

EAST COAST COLLEGE

Job Description

Job Title: Success Coach – L6

Reports to: Director of Faculty

Terms of Employment: Support

Salary Banding: Band G

Purpose of Role:

To deliver 1-1 tutorials and facilitate the Personal Development curriculum. Support students within the curriculum areas who may struggle whilst at college to ensure they are able to access learning and make progress. You will motivate, inspire, support and encourage students to achieve the best they can, contributing to a culture of high expectations. Liaise with Course Leaders, Head of Departments and other support departments including finance, careers, safeguarding, wellbeing and additional learning support, using interventions for any students who need support.

Main Duties

- Act as personal tutor to a caseload of students according to college needs and tutoring, to ensure student retention and wellbeing.
- Monitor, track and document on a daily basis attendance, punctuality and discipline, ensuring appropriate and prompt action is taken in line with college procedures to improve these where there is a concern or the student is flagged as 'at risk'.
- Become the primary college contact for liaising with students Next of Kin, to include absence calls, arranging meetings for lecturers etc.
- Hold regular 1-1s with students as scheduled in the tutorial programme and additional 1-1s as needs arise, maintaining up to date records on ProMonitor.
- To support strategies that raise student achievement, particularly for students working below their target grades, and students with recognised vulnerabilities.
- To deliver highly effective student PSD sessions that will help develop student study skills and provide opportunity for personal and social development.

- Attend and actively participate in 'at risk' evenings, parents' evenings, induction, open days and all college-related events - internal and external.
- Help ensure students' pastoral needs are met and that students are referred to appropriate support staff when required.
- Ensure all students receive an induction to the tutorial and support areas of the college, completing and recording all ProMonitor induction requirements.
- Raise aspirations across college and support students to develop aspirational progression and post-college plans.
- Maintain effective communication with programme teams and managers regarding all areas of student support, including attendance and overall performance.
- Exam invigilating and support to wider exam events as the need arises.
- Provide cross-college cover in the absence of other Success Coaches, covering tutorials or PSD sessions or other activities as directed by the line manager.
- Carryout administrative and organisational tasks related to the duties described above.
- Embed student voice activities into the PSD delivery and ensure feedback is reported via the Student Voice process.

This Job Description sets out the major duties associated with the stated purpose of the post. It should not be assumed that other duties of a similar level/nature undertaken within the section are excluded simply because they are not itemised.

The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes, should there be such variation, appropriate training will be given to enable the post holder to undertake the new/varied work.

All Team ECC staff members are required to:

- Promote a teaching, learning and working environment that is free from discrimination and where all students and staff are encouraged to express their individuality.
- Be responsible for safeguarding and promoting the welfare of students.
- Ensure literacy, numeracy and diversity are embedded and promoted.

- Ensure the health, safety and wellbeing of students, staff, contractors and visitors, in accordance with the College Health & Safety Policies.
- Ensure that all staff and students in your area are aware of safeguarding requirements and comply with the College's Safeguarding Policy.
- Attain level 2 Literacy and Numeracy.

Confidentiality and Information Sharing

The post-holder must handle all student and staff information confidentially and share it only with authorised individuals in line with safeguarding and data protection requirements.

Person Specification

Essential Criteria	Desirable Criteria	Assessment Method
Qualifications and Training Level 2 Literacy Level 2 Numeracy Evidence of continuous professional development Level 3 Teaching qualification – or willingness to work towards	Qualifications and Training Qualifications and/or relevant experience in a specialist programme area	
Experience and Skills Written and verbal communication to a high standard Support and supervise young people	Experience and Skills Supporting student learning Managing resources	

Effective team member Use if IT systems		
Knowledge Academic skills development Pastoral issues affecting young people Safeguarding and Health & Safety procedures	Knowledge Trauma informed practice	
Personal Qualities and abilities Successful Professional Aspirational Respectful Maintain a safe and appropriate environment for children and young people Commitment to high quality post-16 education and training Equality and Diversity	Personal Qualities and abilities	

East Coast College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

