

Post Title

Maths & English Study Coach – Term time only

Location

Craven College, Skipton (Multi-Site)

Rate of pay

Craven College Harmonised Pay Scale

Conditions

This post is subject to a probationary period of 6 months, upon successful completion of which will become permanent. Some unsocial hours may be required to include occasional evenings and weekends as required, e.g. to assist at parents' evenings and College open day events.

A full DBS Certificate via the Disclosure and Barring Service will be required for this post.

Closing Date

Sunday 13 July 2025

Interview Date

TBC

Post No.

B242A

If you have not heard from us within 28 days of the closing date on this occasion you have not been shortlisted. Please feel free to apply for future roles as appropriate.

If you experience any difficulties in accessing any employment information or completing the College application form, please contact Human Resources HR@craven-college.ac.uk

MAIN JOB PURPOSE

The Study Coach for English and Maths will be responsible for delivering targeted intervention and academic support to students in the Learning Hub. The role involves assisting students with their English and Maths skills, facilitating small group tuition, and ensuring students achieve their academic potential. Additionally, the Study Coach is expected to provide occasional staff cover as needed.

KEY DUTIES AND RESPONSIBILITIES

This job description is a guide to the duties you will be expected to perform immediately on your appointment. These may change in the future in line with the strategic direction and development of the College:

Teaching and Learning

- Provide academic support in English and/or Maths, offering interventions within the Learning Hub.
- Deliver engaging and effective small-group intervention sessions (5-7 students) focusing on areas of improvement identified by tutors and students.
- Track and monitor student progress, ensuring targeted outcomes are achieved.
- Offer support and guidance for students completing coursework and assignments in English and/or Maths.
- Assist students with online learning platforms, including Century Tech and other educational tools.
- Maintain communication with subject tutors to provide feedback on student progress.
- Deliver a range of inclusive and innovative learning activities to meet the diverse needs of students.
- Engage in continuous professional development and contribute to outreach and enrichment activities.
- Monitor and track student attendance, implementing appropriate interventions to improve engagement and retention.

Student Engagement & Support

- Support students from Entry Level to GCSE in English and/or Maths, ensuring they develop essential skills.

- Assist with initial, diagnostic, and formative assessments to tailor learning support effectively.
- Identify students requiring additional intervention and convene small group support sessions as needed.
- Encourage independent learning and the use of digital resources to support student development.
- Support student enrolment, induction, monitoring, and progression to higher levels of study.
- Ensure student voice is heard through facilitation of feedback and active engagement.
- Be responsible for student behaviour management and guidance within the Learning Hub.

Administrative Duties & Additional Responsibilities

- Accurately record student progress using college MIS systems.
 - Participate in college open days, careers events, and promotional activities to support student recruitment.
 - Support internal progression targets and ensure students meet their qualification goals.
 - Provide occasional staff cover when required, ensuring continuity of learning.
 - Maintain confidentiality and adhere to safeguarding policies and procedures.
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PERSON SPECIFICATION

The person we are hoping to appoint will meet all the following essential requirements and some or all of the desirable requirements.

ESSENTIAL REQUIREMENTS

- Level 3 qualification in English or Maths.
- GCSE 4-9 (A*-C) or equivalent in English and Maths.
- Experience delivering and supporting student learning in English and/or Maths.
- Strong knowledge of digital learning platforms and online educational support tools.
- Excellent interpersonal skills with the ability to engage students from diverse backgrounds.

DESIRABLE REQUIREMENTS

- Level 3 Teaching Award or willingness to work towards this qualification
- Experience working with vocational learners integrating English and Maths into their study programmes.
- Understanding of Special Educational Needs and Disabilities (SEND).
- Experience in student pastoral care and behaviour management.

BEHAVIOURS & SKILLS

- Passionate about student success and education.
- Ability to work independently and as part of a team.
- Excellent organizational and time management skills.
- Strong problem-solving skills and adaptability.
- Commitment to continuous professional development.

This role provides a unique opportunity to support students in achieving their academic goals while fostering a supportive and engaging learning environment within the Learning Hub.