

**JOB DESCRIPTION AND PERSON SPECIFICATION**

POST: Learning and Skills Coach– fixed-term to 31/7/2022

LOCATION: Mainly City Centre sites, but could include travel to all College sites across Cardiff and the Vale

REPORTING TO: Learning Coach Supervisor/Learning Coach Team Leader

SALARY: £21,925 - £23,797 pro rata (30 hours per week working 38 weeks from start date)

**1. KEY RESPONSIBILITIES**

* To assist in the successful realisation of the College’s vision, mission and plans in delivering a new College that meets its expectations and aspirations.
* To work as part of, and contribute to, high performing teams.
* To assist in the proactive development and service delivery to world class standards.
* To contribute positively to the implementation and monitoring of the College’s vision, mission, values and Operational Plan.
* To be a champion of change, communication, continuous improvement and empowerment, securing motivation, loyalty and the support of colleagues.
* To be involved in continually reviewing, improving and optimising the effectiveness and efficiency of your departmental processes.

**KEY ROLES**

**Specific Roles**

Providing support (in-class, directed private study sessions and in Skills Centres) to those students/staff identified as having basic skills needs in literacy and/or numeracy, as well as support with IT, study skills and academic English (at all levels from pre-entry to HE and professional).

Offer support, guidance and signposting internally and externally, to enable the learner to retain, attain and complete their journey through and progress from, college. To support the curriculum in identifying, tracking and monitoring learners ‘at risk’ of leaving college.

1. **Main duties and responsibilities**

* Being a learning coach - providing students with appropriate levels of support and guidance to help them understand their learning styles, utilising coaching processes to enable the learners to learn more effectively;
* Working with teaching staff to maximize the student’s ability to learn and to help their motivation to remain in learning, and to achieve qualifications in either or both academic and vocational areas.
* Liaising with teaching staff to identify reasons for underachievement with students and implementing a variety of tools such as referral, 1:1 and group work, challenging target setting on ILPs and building learners’ motivation and confidence levels.
* Liaising with teaching staff to ensure those students highlighted ‘at risk’ of leaving college have a coaching session;
* Providing support (in-class, directed private study, appointments and drop-in Skills Centre support) to those students/staff identified as having skills needs in literacy and/or numeracy, as well as support with IT, study skills and academic English (at all levels pre-entry to HE and professional);
* Undertaking all planning, organisational and administrative work associated with the above;
* Delivering screening and initial assessments of students using the Wales Essential Skills Toolkit (WEST), including being part of the assessment process at interview and induction, collecting results and passing to relevant staff as advised by the Learning Coach Supervisor and Learning Coach Team Leader;
* Assisting teaching staff in the utilisation of the Wales Essential Skills Toolkit (WEST) to ensure the completion of initial assessments and progression of skills for learners;
* Supporting and monitoring students’ progress on WEST, to include undertaking administration responsibilities, running reports and passing information to relevant staff as advised by the Learning Coach Supervisor;
* Drawing up an individual learning plan (ILP) for the student and adding records to their pastoral eILP in collaboration with the student, Essential Skills Tutors and Course Tutors as applicable;
* Monitoring, tracking and recording progress against the ILP and liaising with the relevant staff;
* Offering students support with UCAS personal statement writing and study skills including Academic Writing, Presentation Skills, Time Management, Plagiarism and Referencing;
* Producing resources to use with students and to enhance the Learning and Skills Centre – this includes the development of the Learning and Skills Moodle pages and social media;
* Establishing positive relationships with students, putting individual learning needs first in order to guide and support them through the process of successfully completing their chosen learning pathway;
* Implementing appropriate monitoring and evaluation procedures;
* Promoting the support services offered by the Learning and Skills Centre to staff and students;
* Promoting appropriate behaviour to ensure a warm, friendly and safe environment across College that matches the principles of Restorative Approaches;
* Supporting CAVC with the Skills Agenda as set down by the Welsh Government and Estyn;
* Being part of the Learning and Skills Centre team, supporting library duties where required, including supporting reader development activities;
* Undertaking evening and weekend duties as required.

This role may involve working in any of the Learning and Skills Centres.

1. **Generic Roles**

* To represent the College with external agencies as required in the performance of duties or as directed by your Line Manager.
* To achieve agreed KPI targets and performance indicators across all areas of responsibility.
* To adhere to College policies, particularly those relating to equality and diversity.
* To adhere to Health and Safety and security measures in accordance with statutory and College requirements.
* To be a role model supporting College values and corporate management.
* To actively develop yourself through staff development and training activities and to review your own performance and the performance of those who are responsible to you.
* To undertake any other duties consistent with the key responsibilities and duties of the post, as directed by your Line Manager

1. **Role Objectives**

**Quality:** Improve outcomes for learners in terms of:

• Recruitment;

• Attendance;

• Success;

• Employability;

• Progression.

Provide excellent customer services to all stakeholders

**Efficiency:** Deliver efficiency savings to sustain financial viability and support investment. Reduce reliance on Welsh Government Funding and ensure achievement against funding targets.

**Growth:** Deliver growth in key priority areas.

1. **Department KPIs**

* 100% of eligible learners to undertake Initial Assessment within 4 weeks of start of their course
* Learner satisfaction with procedures relevant to this area within the upper quartile when benchmarked across the sector
* Evaluate the effectiveness of support through an increase in attainment of relevant learners
* Demonstrate distance travelled on Wales Essential Skills Toolkit. Applying 70% as a benchmark.
* Contribute to the Department and College's income generation target, as set by the Dean of Learner Journey

**OUR PRIORITIES**

**Priority 1: Quality**

Cardiff and Vale College will provide sector leading education training.  We will help people develop knowledge and skills through innovative, excellent techniques and training, the development of sector leading facilities and providing an outstanding customer experience.

We will work in a context of continuous improvement, striving to further the quality of all aspects of the service we offer.  We will gauge out success through excellent attainment, meaningful progression and impact assessment.

This priority will be monitored through rigorous quality assurance strategies, including observations of teaching, learning and assessment outcomes and a comprehensive programme of learner and stakeholder engagement.

**Priority 2: Efficiency**

Our focus on efficiency will ensure that we are able to optimise our resources to offer the most effective, efficient and sustainable service for individuals and communities.  This commitment will see us managing all resources and activities in a way that guarantees excellent sector leading provision and a service that provides best value for money, reduces our impact in the environment and remains viable and sustainable.

We will work collaboratively with a broad network of partners, recognising the benefits of collaboration and partnership working.

**Priority 3: Growth**

Cardiff and Vale College has an ambitious vision to develop and grow our College.  We will listen to employers, communities, regional and national priorities, developing a broad and responsive offer that meets the needs of our region.  Our extensive work with employers will directly support business and industry, creating a region with the right skills set and developing a culture of innovation.

**Our Vision:**  Inspirational.  Inclusive.  Influential.

**Our Mission:**  Transforming lives by unlocking potential and developing skills.

**BEHAVIOUR & VALUES**

You will demonstrate the following values and behaviours:

**Inspirational**

* Imaginative, creative & resourceful
* Resilient & adaptable – we embrace change
* Positive and motivational – we bring people with us.

**Inclusive**

* Honest and trustworthy – we work with integrity
* Leaders in equality and diversity – we respect and celebrate individual differences and embrace our Welsh identity
* We are one team – working together to achieve our vision

**Influential**

* Bold and ambitious – entrepreneurial in our approach
* Communicating, collaborating and empowering
* Committed and passionate – we believe in what we do

**PERSON SPECIFICATION AND JOB COMPETENCIES**

**Qualifications**

* Educated to a minimum of a level 3
* English and Maths GCSE, grades C or above
* Essential Skills Practitioners Qualification L2 or L3 (or equivalent Basic Skills qualification)
* PTLLS qualification (or equivalent)
* Learning Coach qualification or relevant experience
* Relevant ESOL qualifications (desirable)

**Previous Experience and Job Knowledge**

* Experience of working in a customer focused environment
* Experience of working with IT
* Experience of providing additional learning support/basic skills support to learners
* Experience of coaching and supporting learning
* Experience of providing support and coaching through the medium of Welsh - (Welsh LASC)
* Experience of providing support and coaching to ESOL students – (ESOL LASC)
* Experience of providing support and coaching to schools and NEETS provision – (School/NEETS LASC)
* Excellent interpersonal skills
* Good organisational and time management skills
* Good IT skills
* Be able to work on own initiative
* Be able to work under pressure
* Ability to maintain confidentiality

**Skills (Competencies and Aptitudes)**

* Excellent interpersonal skills
* Excellent communication skills
* Good organisational and time management skills
* Good digital skills, including Microsoft Office and social media
* Be able to work on own initiative, making decisions as required
* Be able to work under pressure
* Ability to maintain confidentiality
* Flexibility and responsiveness to needs and requests

**Additional Requirements**

* Have a commitment to continuous quality improvement.
* Ability to speak Welsh or willingness to learn.

**General**

* To take an active part in the appraisal process.
* To comply with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy.
* To comply with and actively promote the College’s Equality and Diversity Policy.
* To comply with and actively promote the College’s Safeguarding Policy and Practices.
* To support the College’s sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way.
* To participate in enrolment.
* Undertake any other relevant duties as specified by your line manager commensurate with the level of this post.

**Every Job Description will be subject to review;**

**1. Within six months of appointment**

**2. Thereafter, on an annual basis**

**3. As a result of agreed staff development / personal development needs**

**4. As a result of team / operational requirements or strategy changes.**