

# **BORDERS COLLEGE**

## JOB DESCRIPTION

<b>Job Title</b>	<b>Achievement Coach – Schools Academy and Transitions</b>
<b>Post Holder</b>	
<b>Accountable To</b>	<b>Student Services – Team Lead</b>
<b>Responsible For</b>	Tracking and Monitoring Pupil attendance and achievement for Schools Academy and liaison with External School Contacts
<b>Department</b>	<b>Student Services</b>

<b>Overall Purpose of Job</b>
<ul style="list-style-type: none"> <li>The Achievement Coach will track and monitor pupil progress for attendance and achievement on all Schools Academy programmes</li> <li>The Achievement Coach will provide first line liaison between Borders College and Schools to ensure that we are communicating key/critical information with regards their Pupils.</li> <li>The Achievement Coach will provide targeted support to students identified as “At Risk” to assist them in sustaining their programme</li> </ul>

<b>Main Duties and Responsibilities</b>
<ol style="list-style-type: none"> <li>1. Transition             <ol style="list-style-type: none"> <li>a. Provide support to Lecturers and CLMs during Enrolment and Induction period as required, including communicating with Schools with those who have not attended</li> <li>b. Ensure Essential Information forms and Parent Consent forms are completed and stored appropriately</li> </ol> </li>   <li>2. On-Course             <ol style="list-style-type: none"> <li>a. Track and monitor pupil progress for attendance and achievement in liaison with the Lecturer, CLM and Student Support team</li> <li>b. Monitor schools academy email and Teams areas to co-ordinate and disseminate communications relating to pupil attendance and engagement</li> <li>c. Assist in the collating and presentation of information and reporting to aid tracking and monitoring</li> <li>d. Liaise with Course Tutors to identify and provide support for students on the “At Risk” register</li> <li>e. Liaise with CLMS and Student Services in supporting the arrival and departure of schools groups on designated attendance days in line with our duty of care.</li> </ol> </li> </ol>

3. 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)

# B BORDERS COLLEGE B

## JOB DESCRIPTION

### PERSON SPECIFICATION ACHIEVEMENT COACH

QUALIFICATIONS		Essential or Desirable
Qualification at SCQF level 7 eg HNC or equivalent experience in a support role		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