith College Campus, including some based in Learning Resource Centres, to deliver directed study support sessions as part of learners' full-time programme. To ensure comprehensive cover is required for curriculum to cover any staff absence.  |
| <b>Specific Duties:</b>       | <p>To lead the Directed Study Coaching staff and to ensure that the directed study programme for learners meets the overriding aims and objectives of the college's curriculum strategy for study programmes/guided learning hours.</p> <p>To regularly meet the team and establish clear protocols of working with learners and curriculum areas based on a needs basis. To establish clear communication channels for both Truro and Penwith sites.</p> <p>To collect and analyse statistics to measure the impact of the programme and present these in appropriate forms to support teaching and learning strategy and curriculum teams.</p> <p>To monitor usage of the service and conduct surveys/customer feedback. To ensure all staff record service usage &amp; keep records updated.</p> <p>To train staff on emerging themes, technology and study skills across a range of curricula.</p> <p>To ensure Coaches effectively liaise with Lecturers and Tutors so that work is ready for every Directed Study Session and to provide specific feedback if work is inappropriate or students do not engage.</p> |

To be able to support and explain study skills to students in order to develop their understanding of how to research, resource materials to achieve coursework, support their academic knowledge, revision for exams and study skills

To take responsibility for maintaining accurate student tracking systems and records to ensure effective planning and operating of programme area information.

To liaise with fellow coaches to share best practice in study skills and coaching techniques to get most successful outcomes for learners.

To provide a welcoming, effective learning environment in Directed Study Spaces, building a customer-focussed approach and support LRC's where necessary

To develop respectful relationships with all stakeholders, foster positive interactions and behaviours for learning and demonstrate a sound understanding of how and when to challenge poor performance of learners.

To identify and understand the learning needs of learners and liaise with Learning Support staff to ensure those needs can be met. To feedback to Learning Support Leads and PTLs when learners are unable to complete work due to their SEN or the set work is inappropriate.

To cover any curriculum lessons and supervise pre-prepared activity at short notice to aid students continued learning

To encourage the use of a variety of sources both print and electronic and to encourage the use of current and emerging technologies relevant to the delivery of the programme/curriculum area. To keep up to date in new developments and constantly strive to build resources that meet curriculum needs.

To be flexible in the needs of services on offer around the different Directed Study Spaces on campus and to ensure consistent cover is always maintained.

To undertake necessary training to upskill in areas of specific need and in Study Skills and Coaching.

**General  
Requirements:**

As a member of staff, the post-holder will be required to further the agreed aims of the College by participating fully in the following:

The first six months of your employment will be a probationary period, during which your suitability for the position to which you have been appointed will be assessed

To participate in the scheme for appraisal and review of performance adopted by the College.

The provision of a high-quality environment for student learning and associated activities.

Student Welfare and Support Services.

To be responsible for promoting equality and diversity in line with College procedures.

The development of a flexible and responsive institution.

To act responsibly in using resources including contributing and complying with efforts and initiatives to reduce carbon emissions.

To maintain the highest standards of professional behaviour at all times (including compliance with the staff Code of Conduct), with a positive and student focused approach.

College Promotional and Marketing Activities.

The safe and appropriate use of College equipment, premises, and property.

Health and Safety Procedures as laid out in the College Health and Safety Policy.

Staff Development Activities.

General College Developments.

All members of staff must be prepared for changes in their responsibilities and work.

The postholder will also be required to undertake such other tasks as the Principal from time to time may determine.

All members of staff are required as part of their duties to accept responsibility for safeguarding, Prevent and promoting the welfare of children and vulnerable adults.

## PERSON SPECIFICATION

Ideally, the person appointed will have the following skills and experience:

### Essential

- A level 6/Degree level qualification in a subject relevant to this position
- PGCE/Cert Ed teaching qualification or equivalent
- A GCSE grade 4 (or equivalent) in both English and Maths
- IT skills to a minimum of Level 2 standard, as the role requires use of a number of systems.
- Extensive experience of leading a team in an educational or customer focussed environment. Handling staffing rotas, staffing arrangements and conducting regular appraisals. Training in essential skills for team members.
- Proven experience of working with young people and mature students, ideally in delivery learning and to have worked in a college, school or youth environment.
- A “can do” attitude with an outcome focussed approach ensuring learners meet targets and goals for their session and a flexible attitude.
- Very good interpersonal skills and in particular the ability to establish good relationships with students and staff.
- Excellent negotiation skills with the ability to persuade, influence and when appropriate challenge with tact and diplomacy. Ability to role model for college learners and work to professional academic standards.
- Highly self-motivated, energetic and driven individual, encompassing a strong sense of autonomy.
- Confidence in the latest technology and able to use technology to instruct others on the range of relevant College resources.
- Excellent communication, organisational and administrative ability including computer literacy and ability to track student information.

### Desirable:

- Knowledge and experience of MIS tracking system.
- Knowledge and experience of Library Information Systems
- Qualifications at Level 4 in Supervision, Leadership or Management

The College is registered with the Disclosure and Barring Service and the successful applicant will be required to apply for a Disclosure at the enhanced level. If you apply for a job with vulnerable people when you know you are on a barred list, you could be fined or face a prison sentence.

Truro and Penwith College is committed to ensuring a culture of valuing diversity and ensuring equality of opportunities.