

Job title	Learning Coach
Contract	Permanent
Salary	Up to £25,000 pa
Location	Purfleet, Essex
Responsible to	Director of Curriculum and Quality/Course Leader
Direct reports	None
Works with	English, Maths and ICT Teachers, Industry Practitioners, IQA's and Marketing Executive
Date	July 18

National College for Creative Industries/The Backstage Centre

The National College Creative Industries was incorporated in September 2016 to develop industry lead high level technical skills within the Creative and Cultural Sector. The Backstage Centre is a commercial trading subsidiary of the National College which hosts leading technical facilities located at High House Production Park in Purfleet, Essex, where the National College for Creative Industries are located.

Role Overview

Learning Coaches are crucial to enabling each student to manage their progress at college and achieve outcomes that reflect their potential. They are an integral part of course teams, working with Course Team Leaders, and support staff to deliver an engaging learning experience that prepares students for their next step and helps them to realise their full potential.

The role will involve the following:

Contributing to the planning and delivery of the National College's Creative Industry programme that aims to reinforce the values and behaviour employers require in industry. Implementing suitable delivery of induction and on programme learning enabling independent learning as well as provide informed and up to date careers, job opportunities, and apprenticeship.

Conform with the Ofsted Inspection Framework and develop and deliver outstanding Teaching and Learning Outcomes

Key responsibilities

Delivering business needs

- **Methodical planner** who accurately manages the detail within a range of student projects.
- **Empathetic Coach** who enables students to reflect, track and evaluate their progress.
- **Results focused individual** who pin points and delivers interventions that make a real difference to the student.

Make things happen through people

- **Target setter** who sets high standards, smart objectives and develops individual learning plans.
- **Proactive team member** who assertively contributes to building strong working relationships across the school
- **Negotiator** who plays a key role in brokering successful solutions in the best interest of the student
- **Relationship builder** who encourages collaborative attachments with internal staff across the organisation

Achieve organisational success

- **Specialist Advisor** who diagnoses and takes account of the full range of options and develops a personalised learning plan for each student's specific needs.
- **Monitor evaluator** who keeps track of student's performance, attendance and progress.
- **Responsible professional** who promotes a compliant environment by exercising due diligence and the avoidance of potential risks

Managerial effectiveness

- **Strong communicator** who adapts their style and method of communication to suit a range of audience and locations
- **Organise and flexible individual** who prioritises tasks and manages their time efficiently
- **Motivator** who engages and coaches students using a range of techniques most appropriate to their learning styles

Principle Accountabilities

- To be responsible for supporting learning for students within the curriculum areas.
- To deliver group tutorials, supervision of technology assisted learning and facilitates assessment activities.
- To be able to supervise groups of students undertaking directed study activities.
- To ensure the maintenance and safekeeping of resources.
- To support students in research activities across a broad range of mediums
- Negotiating core project delivery by working with students at the beginning of projects to help plan and tailor them to meet their goals and training requirements;
- Planning and coordinating the personalised learning plans and routes and destinations for each of their students;
- Supporting students to reflect on and evaluate their progress, setting personalised targets; tracking and completion of ILPs
- Working with Course Team Leaders to provide support for core projects and single sessions, helping to ensure that all programme outcomes and requirements are delivered;
- Providing guidance to students in the development of their destination plans and understanding of the progression routes available to them.

Specific duties and responsibilities

- To supervise and support groups of students in an independent learning environment and to deliver study programmes. This will include providing information, advice and demonstrations.
- Support students as they undertake their independent learning. Advise and guide students in the use of training materials to achieve the required outcome for their independent learning.
- Assist users to make best use of the centre resources, including equipment and learning materials and handle user enquiries effectively and refer where appropriate.

- Contribute to the development of the College's online learning systems, prepare instruction manuals and resources in accordance with ILT standards and participate in the delivery of the induction programme and subsequent activities.
- Liaise with course teams to implement student assessment schedules and contribute to the assessment of learners and students by observation.

Negotiating the delivery of core projects

Students will take an active role in shaping core projects to meet their needs and goals. The learning coaches will play a central part in this process, working with students at the beginning of each project to assess their training and support needs. Following this, learning coaches will then provide support to adapt the project and ensure that the students have the support that they require. For example, students may ask for a session on public speaking to help them with a project that involves strong presentational skills. The learning coaches will also attend key parts of core projects, providing staff and students with support as required.

PERSON SPECIFICATION – Learning Coach

	Essential	Desirable	Source of Evidence A/I/R/T
EXPERIENCE			
Experience in successfully delivering training within an FE/HE settings	√		A/I
Industry experience of minimum of 3 years	√		A/I
Experience in Schools or Colleges or training provider settings		√	A/I
QUALIFICATIONS			
Degree or relevant professional qualification	√		A
PTLLS or other teaching qualification	√		A
Literacy and Numeracy Level 2	√		A/T
Administration/IT qualification		√	A
IQA/Assessor qualifications		√	A
KNOWLEDGE, SKILLS AND ABILITIES			
Administrative and organisation skills	√		A/I/T
Good time management	√		A/I/T
Good interpersonal skills	√		I
High achieving and continuously developing ways of improving service	√		A/I
To support the promotion of the National College, providing advice and guidance to the employers and increasing apprenticeship intake and employer involvement in Delivery Planning across the industry.	√		I
Support all learners with their learning and development needs and completion of assessment	√		I
Ability to identify, design and implement training needs ensuring that our training is relevant and high quality.	√		I/R
Supporting the development of our online learning environment and practical training delivery for industry specialism, ensuring content is high quality and relates to current industry practice.	√		R/I/A
Commitment to integrity at all times	√		I
Ability to work efficiently	√		T
Ability to work on own initiative and pro-active	√		I
Ability to communicate effectively, written and spoken at various levels to different audiences	√		I/T

Professional and approachable	√		I
Ability to promote the National College, providing advice and guidance to employers/schools/community and increasing the intake of students.	√		I/A
OTHER REQUIREMENTS			
Awareness and strong commitment to equal opportunities and the promotion of diversity.	√		I
Ability to work to quality standards.	√		I/R
Have a current and clear DBS Check which provides evidence of suitability to work with children and vulnerable adults	√		I/R

Assessment Criteria: A = Application, I = Interview, T = Test, R = References