**JOB DESCRIPTION**

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| **POST TITLE:**  | **ACADEMIC COACH** |
| **RESPONSIBLE TO:** | **Guidance Director** |
| **GRADE:** | **Pt. 7-11 on the Support Staff Scale** |
| **WORKING WEEKS:** | Term time plus one additional week |
| **PURPOSE OF POST:** | You will offer academic, learning and personal guidance to groups of students. You will be the key guide to your students in achieving success in their programme of study and in progression to an appropriate, positive destination, helping them to develop the means of success. Working as part of the Student Support team, consisting of other Academic Coaches, Guidance Directors, Safeguarding Manager, Student Wellbeing Advisor and Vice Principal, you will contribute to the development of student support through raising aspiration and performance and helping to build ambition, confidence and resilience in young people. |

**Main Duties & Responsibilities**

***Promoting academic progress***

* Guide students through induction to the College and to sustained success in their programme of study
* Monitor student progress and set improvement actions using the appropriate College systems throughout the learner journey in order for students to achieve or exceed their target grades
* Promote, track and take action to support academic achievement and progress
* Promote, monitor and take action to support student attendance and retention
* Conduct 1-1 Tutor Check-in’s with your tutees individually at least each half term, which support academic progress and are recorded on Voyager; the College’s information platform
* Provide more frequent interventions to students who require additional support and who have been prioritised according to need
* Act upon your understanding of your tutees’ readiness for learning in order to assist and support them in being successful
* Keep and share records on Voyager concerning attendance, progress, achievements, guidance and significant interactions for your tutees
* Take responsibility for the implementation of the College Disciplinary system with any of your tutees who enter it

***Effective Communication***

* Liaise with Guidance Directors and parents/carers to implement appropriate actions to improve student progress
* Liaise with Guidance Directors and parents/carers to implement appropriate actions to improve student attendance
* Receive, respond to and act upon referrals by teaching and other staff
* Interact continuously with teaching and other staff to ensure your tutees’ needs are fully addressed
* Work alongside the Learning Support team who support those of your tutees needing this extra assistance
* Consult with and inform parents/carers concerning tutees’ attendance and progress, both through the College programme of consultation opportunities and pro-actively as necessary
* Communicate with external agencies as necessary and appropriate to support students

***Guiding students to successful progression destinations***

* Ensure that students are aware of different destinations available to them so that they can make informed choices about their progression from QE
* Advise students regarding their progression aims and the means of attaining them including the development of employability skills and participation in work experience opportunities
* Write references for all your tutees and guide them in making applications for progression.
* Guide students through the UCAS process and other apprenticeship/employment application processes, ensuring that they make the most appropriate choices to meet their aims and produce the highest possible quality of application, co-ordinating your work with the HE/Careers Team
* Develop students’ readiness for successful progression by promoting personal and social development including via participation in extra-curricular activities
* Provide information, advice and guidance to students at every stage of their learning journey including to prospective students

***Delivering a tutorial programme***

* Deliver pre-planned tutorial sessions to groups of around 24 students to develop their understanding of life in modern Britain; effective learning strategies and how to keep themselves and others safe
* Contribute to the planning and the design of materials in the tutorial programme
* Occasionally cover for absent colleagues in the Academic Coach team for the delivery of essential group tutorials

***Professional development and other duties***

* Work with the Student Support team to:
	+ Continuously review and improve processes of guidance and support of students which optimise success;
	+ Plan effective ways of meeting the needs and developing the aspirations and personal autonomy of students;
	+ Develop progressively more responsive and effective communication concerning guidance of students, including communication with parents/carers.
* Undertake appropriate training to enable you to perform your duties effectively

All staff have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the college procedures for raising concerns about students’ welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the college as relevant to their role.

The post holder’s duties must at all times be carried out in compliance with the College’s Equality, Diversity and Inclusion Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust’s and College’s responsibilities under the Health and Safety Act.

All staff are expected to support the achievement of the Trust’s vision and values and to demonstrate these values through their behaviour.

***This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change and only after consultation with you.***

***Person Specification***

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| **Criteria** | Desirable | Essential |
| **Qualifications*** Good general educational qualifications (incl. min Level 2 in English & Maths)
* Educated to degree level or equivalent
 | **✓** | **✓** |
| **Experience*** Relevant experience of working with and supporting young people
* An awareness of safeguarding issues relating to young people
 | **✓****✓** |  |
| **Skills & aptitudes*** Excellent literacy and numeracy skills
* Good IT skills
* Excellent communication skills
* Good organisational and administrative skills
* The ability to learn and adapt quickly and responsively to the demands of the post
* Good problem-solving skills
* The ability to work both individually and as part of a team
* Confidence in addressing groups and presenting information
 |  | **✓****✓****✓****✓****✓****✓****✓****✓****✓****✓** |
| **Personal qualities*** A genuine interest in the education of 16-19 year old students
* Ability to relate to 16-19 year old students
* An approachable manner, an open mind and good listening skills
* Enthusiasm, initiative and creativity
* Flexibility and a willingness to try new approaches
 |  | **✓****✓****✓****✓****✓****✓** |

**Salary and Conditions of Service**

Fixed Term to 31 July 2026, Term Time plus 5 days

Salary is Pts 7-11: £24,953 - £27,532 per annum pro rata, (actual salary for 37 hours per week, term time plus 5 days would be £22,937 - £25,307 per annum depending on qualifications and experience).

Holidays will be taken during the College holiday periods. Working hours are 8.30am – 5.00pm Monday to Thursday, 8.30am – 4.30pm Fridays. The contract and the terms and conditions of employment will be based on a model for support staff produced by the National Joint Council of the Sixth Form College’s Association.