# 

# **Job Description**

# **Job Title:** Study Skills Coach

**Responsible To:**  Assistant Manager: Wellbeing and Study Support

**Job Purpose:** To coordinate and develop academic activities to promote positive study skills and increase academic attainment and progression.

## Principal Responsibilities

1. To contribute to the delivery of the NPTC Group of Colleges Student Support Strategy aims and operational objectives and the Professional Standards Study Support staff;
2. To work collaboratively with academic staff to increase student attendance and attainment through early identification of students that would benefit from Study Skills support and intervention;
3. To contribute to the collection and analysis of transition data from feeder schools to identify vulnerable students and student groups that would benefit from specialist support**;**
4. To provide appropriate study skills support to ensure the effective transition of vulnerable students into and out of College;
5. To identify appropriate study skills interventions including referrals to external specialist support for students identified as at risk of leaving College;
6. To work in collaboration with the Wellbeing and Safeguarding team to provide a seamless student-centered support service;
7. To keep up to date and accurate student records on the Student Intervention Log and the electronic student record;
8. To develop and deliver a student-centered study skills action plan through a six-week cycle of support;

1. To plan and deliver 1-1 and group workshops for a diverse range of students to include literacy, numeracy and ICT together with such topics as learning techniques and presentation skills;
2. To develop workshops for groups of students with similar specialist support needs such as ALN or anxiety;
3. To engage students through a variety of platforms including face to face and remotely;
4. To deliver relevant Study Skills Coach duties to students under the age of 16;
5. To liaise with key stakeholders to ensure that student’s needs are met and attend specialist reviews when appropriate;
6. To attend and contribute to academic school meetings when appropriate;
7. To provide an advocacy service for students when required;
8. To participate in the work undertaken to track student attendance, engagement and progression;
9. To participate in the organisation and delivery of student activities such as Fresher’s Fairs, Taster Days, UCAS and student engagement events;
10. To undertake relevant administrative and clerical duties as required.

**College Responsibilities**

1. To actively promote the Diversity agenda within the College;
2. To promote and ensure safe working practices in line with Health and Safety requirements;
3. To play an active role in Quality;
4. To contribute to and represent the overall visions and values of the College;
5. To comply with all College Information Security (IS) policies and procedures, attend relevant awareness training and to apply information security principles when dealing with staff and student information, in line with ISO standard 27001;
6. To comply with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any relevant statutory requirements when processing staff and student personal data or work related data, and in accordance with any guidance or Code of Practice issued by the College;
7. To adhere to all College policies and procedures;
8. To undertake professional development as required; and
9. To undertake other appropriate duties as required by the line manager.

It should be noted that this job description merely provides a resume of the main duties and responsibilities of the post and will be subject to periodic review in conjunction with your Line Manager and the Human Resources Manager which may lead to revisions in light of the operational requirements of the College.