

Student Skills Coach

Team: Accommodation

Reports to: Woodlands Team Leader

Location: Chichester

Job Purpose

- To supervise the Woodlands Halls of Residence Study Group.
- To provide students with a high level of support needed to achieve their programme of study.
- To focus on and take a role in the achievement of high individual student attendance and success rates, meeting or surpassing the relevant targets for each in conjunction with the Pastoral Support Tutors and International Student Support Officer and the Accommodation team.

Key Responsibilities

- To motivate the individual learner and to monitor their progress in and response to their learning, encourage personal evaluation, reflection and target setting.
- To rigorously track and monitor the attendance of each Woodlands student and, where necessary, take appropriate action to rectify poor individual performance. This will/may include sustained liaison with the student, the Pastoral Support Tutors, parents and other agencies.
- To identify student needs and facilitate access to appropriate services to aid achievement such as additional support, careers' advice and the enrichment programme.
- To liaise with subject teachers, course leaders and Heads of Learning, on issues, working in accordance to the student referral policy where appropriate.
- To play a key role within the "student journey" process.

Role Context

Chichester College Group expects staff to:

- Work within the context of the Group's core values, code of conduct, quality requirements and continuous improvement ethos.
- Undertake their duties in accordance with Group policy and procedures, particularly with respect to:
 - Human Resources policies and procedures;
 - Equality, diversity and inclusion policies and procedures;
 - The Group's health and safety policies and procedures;
 - Safeguarding and Prevent;
 - The Group's policy on the confidentiality of data stored electronically and by other means in line with data protection legislation.
- Keep abreast of developments in their own area of expertise and undertake staff development opportunities where identified and approved, subject to funding.
- Support and uphold the Group's environmental sustainability commitment and work towards helping the Group achieve net zero carbon emissions.

Evening and weekend work may be required.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Work outside the Group must not interfere with the effective delivery of your duties. Additional work requires approval by the Chief Executive Officer.

Other supporting information can be found on the Group's website.

This job description is current at the date shown below. It is liable to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

Criteria	Essential/ Desirable	How Assessed
Experience		
Experience of supporting 16 - 19 year olds	Essential	Application Form/ Interview
Experience of delivering learning advice to students in a 1:1 or group situation	Essential	
Working within Further Education	Essential	
Knowledge		
Working knowledge of Microsoft Office applications, including Word and Outlook	Essential	Application Form/ Interview/ Assessment
Office procedures	Essential	
Equality Act 2010	Desirable	
Safeguarding young people and vulnerable adults	Desirable	
Health & safety legislation	Desirable	
Qualifications		
A Levels or equivalent	Essential	Application Form/ Certificates
Counselling qualification	Desirable	
NVQ level 2 (or equivalent) in administration or IT	Desirable	
Skills and Abilities		
Mentoring and motivational	Essential	Application Form/ Interview/ Assessment
Ability to communicate to a diverse range of people at all levels verbally and in writing	Essential	
Ability to meet the demands of challenging behaviour	Essential	
Ability to work alone and as part of a team with interpersonal skills	Essential	
Ability to establish and maintain effective administrative processes	Desirable	
Coaching	Desirable	
Attributes		
Flexible and proactive approach	Essential	Interview
Commitment to confidentiality	Essential	
Other Requirements		
Satisfactorily meeting the Group's employment checks - a Disclosure and Barring Service Check (including any relevant overseas checks), health assessment, references, qualifications and legal entitlement to work in the UK	Essential	Checks & Clearances

Terms and Conditions of Employment

Any appointment is subject to the Corporation's terms and conditions of service.

Working hours per week: 7

Working weeks per year: 30

Salary range: Pro rata of £26,695 - £27,242 per annum (£3,613 - £3,687 per annum))

Paid annual leave entitlement: 7.2 weeks' paid annual leave in each holiday year January to December which includes your entitlement to Bank and Public holidays normally observed in England and Wales and College Closure days. This includes 5.6 weeks basic leave under the Working Time Regulations 1998 and 1.6 weeks additional contractual holiday.

Paid annual leave will rise with each year of service as of 31 December to the maximum of 7.8 weeks' as set out in the table below (5.6 weeks basic leave under the Working Time Regulations 1998 and 2.2 weeks additional contractual holiday).

Years service as of 31 December	Weeks paid annual leave in each holiday year	Annual leave rate as a percentage of your contracted working weeks
0 years	7.2	16.07%
1 year	7.4	16.59%
2 years	7.6	17.12%
3 years and over	7.8	17.65%

Pension scheme: Permanent and fixed term staff (regardless of how many hours they are contracted to) are automatically opted into the Local Government Pension Scheme unless they elect to opt out of the pension. The Group contributes to this scheme and the employee contribution is determined by the level of actual pensionable pay and the guidelines given by the LGPS. Alternatively the employee may opt out within the first 3 months of employment.

Term time only: Salary payments will be paid in 12 equal instalments over the year into a bank account.

Salary on leaving:

In the event that your employment is terminated by either yourself or the Corporation, your final salary will be recalculated based upon the anniversary of the date that you commenced in post and the number of working and non-working weeks from that date to your leaving date. If, on the termination of your employment, the number of non-working weeks exceeds the accrued entitlement to paid holiday up to the leaving date, the Corporation will be entitled to deduct the excess from any sums due to you, including payment of salary. If, on the other hand, your non-working weeks are less than the entitlement due to you at the leaving date, the Corporation will pay you the appropriate sum in lieu thereof.