



New College Durham

JOB DESCRIPTION

Job Title:	Curriculum Support Coach – Progress tutor
Grade:	Support Grade E
Hours:	37 hours per week (pro rata)
Location:	Framwellgate Moor Campus
Department:	School of Tourism, Digital & Creative Industries
Accountable to:	Curriculum Manager / Head of School

Job Purpose

The post holder will be a member of the team within the School of Tourism, Digital & Creative Industries and will contribute to the effective, efficient organisation and delivery of designated courses supporting academic colleagues with a focus on student support by delivering high quality individual and group tutorial sessions, setting effective SMART targets and reviewing student progress at key points in the academic year.

Key Result Areas

1. The post holder will be a member of the team within the School of Tourism, Digital & Creative Industries and will contribute to the effective and efficient organisation and delivery of Tutorial sessions for up to 1000 hours per annum which may include:
 - Undertaking assessment, monitoring and marking student work and related activities and provide differentiated verbal/written feedback to students on both student work and pastoral issues;
 - Providing short-term cover arrangements, cover supervision, support in recruitment and transitional events, supporting student trips and work experience/placement, assessor duties (see Point 7);
 - Supervise, as directed, student learning activities in a learning centre, library, classroom, IT centre, workshop, visits, placements or any other learning situation.

2. To plan and deliver effective tutorial sessions to up to 20 groups of FE students including sessions on staying safe-online, Fundamental British Values (FBV) and the Governments PREVENT Agenda;
3. To set effective SMART targets linked to soft skills such as attendance & punctuality, maths and English and main programme targets;
4. To utilise the Colleges approved system for recording tutorials in order to complete effective Individual Learning Plans (ILPs), monitor learner progress and to support students with action planning with regards to their academic aspirations;
5. To utilise tracking tools to inform the target setting process and progress reviews;
6. To offer pastoral support and maximise attendance at all sessions;
7. Undertake, as required, assessor role for a designated course(s) which includes responsibility for:
 - Supporting all learners with their portfolio building both desk based and, in the workplace, to achieve their learning goals within designated timeframe;
 - Maintaining up to date records to track learner achievement and performance;
 - Assessing the training / workplace environment to ensure it meets Health and Safety standards and awarding body requirements;
 - Supporting learners to achieve qualifications through:
 - Organising and carrying out work based observations and assessments as required by specific programmes;
 - Recording and providing feedback to students;
 - Guiding and tutoring in support of students;
 - Reviewing progress against targets.
8. Undertake, as directed, the requisite administration appropriate to the learning situation including the marking of registers, maintaining detailed student records/contact logs and the submission of other returns and records;
9. Contribute towards the College's Quality Assurance and Improvement procedures in respect of academic learning support services;
10. To liaise with relevant staff such as subject lecturers, course leaders, tutors, Curriculum Managers and Head of School;
11. To liaise with appropriate staff in College e.g. PLC/APLCs; Advice, Support & Careers, Learner Development Coordinator and refer students to other agencies, as appropriate.
12. To encourage and motivate students and help the learner build up self-confidence and self-esteem;
13. To raise student aspirations and develop and enhance their skills;

14. To cover a range of educational visits which may include overnight stays;
15. To encourage students to take responsibility for their own learning;
16. Any other duties commensurate with the grade and status of the post.

General Responsibilities

1. To promote the mission, vision and values of New College Durham
2. To ensure effective communications within and between teams, be involved in and participate in meetings, team briefings, development days, etc.
3. To engage with line manager in regular appraisals and performance reviews against agreed objectives.
4. To be responsible for actively identifying own development needs
5. Staff must take reasonable care, and be aware of their responsibilities under the Health and Safety at Work etc. Act (1974) and to ensure that agreed safety procedures are carried out to maintain a safe environment for staff and visitors to the College.

Variation in the Role

Given the dynamic nature of the role and structure of New College Durham, it must be accepted that, as the College's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are, therefore, not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the member of staff.

Equality and Diversity

The College is committed to equality and diversity for all members of society. The college will take action to discharge this responsibility but many of the actions will rely on individual staff members at New College Durham embracing their responsibilities with such a commitment and ensuring a positive and collaborative approach to Equality and Diversity. This will require staff to support the College's initiatives on Equality and Diversity which will include embracing development and training designed to enhance practices and the experiences of staff, students and visitors to the College with an all-inclusive approach that celebrates differences. Failure to embrace these commitments may lead to formal action.

If you as a member of staff identify how you or the College can improve its practice on Equality and Diversity please contact the Equality and Diversity Officer in Human Resources 0191 375 4025. Alternatively if you wish for any support or assistance with regards to Equality and Diversity please again contact the above individual.

Commitment to Safeguarding Vulnerable Groups

New College Durham is committed to safeguarding & promoting the welfare of children and young people, as well as vulnerable adults, and expects all staff and volunteers to share this commitment.

PERSON SPECIFICATION

Job Title: Curriculum Support Coach –
Progress tutor

Assessed by key:

1. Application form
2. Interview
3. On the job
4. Skills test

In order to progress through the recruitment process you must be able to show how you meet each of the criteria at ALL of the “assessed by” stages stated.

Knowledge & Experience	Assessed by	Essential	Desirable*
English and Maths at Level 2 (GCSE / O Level, Grade C/4 or above) or equivalent or willing to work towards**	1	✓	
Experience of working with a range of students	1	✓	
A1 Assessor Award or working towards	1		✓
V1 Award or equivalent	1		✓
Experience of managing a learner caseload	1,2		✓
Recent experience of working within an FE/HE College or training provider delivering apprenticeship provision	1,2		✓
A working knowledge of working with and assessing learners work in an educational establishment (and ideally work based setting)	1,2		✓
Recent experience of improving learner success rates	1,2		✓
Skills		Essential	Desirable
A proven track record of being able to prioritise and organise own work	1,2	✓	
Ability to deal professionally with staff and students in person, by phone or by correspondence	1,2,3	✓	
Recent experience in effectively organising and scheduling tasks to meet deadlines	1, 2,3	✓	
Demonstrate the ability to work effectively with others	1,2	✓	
A commitment to resolving problems and to improving own performance	1,2,3	✓	

Possess drive, enthusiasm and a commitment to provide an excellent service to both internal and external customers including employer engagement	1,2,3	✓	
Demonstrate the ability to work with accuracy and attention to detail in a constantly changing environment	1,2,3	✓	
Recent and relevant experience of supervising training	1,2	✓	
Suitable to work with young people and vulnerable groups	1, 2	✓	

*For the post holder to be successful in the role, all criteria within the person specification are essential, however for the purpose of recruitment some are listed as desirable as we may expect to see this skill, experience or qualification develop or be obtained once in the role.

**This criteria might be considered at the shortlisting stage.

This job description may be reviewed in light of experience, changes and developments during the on-going appraisal and performance review process.

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