

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

## **Catch up Coach (Fixed term until 30 June 2022)**

**Variable hours and positions available (Full-time & Part-time) in the vocational areas of:**

**Computer Science, Business, A levels, Art and Design, Performing Arts, Music and Media, Construction and Building Services, Hospitality, Animal Care, Travel, Sport. Public Services and Early Years.**

**Ref: VBSS21.98**

### **1. The Appointment**

This is a great opportunity for dynamic individuals with strong English and Maths skills and vocational qualifications or experience to help students who have missed learning due to the Covid pandemic to help them catch up with their English and Maths skills in their vocational studies.

#### **ABOUT THE ROLE**

This opportunity has arisen through specific central government 'catch up' funding to help students catch up with their English and/or mathematics studies within their chosen vocational subjects as a result of the Covid pandemic and/or catch up with their English and/or mathematics studies to help students below grade 4. The range of vocational subjects is broad but it is expected that the post holder will have relevant qualifications in one particular vocational subject along with a good level of English and or Maths skills.

The role involves coaching and providing study skill support to groups of learners aged 16 to 19 on their subject studies. Coaching sessions will be of an hour to 90 minutes duration and be on a regular basis each week for targeted students. 'Catch up' coaches will be supported by the relevant Head of Department who will ensure teachers provide set work tasks and activities to them to help stimulate and accelerate learners' focus and progress.

Reporting directly to the Head of Department for the vocational area, you will be part of the vocational subject area team. The post requires a highly-motivated and well-organised individual who can demonstrate a commitment to excellence in student coaching and measuring progress. Your role will be to build good practice in study skills to move this significant widening participation aspect of the relevant subject team's work forward.

You must have proven experience of working with young people, ideally in coaching or mentoring and to have worked in a college/school/youth work environment. You will be qualified in a relevant vocational subject, ideally to degree level and have strong English or Maths skills.

You will be a highly self-motivated, energetic and driven individual, encompassing a strong sense of autonomy. You will possess strong presentation and communication skills and be able to demonstrate a good understanding of measuring students' progress. You will report on students' development and acquisition of new knowledge and application of new skills.

It is essential that the person appointed has the ability to build positive relationships, maintain small group on task focus and exhibits excellent communication and organisational skills.

You will work closely with the relevant teachers, head of department and support services in enabling targeted students to catch up with their studies and make swift progress.

You will be a role model for students and maintain the college's high expectations both of yourself and of students throughout all interface each working day.

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 ensure that targeted students are provided with effective coaching and study skill support in order for them to catch up with their studies and make swift progress.
- b) To work with relevant teachers and heads of department to plan, prepare and provide interesting and relevant tasks and activities that enable targeted students to catch up with their studies.
- c) To continually measure the progress of targeted students coached and supported and report on their development and acquisition of new knowledge and application of new skills.
- d) To keep up-to-date with curriculum initiatives, development of standards and general developmental and professional issues relating to the delivery of learning across the college.
- e) To contribute to the evaluation and monitoring of the impact of the 'catch up' coaching initiatives.
- f) To complete documentation, appropriate records of student performance and administration associated with the role and responsibilities.
- g) To contribute to team meetings with relevant teachers and heads of department on the progress of targeted students and impact of the coaching and support.

### **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 and Health & Safety policies and procedures and attend training as requested.
- b) To comply with 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 execution 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
<b>Qualifications:</b>		
Diploma in Teaching in the Lifelong Learning Sector (DTLLs) or equivalent, e.g. Certificate in Education/PGCE		✓
Honours degree or at minimum a level 4 vocational qualification	✓	
English qualification to at least level 2 for vocational subject coaching (if coaching students in English, the candidate will require a minimum of L4 in English or similar subject such as 'creative writing')	✓	
Maths qualification to at least level 2 for vocational subject coaching (if coaching students in maths, the candidate will require a minimum of L4 in maths or variance of maths)	✓	
<b>Experience</b>		
Recent and relevant experience of delivering high-quality and effective coaching with groups and individuals	✓	
Evidence that you are able to apply effective approaches to coaching to more than one level and target audience	✓	
Recent and relevant experience of working within an appropriate vocational environment or of appropriate professional updating	✓	
<b>Skills /Knowledge</b>		
Demonstrate range of knowledge, understanding and application of coaching approaches and techniques	✓	
Demonstrate suitability to work with vulnerable young people including knowledge/understanding of safeguarding and its importance within the college	✓	
Knowledge of current initiatives within the FE sector	✓	
Excellent communication, inter-personal and presentation skills and the ability to influence others and build positive relationships	✓	
Ability to plan, prioritise, conduct actions and evaluate impact	✓	
Ability to work as part of a team to achieve common objectives	✓	
Ability to work at level 2 in English	✓	
Ability to work at level 2 in mathematics	✓	
Good working use of IT; in Microsoft word, PowerPoint and outlook	✓	
<b>Qualities linked to college values</b>		
Set high professional standards for one's own practice and high expectations for students	✓	
Demonstrate understanding and promotion of equality and diversity and customer service	✓	

	Essential	Desirable
Demonstrate an ability to take responsibility for own and others' Health and Safety at work	✓	
Demonstrate that you take responsibility and ownership, e.g. meeting deadlines, sharing practice and following organisational procedures.	✓	

#### 4. Position within the College

The post-holder will be part of the relevant curriculum staff team and will be accountable to the relevant head of department.

#### 5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services Contract and is subject to those terms and conditions. The post is fixed term until 30 June 2022.
- b) The full time salary will be £26,914 per annum, pro rata if part time hours.
- c) You will be required to work 37 hours per week if full time or less if part time on a flexible basis.
- d) The college operates a contributory Average Salary Pension Scheme
- e) Other terms and conditions to be outlined in line with your contract of employment.
- f) 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 **Tuesday 7<sup>th</sup> December 2021**.

[www.wnc.ac.uk/vacancies](http://www.wnc.ac.uk/vacancies)

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

**The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Posts are all 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 £46.50.**

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