



**As one of the leading colleges in the UK, with significant strengths in health and social care, engineering, creative industries, construction, catering and digital, Northampton College is an inspiring place to work.**

Our students come from all walks of life and so do we. We hire great people from a wide variety of backgrounds, not just because it's the right thing to do, but because it makes our organisation stronger. Why not join our dedicated team as an **Academic Coach?**

<b>Job Title</b>	Academic Coach
<b>Ref No.</b>	ME2425121
<b>Department</b>	Arts, Digital and Creative Industries
<b>Reporting to</b>	Curriculum Manager
<b>Location</b>	Northampton, Booth Lane Campus
<b>Salary</b>	In the range of £30,715 - £33,949 per annum pro-rata, actual salary in the range of £16,326 - £18,045 per annum Starting salaries will normally be aligned with the first point in the grade for the role. Only in exceptional circumstances, as determined by the College, will appointment to a higher point be considered. If you have any queries regarding the College's policy on this, please contact the recruitment team prior to submitting your application.
<b>Hours</b>	22.2 hours per week. You will be required to be at work for a total of 888 hours per year. This will usually be completed over a period of 40 weeks based around student term times. Holiday, including entitlement to Bank Holidays and Closure Days, will be taken outside this working time, unless by prior arrangement with your line manager.
<b>Contract Type</b>	Permanent, Part Year

**We are committed to the safeguarding and welfare of all our students, we follow safer recruitment statutory guidance (Keeping Children Safe in Education).**

**If you are successful, you will be required to complete thorough pre-employment checks, including an enhanced DBS check and satisfactory references. All applicants must have the right to work in the UK at the time of application, as the College does not hold a sponsorship license.**

## REWARDS AND BENEFITS

As well as a great salary and friendly team you will also receive:

- ▶ 35 days pro rata annual leave, comprising 24 personal days, pro rata (1 September – 31 August), including 8 bank holidays and 3 closure days. The College reserves the right to designate up to 3 closure days per holiday year ***\*\*Holiday entitlement will be included in monthly pay to the value of 35 days per annum pro rata\*\****
- ▶ Discounts through membership of the NUS and Blue Light Card - ranging from Amazon Prime to eating out, fashion, beauty, entertainment and more.
- ▶ Eligible to join the Local Government Pension Scheme (a defined benefit scheme including an employer contribution rate of 25.40%)
- ▶ Access to continued professional development
- ▶ Free parking and access to electric vehicle charging
- ▶ Multi gym and sports hall
- ▶ Confidential Employee Assistance Programme, offering a confidential phone line, a website and a downloadable app
- ▶ Access to the College's Wellbeing Hub
- ▶ Enhanced family friendly policies
- ▶ Generous sick pay and compassionate leave scheme
- ▶ Discounted hairdressing and beauty therapy treatments in our training salons (The Salon NC).



# Job Description

## Role Purpose

To ensure all students have the best possible experience and make optimum progress within qualifications as they develop the knowledge, skills, and behaviors which will enable them to achieve their aspirations. Supporting and encouraging students throughout their learning journey, the post holder will ensure that students' progress and behaviors are routinely monitored and reviewed with them, so that students know what to do to improve. Making timely referrals for appropriate support to colleagues and departments across the College. Communicating with parents/guardians and external agencies, as needed.

## Main Duties and Responsibilities

1. To deliver weekly face-to-face tutorial sessions to groups of students which support their personal development, using a range of pre-existing materials covering a range of themes. These include welfare and wellbeing support, progression activities, and the development of employability skills.
2. To facilitate tutorial sessions and adapt the delivery to best suit the needs of different student groups.
3. To facilitate and supervise pre-set lessons or periods of self-study. For example, in the event of teacher absence.
4. To regularly review information on students' progress using the College systems, including the students' progress ratings, behaviours, and additional learning support needs, utilising this to inform discussions with students, colleagues, and parents/guardians.
5. To regularly review students' attendance and punctuality, ensuring prompt follow up of any concerns including contact with parents/guardians.
6. To identify students who require additional support as they are at risk of not meeting their targets. Consult with colleagues and/or parents/guardians to agree the best course of action. Refer students to the School of Academic and Vocational Support or other College support services, depending on the student needs.
7. To hold regular one-to-one meetings with students to ensure they know how they are performing and what they need to do to achieve their full potential. Support in the production of parent/guardian reports.
8. To work with relevant external agencies who support and/or monitor students' progress. For example: social workers; local authorities, and community mental health teams.
9. To provide students with timely and suitable advice to support them in deciding, and then making plans, for their next steps. For example: progression to another course; higher education, apprenticeship, or employment.
10. To ensure students' College records are promptly updated following any intervention or requests for support.
11. To carry out examination invigilation duties as required.

# Person Specification

	Essential	Desirable
<b>Education</b>	<ul style="list-style-type: none"> <li>English and maths GCSE grade C/4 or above/willingness to obtain, or equivalent skill level</li> <li>Willingness and ability to undertake Level 3 Award in Education and Training</li> </ul>	<ul style="list-style-type: none"> <li>Relevant coaching or advice and guidance qualification</li> <li>Industry sector specific qualifications</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Understanding of, and commitment to, the principles of equity, inclusion and belonging</li> <li>Understanding of the principles of safeguarding young people and vulnerable adults in an educational setting</li> <li>Understanding of the principles of data protection</li> </ul>	
<b>Skills</b>	<ul style="list-style-type: none"> <li>Enthusiastic, motivated and committed to supporting young people</li> <li>Ability to use a range of Information Technology/Information Communication Technology systems, including Microsoft Word, Excel, and Outlook.</li> <li>Ability to engage groups of students through the delivery of personal development tutorials</li> <li>Ability to analyse and interpret basic student related data, for example relating to patterns of absence/absence levels</li> <li>Ability to work independently as well as part of a team</li> <li>Ability to manage and prioritise multiple tasks through to completion within prescribed deadlines</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of effectively communicating in writing, verbally, and through active listening, with diverse groups.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with or supporting young people</li> <li>Experience of working within an educational setting</li> <li>Experience of working in a specific industry sector which aligns with the College curriculum</li> </ul>
<b>Attributes</b>	<ul style="list-style-type: none"> <li>Strong work ethic: exhibits dedication and diligence in carrying out responsibilities with a commitment to excellence</li> <li>Collegiate: works well within a team environment, cultivating a collaborative and cooperative approach</li> <li>Enthusiastic and innovative: displays a positive attitude and creative mindset, contributing fresh ideas and solutions</li> <li>Adaptability and reliability: adapts easily to changing situations and is dependable in fulfilling commitments</li> </ul>	

	Essential	Desirable
	<ul style="list-style-type: none"><li>• Priorities the needs of the team, customer, and the organisation</li><li>• High degree of integrity and honesty</li><li>• Empathetic: demonstrates thoughtfulness towards others</li><li>• Resilience: able to recover from setbacks quickly</li><li>• Self-motivated: demonstrates initiative, positivity, and a proactive approach</li><li>• Positive role model for students</li></ul>	



## GENERAL

**You will be required to undertake such other duties appropriate to the grade and nature of the work as may reasonably be required of you. Therefore, the list of duties in this job description should not be regarded as exclusive or exhaustive.**

Your duties will be set out in this job description but please note that the College reserves the right to update your job description from time to time to reflect changes in, or to, your job.

Significant permanent changes in duties and responsibilities will require agreed revisions to be made to this job description. You will be consulted about any proposed changes via either collective or individual consultation.

You will be required to have a flexible approach to work, working outside your normal working pattern when reasonably required to do so, including, for example to support College open events. You will have the ability to travel effectively, for example to other College campuses.

You will be required to ensure all safeguarding and student welfare duties and responsibilities are fully met and that you adhere to the relevant College policies and procedures.

You will be required to participate in the College's Employee Performance and Development process and to undertake any professional development activity/training required.

You will be required to fulfil your health and safety responsibilities for your own health and wellbeing and that of others within the College.

