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| **Job Title:** Animal Care Study Coach  **Reporting to:** Curriculum Manager – Animal Science  **Base:** Broomfield Hall |
| **Hours** 37 hours per week, 38 weeks per year (term time only)  **Contract Type** Support/ Delivery  **Holidays** 20 days per year subject to service increases (5 days increase after 5 years); plus 6 College closure days per year where applicable and 8 statutory days  **Salary**  £26,174 FTE (actual salary £22,102) |
| **Job Purpose**  We are looking to recruit a specialist study coach who will support students with their Animal care studies.  The role involves coaching/delivering subject content and providing practical and theoretical skill support to small groups of students aged 16 to 19 in their animal care studies. The study coach will be supported by the relevant Team Manager who will ensure teachers provide set work tasks and activities to them to help stimulate and accelerate student focus and progress.  The candidate will support students to complete their studies and revise for exams in animal care and will also support in some tutorial and enrichment activity. Once in post, the successful candidate will deliver both 1:1 and small group sessions to a high standard and will support the department in improving retention, attendance and progression. |
| **Key Responsibilities**   * To ensure that targeted students are provided with effective coaching and skill support in order for them to catch up with their studies/practical and make swift progress. * To work with relevant teachers and Team/Curriculum Managers to plan, prepare and provide interesting and relevant tasks and activities that enable targeted students to catch up with their studies and practical learning. * 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. * 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. * To contribute to the evaluation and monitoring of the impact of the study coach role. * To complete documentation, appropriate records of student performance and administration associated with the role and responsibilities. * To contribute to team meetings with relevant teachers and team Managers on the progress of targeted students and impact of the coaching and support. * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload. |
| **Person Specification** |
| **Competencies**  **Essential**   * Ability to communicate effectively at all levels * Excellent organisational skills * High level of interpersonal skills * Use of IT systems * Ability to use imitative and be flexible * Maintain confidentiality |
| **Knowledge & Experience**  **Essentials**   * Experience using Microsoft systems * Knowledge of administration procedures and systems * Up-to-date knowledge of the animal care industry * Experience working with students who need motivation and continuous support and engagement   **Desirables**   * Knowledge of the FE Sector * Practical animal handling and husbandry experience in animal care * Experience of coaching / mentoring |
| **Qualifications -** You are required to provide valid certificates as proof of all qualifications  **Essentials**   * Level 2 English (GCSE or equivalent) * Level 2 Maths (GCSE or equivalent) * Level 3 qualification or above in Animal Care   **Desirables**   * Graduate in relevant subject area (Animal Care) * Diploma in Teaching in the Lifelong Learning Sector (DTLLs) or equivalent, e.g. Certificate in Education/PGCE desirable * Recent professional development in animal care * Qualification in mentoring / coaching * Mental Health First Aider |