



Vision Business Support Services is a subsidiary company of West Nottinghamshire College Group.

A Level Achievement Coach

0.6 (22.2hrs per week) term time only 39 weeks per year

Directorate of Academic, Creative, Community, Digital and Professional Studies

Ref: VBSS21.52

1. The Appointment

We are looking to appoint a dynamic and efficient A level Achievement Coach who will undertake the vital role of co-ordinating, monitoring and supporting a cohort of up to 150 learners throughout their learning journey. You will be responsible for working with exams team to ensure all examination arrangements are accurately completed in addition to working with subject tutors and a wide range of staff to ensure each learner has an individualised timetable and personal plan to facilitate progression.

The successful candidate will provide a range of non-academic and skills development support and guidance to learners. You must have proven experience of supporting young people studying A-levels within a college/school environment with a focus on progression and achievement.

You will work with both staff and learners across Academic and liaise with other specialist services internally and externally to promote learner retention, achievement, success, academic skills, whilst building learner resilience to support progression. You will make a considerable contribution to co-ordinating aspects of the Academic Studies year plans including some wider learning activities and delivering aspects of the tutorial entitlement to groups, whilst ensuring every learner is met at least monthly ensuring at least 3 formal reviews are conducted. Ensuring all students are on track at all times and where this is not the case, pro-active intervention is initiated.

The post holder is expected to demonstrate energy, passion and enthusiasm for making a difference and have the proven ability to lead group sessions, engage, motivate and support young people both individually and in groups. It is essential that the person appointed has the ability to build positive relationships, displaying excellent communication, administrative and organisational skills. You will also be required to apply challenge to learners as appropriate to enable them to be successful and achieve their full potential.

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) To co-ordinate all stages of learner journey alongside Academic Studies team to include admissions, support interviews, co-ordinate both A level and GCSE results day and enrolment events, preparing individual student timetables and subject groups, on programme monitoring, support progression planning through to individual exit reviews.
- b) To develop productive and professional relationships between learners, tutors and learner support services, encouraging dialogue and feedback to ensure appropriate support mechanisms are in place.

- c) To closely monitor attendance in line with college procedures and promptly identify learners at risk, provide early warnings of potential losses, and assist with support and recovery of early leavers.
- d) Support follow up actions following weekly at risk team meeting, provide all reasonable support to learners with challenges affecting their potential to continue and achieve and referring to appropriate support services and agencies as required
- e) To support Tutors and PAL's in monitoring and recording of behaviour. To support learners in maintaining focus and motivation throughout their programme and assist positive behaviour management.
- f) To co-ordinate Additional Learning Support for learners as required within identified cohort.
- g) Maintain and manage accurate and auditable data relating to learners, ensuring it meets all funding and awarding body requirements.
- h) Work closely with learner records and examinations team to ensure accurate, timely registration of each learner including transfers, withdrawals and individual exam entries.
- i) To attend where required events such as Parents' Evenings, Meet the Tutor events, Open Evenings and marketing events including School liaison visits, external events and taster visits.
- j) To support and ensure all students UCAS applications are timely, references are submitted ensuring the student is represented at their best through support and skill development delivered sessions
- k) To support the tracking, including any impact assessment, of learners' progression through the tutorial entitlement, liaising where necessary to the School Leadership Team or an appropriate Subject Tutor.
- l) To ensure Learner Voice surveys are completed by all learners.
- m) To maintain accurate and up to date records of support activities/ tutorials, including assessing impact.
- n) To support learners in maintaining and developing their Individual Learning Plan (ILP), ensuring appropriate challenging skill based targets are set and support the learners to make good or better progress.
- o) Ensure learners own their targets, they are monitored robustly and updated to identify new targets and progress made.
- p) Ensure student's academic skills are developed and where these fall short of expectations pro-active action is taken to address this in the appropriate format.
- q) To ensure all learners plan and participate in external work experience, volunteering and other work related opportunities.
- r) To plan for appropriate timely careers advice and guidance sessions which support learners to research progression opportunities and liaise with other learning brokers to support effective progression and/or transfer.
- s) To provide guidance and support with HE choices and applications.
- t) To lead on the collection and compilation of learner destination data.
- u) To create and maintain an up to date database of Academic Studies alumni, using this to support career development opportunities.

2.2 Other Responsibilities

- a) To uphold and promote College policies and procedures, promoting those specifically applicable to this area of work, including the Equality & Diversity policies and procedures and attend training as requested.
- b) To apply the college's own safeguarding policy and practices and attend training as requested.
- 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.
- 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 | √ | |
| Qualified to Degree level | | √ |
| Literacy Level 2 | √ | |
| Numeracy Level 2 | √ | |
| First Aid at work or willing to work towards within 12 months of appointment | √ | |
| Certificate in Teaching in Lifelong learning or equivalent or willing to work towards | √ | |
| Experience: | | |
| Evidence of providing effective coaching / mentoring to groups and individuals | √ | |
| Recent and relevant experience of supporting students studying A-levels | √ | |
| Experience of supporting students through the UCAS process | √ | |
| Experience of providing effective learning experiences to young people aged 16+ in groups and one to one | √ | |
| Experience of developing and coordinating bespoke workshops that support students personal and social development and health and well-being | √ | |
| Experience of delivering and designing training sessions | √ | |
| Experience of working in a role supporting learners to remain on track and meet or exceed their targets. | √ | |
| Experience of mentoring or providing one to one individual support to young people aged 16-25 | √ | |
| Evidence of offering inclusivity to learners | √ | |

| Skills /Knowledge | Essential | Desirable |
|---|-----------|-----------|
| Knowledge of the A level and or GCSE curriculum | √ | |
| Knowledge of the Education Inspection Framework and Programmes of Study. | | √ |
| Knowledge of effective learning styles to support individualised learning | | √ |
| Knowledge and appreciation of Equality and Diversity and Safeguarding with a FE environment | √ | |
| Ability to build positive and professional relationships | √ | |
| Provide constructive feedback that is linked to the development of academic skills | √ | |
| Collate tracking records that are concise and informative | √ | |
| Excellent communication and interpersonal skills | √ | |
| Ability to organise, plan and prioritise | √ | |

4. Position within the College

The post-holder will report directly to the Head of Department.

5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services term time contract and is subject to those terms and conditions.
- b) The salary will be VBSS Band 6 £24,832 per annum (pro rata for term time and part time).
- c) You will be required to work 22.2 hours per week on a flexible basis or part time equivalent.
- 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 Sunday 25th 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.