

## **STANMORE COLLEGE**

### **Study Coach – Maternity Cover**

(Part time, 21.6 hours per week, term time only. (Fixed term from February 2021 – 21<sup>st</sup> May 2021)

We are looking for a part time Study Coach to contribute to the planning, delivery and tracking of timetabled study skills/ digital literacy skills development for learners. This will be in a combination of delivery to whole groups of learners, small group out of class support and 1:1 individual support. Primarily this will be in face to face delivery on site but may also include online delivery of remote learning.

The postholder will also contribute to a rota of supervising students in the Learning Resource Centre, and other independent learning spaces on the College campus, during their timetabled study sessions and at other times.

You must be enthusiastic and highly motivated, have a flexible approach to work and be able to work as a member of team.

Applicants must have a minimum of a Level 4 qualification and a full teaching qualification or working towards. Experience of working with young people both on a one-to-one basis and managing the behaviour of large groups is essential.

Salary: Band G, point 21 - 24, £26,360 - £28,380 per annum (F/T), £13,846.91 - £14,908.01 (P/T)

Application forms are available from the Stanmore College website, [www.stanmore.ac.uk](http://www.stanmore.ac.uk) or telephone 020 8420 7739.

Closing date for applications is Tuesday, 19<sup>th</sup> January 2021

Interviews will be held on Friday, 29<sup>th</sup> January 2021

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**POST:**                    **Study Coach – Maternity Cover**  
(Part time, 21.6 hours per week, term time only – (Fixed term from February 2021 – 21<sup>st</sup> May 2021)

**REPORTING TO:**   **Head of Student Services**

### **Job Summary**

To supervise students in the Study Centre both during their timetabled study sessions and at other times and provide study skills/academic support

### **Main Activities**

1. Supervising students in the Study Centre/ Social Learning Centre / Learning Resource centre exercising good control of behaviour
2. Planning, delivering and tracking timetabled group sessions in academic study skills and in the digital skills necessary to access all elements of the college online delivery of learning.
3. Planning, delivering and tracking small group sessions for learners who may be at risk of academically not achieving their programmes, primarily in literacy and numeracy support.
4. Providing one to one support for academic/study skills for learners referred to the study coach team, for example, research skills, note-taking skills, written communication, understanding of text, etc
5. Develop own skills in the planning and delivery as above in both face to face and online delivery
6. Making recommendations for development of the Study Centre
7. Contributing to the enrolment and induction of students, particularly in the supervision and tracking of initial and diagnostic assessments.
8. Contributing to one or more elements of the overall work of the team, eg timetabling, planning, sourcing delivery materials, tracking and recording learner progress, etc, as directed by line manager.
9. Participating in the College appraisal scheme and arrangements made for further training and professional development.
10. Taking personal responsibility for supporting, promoting and following all College policies in relation to health and safety, safeguarding, equality and diversity and data protection within the scope of the post.

11. Performing administrative and organisational tasks related to the work of the College, including participation in meetings arranged for any of the purposes described above.

The postholder can be required to carry out any other duties consistent with the grade of post, at any site on which Stanmore College may operate.

This job description is current at the date shown below. In consultation with the postholder, it is liable to variation by management within a reasonable timescale to reflect or anticipate changes in or to the job.

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**STANMORE COLLEGE****PERSON SPECIFICATION****JOB TITLE:** Study Coach - Maternity Cover**DEPARTMENT:** TEACHING AND LEARNING

<b>Criteria</b>	<b>Possible source of evidence</b>
<b>QUALIFICATIONS:</b>	
Level 4 qualification (degree preferred)	Application form/ certification
Full teaching qualification (PGCE, Cert.Ed or similar) or working towards	Application form/ certification
Level 2 English and maths	Application form/ certification
<b>EXPERIENCE OF:</b>	
Working with young people, one to one	Application form/ supporting statement/ selection day task
Managing the behaviour of large groups of young people	Application form/ supporting statement/ selection day task
<b>KNOWLEDGE OF:</b>	
Sound equal opportunities practice and how to apply it in the relevant area of work	Supporting statement/ interview
Main Office packages	Supporting statement/ interview
Study skills for young people	Supporting statement/ interview
Safeguarding principles	Application form/ supporting statement
<b>SKILLS:</b>	
Communication skills, both verbal and written	Application form/ supporting statement/ interview
Ability to learn new computer applications	Supporting statement
Good organisational and administrative skills	Supporting statement/ interview
<b>ABILITY TO:</b>	
Work on own initiative and with direction	Supporting statement/ selection task/ interview
Motivate others	Supporting statement/ selection task/ interview
Work as a member of a team	Supporting statement/ interview
Propose innovative solutions to problems	Supporting statement/ interview
Adapt learning materials to suit different needs	Supporting statement/ interview
Establish priorities and be decisive	Supporting statement/ selection task/ interview
Develop relationships quickly and work under pressure	Supporting statement/ interview

<b>PERSONAL QUALITIES</b>	
Flexibility and adaptability	Interview
Sensitivity to the feelings and abilities of others	Interview
Approachability	Interview
Commitment to continuous personal development	Application form/ supporting statement/ interview