



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

**FE Study Skills Coach (Fixed term until 31<sup>st</sup> July 2022 with possibility to extend for further 2 years)**

**Ref: VBSS21.106**

### **1. The Appointment**

This is a great opportunity for a dynamic, professional individual to join a forward-thinking college to develop and teach **Study Skills**, across a range of courses and across all disciplines, including A-Levels, adult and vocational curriculum at Levels 2 and 3.

#### **ABOUT THE ROLE**

This opportunity has arisen as part of the OfS (Office for Students) funded Uni Connect Programme, and we now require an enthusiastic and motivated individual to join the DANCOP (Derbyshire and Nottinghamshire Collaborative Outreach Programme) project team at the College, although the post holder will be based within the Student Services Team.

Uni Connect aims to identify and address issues around progression into Higher Education. In particular, it seeks to undertake outreach activity in specific local areas where HE participation is low overall and lower than expected given GCSE attainment levels.

Reporting directly to the Lead Project Officer, you will be part of a small central team who provide a cross-college focus for FE provision at the college. The post requires a highly-motivated and well-organised individual who can demonstrate a commitment to excellence in student support, advice and guidance, together with an ability to contribute to cross-college initiatives and innovation. Your role will be to build good practice in study skills to move this significant widening participation aspect of the team's work forward.

You must have proven experience of working with young people and mature students, ideally in delivering learning and to have worked in a college/school/youth environment.

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 achievement of targets.

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

You will work closely with the tutors, curriculum and School management teams and have an involvement with organising and taking part in enrichment and wider learning activities.

You will be a role model for college learners and will work to the classroom professional standards.

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

## 2. The Post

### 2.1 Main Duties and Responsibilities

- a) To ensure that all modes of FE student, at all WNC locations, on all courses, have effective study skill support for both internal and external assessment activity, both face-to-face and electronic.
- b) To plan, prepare and support transitional workshops/summer schools for progression to the next level.
- c) To prepare and internally publish generic research and study skills materials for both student and staff resource use.
- d) To lead on and support the embedding of new study support practices at Level 3 e.g. Turnitin, blended learning.
- e) To work with curriculum teams to develop differentiated delivery strategies to support all modes of study.
- f) To contribute to employability activity across the college.
- g) To contribute to a range of activities/communication strategies to ensure that learners at risk due to poor attendance are supported to return to study.
- h) To work with course tutors to contribute to induction activities.
- i) 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.
- j) To evaluate and monitor the impact of study skills initiatives and activities on an annual basis.
- k) To complete documentation, appropriate records of learner performance, report writing, input to monitoring logs and any other administration associated with role and responsibilities.
- l) Ensure that DANCOP activity is recorded accurately on the East Midlands Widening Participation Research and Evaluation Partnership (EMWPREP) database and/or as agreed, working within data protection requirements. Gain a sound working knowledge of the (EMWPREP) database, acting as the EMWPREP contact for education providers in your designated area(s).
- m) Work in collaboration with the Central DANCOP teams and other college teams to support and ensure delivery is in-line with the DANCOP project plans.
- n) Other responsibilities commensurate to the level of the role.

### 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 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.

<b>3. Skills, Qualities &amp; Knowledge</b>
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	Essential	Desirable
<b>Qualifications:</b>		
A degree level qualification	✓	
Diploma in Teaching in the Lifelong Learning Sector (DTLLs) or equivalent, e.g. Certificate in Education/PGCE		✓
Level 3 (minimum) qualification	✓	
English to at least level 2	✓	
Maths to at least level 2	✓	
<b>Experience</b>		
Recent and relevant experience of delivering high quality and effective learning or training experience to groups and individuals	✓	
Evidence that you are able to apply effective approaches to teaching 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 curriculum development, innovation and delivery strategies	✓	
Demonstrate suitability to work with children and vulnerable adults 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 and prioritise	✓	
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	✓	

	Essential	Desirable
high expectations for learners		
Demonstrate understanding and promotion of equality and diversity and customer service	✓	
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 Student Services Team and will report to the Student Services Manager.

#### 5. Terms & Conditions

- a) The post is offered on a Vision Business Support Services contract.
- b) The salary will be £25,092 per annum. This role is a spot salary.
- c) You will be required to work 37 hours per week on a flexible basis.
- d) You will be entitled to 25 days leave, plus bank holidays and up to 4 concessionary days.
- e) Vision Business Support Services operates a Scottish Widows Group Personal Pension Plan.
- f) The post holder may be located at any West Nottinghamshire College 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 Sunday 16<sup>th</sup> January 2022**.

[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.**