

## JOB DESCRIPTION

<b>Post:</b>	Directed Study & Curriculum Cover Coach
<b>Responsible to:</b>	PTL for Education
<b>Salary:</b>	£24,194 – £26,244 pro rata (£12,440 - £13,494 per annum) Scale 5 Points 25 – 28 Part Time, 22.5 hours Term Time (38 weeks)
<b>Conditions of Service:</b>	Truro & Penwith College Conditions of Service
<b>Main Purpose of Job:</b>	To supervise and support Further Education Learners predominantly aged 16-19 years old in an innovative and responsive Learning Resources environment to deliver directed study support sessions as part of learners' full-time programme at Truro and Penwith. To cover curriculum lessons with pre-prepared materials in chosen subject areas.
<b>Specific Duties</b>	<p>To liaise with the Directed Study Coaching Supervisor to ensure the needs of the curriculum are met.</p> <p>To assist in the planning and delivery of directed study programme to large groups of learners and to individual learners as required, helping them with coursework and specific guided study tasks in the Learning Resources Centre.</p> <p>To deliver study skills work to students in aiding their understanding of how to research, resource materials to achieve coursework, support their academic knowledge, revision for exams and study skills.</p> <p>To regularly meet the curriculum team, attend meetings and ascertain the needs of the programme for learners by understanding requirements for coursework, research and assessments.</p> <p>To cover any curriculum lessons and supervise pre-prepared activity at short notice to aid students continued learning</p>

**Specific Duties:**

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

To work closely with curriculum staff to ensure the best mapping and co-ordination of study skills and that it is current relevant to the learners' overall programme of study.

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

To participate in the day-to-day delivery and development of an efficient and effective LRC service which supports all aspects of the curriculum. Provision of a welcoming facility, building a customer focussed approach and one which always adopts a good behaviour approach.

To challenge poor performance of learners where necessary and work with curriculum teams to ensure learners meet targets.

To identify and understand the learning needs of learners and ability to meet those needs by liaison with learning support staff and curriculum staff.

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 LRCs on campus and to ensure consistent cover is always maintained.

To undertake necessary training to upskills 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

- Applicants need to be qualified to degree level
- PGCE teaching qualification or willingness to obtain through training
- 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
- 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.
- 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.
- Demonstrate a flexible attitude to work, understanding the needs of learners constantly change

### Desirable:

- Experience of acting in the capacity of tutor, trainer or assessor
- Knowledge and experience of MIS tracking system.
- Knowledge and experience of Library Information Systems.

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.