

BORDERS COLLEGE

JOB DESCRIPTION

Job Title	STEM Achievement Coach
Post Holder	
Accountable To	Curriculum and Learning Manager STEM
Responsible For	Monitoring and supporting students attendance and achievement
Department	STEM

Overall Purpose of Job
<ul style="list-style-type: none">• The Achievement Coach will track and monitor student progress for attendance and achievement of assessments• The Achievement Coach will work with students on a one to one basis and with groups to develop their employability, essential and mathematical skills• The Achievement Coach will provide targeted support to students identified as “At Risk” to ensure their success• The Achievement Coach will provide guidance support during Pre-entry, Ongoing and Pre-exit stages to ensure students achieve their personal and educational goals• The Achievement Coach will provide first line pastoral support prior to referral to Student Support Services Team

Main Duties and Responsibilities
<ol style="list-style-type: none">1. Transition<ol style="list-style-type: none">a. Provide support to the Curriculum and Learning Manager for the preparation of interviews for new applicantsb. Carry out summer school activities for new and continuing students that develop their Study Skills, Learning to learn skills and mathematical skills.c. Provide support to Course Tutors during Enrolment and Induction period as required, including contacting those who haven't attendedd. Ensure Work Experience and Parent Consent forms are completed and stored appropriately2. On-Course<ol style="list-style-type: none">a. Track and monitor student progress for attendance and achievement of assessments against schedules and report issues for non-attendance and lack of progress to Curriculum and Learning Manager.

- b. Provide support to groups on setting and reviewing goals as part of the Personal Learning Planning process
- c. Provide instruction and support to students on the completion of the Initial Learner Feedback Survey and the Annual Survey
- d. Attend and contribute to Quality Check Point meetings and Course Team meetings
- e. Liaise with Course Tutors to identify and provide support for students on the “At Risk” register
- f. Provide guidance to students on the “At Risk” register on developing strategies to overcome barriers to attendance, learning and progression
- g. Provide initial support to students with emotional and/or mental health issues with quick referral to the Student Advice Team when appropriate
- h. Contact students as detailed within the Student Attendance and Absence Reporting Procedure

3. Further Progression

- a. Support online applications for those students who wish to progress to the next level and articulation to university

4. Personal and Professional Development

- a. Adopt flexible working methods to meet the changing needs of the College
- b. Develop and maintain quality standards appropriate to the post
- c. Develop and maintain professional standards and expertise by undertaking relevant professional development

The above mentioned duties and responsibilities represent the current situation and may change over time to reflect the changing needs and requirement of the College.

Signed Date
(Staff Member)

Signed Date
(Line Manager)

**PERSON SPECIFICATION
ACHIEVEMENT COACH**

QUALIFICATIONS	Essential or Desirable
HNC or equivalent experience	E
Higher Maths	E
ICT qualification e.g. PC Passport	D

KNOWLEDGE	Essential or Desirable
Personal Learning Planning Processes – setting and reviewing goals	E
Developing motivational skills in others	E
Good knowledge of barriers students face which inhibit their success	D

EXPERIENCE	Essential or Desirable
Recent experience working with individuals to support them to achieve	E
Successfully working with staff at all levels within an organisation	E
Recent experience of working with individuals who have experienced challenges in their lives	D

INTERPERSONAL SKILLS & ABILITIES	Essential or Desirable
Ability to communicate effectively with learners on a one-to-one basis	E
Ability to plan and organise self and others to ensure deadlines are met	E
Ability to deal with sensitive and confidential matters discretely	E
Ability to provide mentoring support	E
Ability to implement successful strategies to improve student achievement, retention and attendance rates	E
High level of communication and interpersonal skills	D

OTHER ABILITIES/QUALITIES	Essential or Desirable
Ability to work within a team	E
Ability to work flexibly and adapt to change	E
Ability to use college ICT resources	E
Ability to contribute to the wider development of the college	D
Ability of utilise e-learning technologies	D