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| **Maths Study Coach**  ***Reporting to – Team Manager, Study Programme English or Maths*** |
| **Hours** Variable  **Contract Type** Support/ Delivery (Fixed term – until July 2023)  **Salary**  £25,000 Fixed Point (Pro rata per annum) |
| **Job Purpose**  This opportunity has arisen through the ’16-19 Tuition Fund’ to support students who have not achieved a grade 5 in Mathematics.  Working as part of the Study Programme Maths team, the role involves delivering GCSE or Functional Skills Maths catch-up sessions to groups of up to five students on full-time study programmes.  Coaching/catch up sessions will be up to 90 minutes in duration working with targeted students who have suffered significant disruption to their learning as a result of the pandemic.  The role is to work proactively, leading change and influence young people, and forms a vital part of the Maths delivery team. You will support students in accessing the curriculum to enable them to successfully engage with a range of activities and make good progress beyond their initial starting point. |
| **Key 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 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. 3. To continually measure the progress of targeted students and report on their progress. 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. |

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| **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 initiative 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 * FE Sector   **Desirables**   * 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 |