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| **Vocational/Technical Catch up Coach – Digital Media**  ***Reporting to – Team Manager*** |
| **Hours** 37 per week  **Contract Type** Support/ Delivery (fixed term – 14 July 2023)  **Salary**  £22,722 Fixed Point (Pro rata per annum)  **Base** Joseph Wright Centre |
| **Job Purpose**  This opportunity has arisen through specific central government ‘catch up’ funding to help students with below grade 4 in English and/or mathematics catch up with their vocational and/or English and/or mathematics studies as a result of the CV19 pandemic. The range of vocational subjects is broad but it is expected that the post holder will have relevant qualifications in one particular vocational subject.  The role involves coaching/delivering subject content and providing practical and theoretical skill support to groups of around five study programmes learners aged 16 to 19 on their subject studies. Coaching/catch up sessions will be of an hour to 90 minutes duration and be on a regular basis each week for targeted students. ‘Catch up’ coaches will be supported by the relevant Team/Curriculum Manager who will ensure teachers provide set work tasks and activities to them to help stimulate and accelerate student’ focus and progress.  You will be based within the Digital/Media delivery team will that delivers high quality vocational training across a range of levels in both classroom and workshop environments, within the DCG Digital and Media Academy.  The ideal candidate will be required coach small student groups in classroom and workshop environments. The DCG Digital and Media Academy delivers qualifications from level 2 to level 3 in Creative Media, Digital Multimedia, Games Design, Esports, IT, Computer Science and the new Digital T Levels. The ideal candidate will hold qualifications in a Digital/Media subject together with relevant practical experience. |
| **Key Responsibilities**  **Main Duties and Responsibilities**   1. 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. 2. 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. 3. 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. 4. 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. 5. To contribute to the evaluation and monitoring of the impact of the ‘catch up’ coaching initiatives. 6. To complete documentation, appropriate records of student performance and administration associated with the role and responsibilities. 7. To contribute to team meetings with relevant teachers and team Managers on the progress of targeted students and impact of the coaching and support. |
| **Competencies**   * Ability to communicate effectively at all levels * Excellent organisational skills * High level of interpersonal skills * Self-motivation * Excellent personal/professional presentation * Use of IT systems * Ability to use imitative and be flexible * Establish clear priorities and manage own time * Maintain confidentiality * Experience working with students who need motivation and continuous support and engagement * Excellent communication, inter-personal and presentation skills and the ability to influence others and build positive relationships |
| **Knowledge**  **Essentials**   * Microsoft systems * Administration procedures and systems   **Desirables**   * FE Sector * Health and Safety |
| **Qualifications**  **Essentials**   * Level 2 English * Level 2 Maths * Level 3 qualification or above in subject specialism   **Desirables**   * Graduate in relevant subject area desirable * Diploma in Teaching in the Lifelong Learning Sector (DTLLs) or equivalent, e.g. Certificate in Education/PGCE desirable |