

Learner Development Coach: Public Services
0.6 (22.2hrs per week) fixed term to 30th June 2022
Department of Health, Education and Service Industries
VBSS21.29

1. The Appointment

The Department of Health, Education and Service Industries is looking to appoint a dynamic Learner Development Coach to its Public Services curriculum area. You will make a considerable contribution to learners' vocational and pastoral skill development and work closely with teaching and support teams to maximise learners' success and achievement.

You will support the acquisition and development of skills in a range of topics to enable learners to improve their vocational, pastoral, employability and study skills and make swift progress.

You will provide theoretical and practical coaching and assess students' progress in their knowledge acquisition and skills development in accordance with awarding body regulations and in consultation with teaching and delivery staff.

Ideally, you will have a range of skills and a proven experience of working with young people; it will be advantageous to have worked in any college/school/youth work environment.

You will be based with the Public Services team and support and challenge learners who study related subjects and on occasion, work with both staff and learners from other curriculum areas in the college and with external agencies on behalf of learners. Ideally you will have experience and knowledge of working in the Public Services.

You will provide support and challenge with learners and help inspire and motivate them through core subject study as well as a range of enrichment, tutorial and wider learning activities.

You will demonstrate energy, passion and enthusiasm for making a difference and have the proven ability to engage, motivate and support young people in improving their outcomes.

It is essential that the person appointed has the ability to build positive relationships and demonstrate excellent communication and organisational skills.

The role will require you to embed the college's values; **Respect, Integrity, Collaboration, High Expectations, Responsibility.**

2. The Post

2.1 Main Duties and Responsibilities

- a) Deliver high-quality skills based coaching and support using a variety of techniques, activities and resources to enable learners to excel.

- b) Prepare appropriate coaching sessions in consultation with teachers to enable learners to improve their vocational, pastoral, employability and study skills and make swift progress.
- c) To develop productive relationships between learners, teachers and learner support services, encouraging dialogue and feedback to ensure appropriate support and challenge mechanisms are in place to help motivate learners to accelerate their progress.
- d) Carry out practical assessments of learners' work in line with awarding body requirements and in consultation with teachers. To provide learners with appropriate feedback as and when required.
- e) Ensure learners gain sound technical knowledge of the subject through practical activities.
- f) To set, monitor and review targets with individual students including the use of individual learning plans. To help monitor and assess students' progress and provide them with regular and constructive feedback against aspirational challenging targets.
- g) Attend at risk team meetings, provide all reasonable support and challenge with learners and strive to enable them to continue with their studies and make good progress. To refer to appropriate internal and external support services and agencies as required.
- h) To help support learners to make good progress through their tutorial provision, liaising where necessary with teachers and the head of department.
- i) Monitor and promote learners' high levels of engagement, attendance and punctuality.
- j) To take every opportunity to develop and promote the importance of English and mathematics with learners.
- k) To promote and help maintain appropriate standards of learners' behaviour.
- l) To fully support the student induction and re-induction programmes and ensure learners are fully aware of their rights and responsibilities.
- m) To attend where necessary department events such as parents' evenings, 'Meet the tutor' events, college 'open evenings' and marketing events including school liaison visits, external events, 'taster' visits, performances and exhibitions.
- n) To attend appropriate department and team meetings as required and to provide appropriate feedback regarding students' progress.
- o) To assist with marketing activities to help fully promote the curriculum.
- p) To take responsibility for your own professional development and continually update as necessary.

2.2 Other Responsibilities

- a) To uphold and promote all college policies and procedures, promoting those specifically applicable to this area of work, including the Equality and Diversity and Health and Safety policies and procedures and attend specific training as requested.

- b) To comply with all college standards and expectations, including college learner procedures and practices and safeguarding policy and practices.
- c) To keep up to date, so far as necessary, for the efficient executing of the job, with new legislation, procedures and techniques and attend relevant mandatory training.
- d) To be conversant with and participate in activities and developments at college, regional and national level which are relevant to the post.
- e) To present and promote an appropriate public image in representing the college group and its subsidiaries.
- f) To undertake any other duties as may reasonably be required commensurate with the post.

3. Skills, Qualities & Knowledge

	Essential	Desirable
Qualifications:		
Qualified to Level 3 or 4 in relevant subject area (Public Services)	✓	
English to at least level 2	✓	
Maths to at least level 2	✓	
Certificate in Teaching in Lifelong learning or equivalent or willing to work towards within 2 years of appointment		✓
Experience		
Recent and relevant experience working within a vocationally related area of Public Services		✓
Experience of providing effective learning experiences to young people aged 16-24	✓	
Experience of assessment and assessment practices		✓
Experience of providing effective developmental feedback to learners as a result of assessment tasks		✓
Evidence of providing effective coaching / mentoring to young people	✓	
Skills /Knowledge		
Demonstrate suitability to work with children and vulnerable adults including knowledge/understanding of safeguarding and DBS compliance	✓	
Ability to build positive and professional relationships	✓	
Use creativity to provide a positive learning experience	✓	
Ability to develop and deliver effective learning materials and information	✓	
Provide constructive feedback	✓	
Collate tracking records to drive high impact performance	✓	
Excellent communication and interpersonal skills	✓	
Ability to analyse information and situations and recommend ways forward	✓	
Self-managing/reflective	✓	
Ability to organise, plan and prioritise	✓	
Effective time-management skills	✓	
Understand the need for thorough risk assessments	✓	

Qualities/Approach linked to college values	Essential	Desirable
Demonstrate a positive approach to equality and diversity and customer service	✓	
Demonstrate an ability to take responsibility for own and others Health and Safety at work	✓	
Demonstrate a commitment to safeguarding and promoting student welfare	✓	
Enthusiasm	✓	
Commitment to learners and colleagues	✓	
Self-confident	✓	
Approachable	✓	
Empathy	✓	
Flexibility	✓	
Open and responsive	✓	
Excellent team member	✓	
Ability to articulate clearly and objectively	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice, following organisational procedures	✓	

4. Position within the College

The post-holder will be part of the Health, Education and Service Industries and will report directly to the Head of Department.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Fixed Term contract and is subject to those terms and conditions.
- b) The salary will be Vision Business Support Band 5 – £22,044 per annum. This is a spot salary.
- c) You will be required to work up to 22.2 hours per week on a flexible basis.
- d) Other terms and conditions to be outlined in line with your contract of employment.
- e) The post holder may be located at any West Nottinghamshire College Group site and may be expected to travel as required. You will however be given reasonable notice of any change in your principal place of work and be fully consulted.

6. The Application

Individuals with the appropriate experience, qualifications and personal qualities are invited to complete an online application form by **5.00pm on Tuesday 29th June 2021**.

Interviews are scheduled to take place on Wednesday 7th July 2021.

www.wnc.ac.uk/vacancies

THE COLLEGE GROUP PROMOTES EQUALITY OF OPPORTUNITY AND WELCOMES APPLICATIONS FROM ALL SECTORS OF SOCIETY.

The college group is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts may be subject to DBS check. The successful candidate will be required to pay for the DBS check themselves; the cost will automatically be deducted from their first salary payment. This is currently £44.

It is an offence for anyone who is barred by the ISA from working with children and or vulnerable adults to apply for this position.