



## Unlocking potential, changing lives

<b>Job Title</b>	Study Coach/Cover Supervisor English & Maths
<b>Location</b>	Skipton, multi site
<b>Rate of pay</b>	Craven College Harmonised Scale
<b>Post No</b>	B273A

### JOB PURPOSE

To provide high-quality academic support and classroom supervision for English and Maths learners (Entry Level to GCSE), ensuring continuity of learning and improved outcomes. The postholder will deliver targeted interventions in the Learning Hub and/or classroom, facilitate pre-prepared learning activities during teacher absence, promote independent study skills, and maintain a safe, inclusive, and positive learning environment.

Craven College aspires to be a leading college in digital education, and all business support staff are expected to possess the digital competencies relevant to their role. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services.

### KEY 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, learning and intervention support

- Supervise English and Maths classes during teacher absence, following pre-set lesson plans to ensure learning objectives are met.
- Deliver targeted English and Maths interventions (small group and/or one-to-one), typically with groups of approximately 5–7 learners, based on identified skill gaps.
- Introduce and manage catch-up tasks / work for non-attending students.
- Provide additional guidance and clarification to learners during independent and guided tasks.
- Support learners with coursework, assignments, exam preparation, and the development of study skills and confidence.
- Facilitate and support online/digital learning (e.g., Century Tech and other college-approved platforms), encouraging effective use of resources.
- Track and monitor learner progress against agreed targets, and provide timely feedback to teaching staff to inform next steps.
- Contribute to inclusive and innovative learning activities that meet diverse needs, including learners with SEND and/or additional support requirements.



### Student support and engagement

- Promote high expectations for attendance, punctuality, behaviour, participation, and achievement.
- Establish and maintain a calm, respectful, and purposeful learning environment, applying behaviour expectations consistently.
- Support learners to develop independence, resilience, and effective study habits.
- Assist with initial, diagnostic, and formative assessments where required, and use outcomes to inform targeted support.
- Monitor engagement and welfare; escalate concerns regarding progress, attendance, or wellbeing to the appropriate staff in line with procedures.
- Support enrolment, induction, and progression activities where required, including learner voice and feedback opportunities.

### Administration and team support

- Accurately record attendance, interventions delivered, and learner progress using college systems (MIS) and agreed recording methods.
- Maintain clear records of cover sessions, learner engagement, and any behaviour or welfare concerns, providing feedback to teaching staff as appropriate.
- Liaise with teaching and support staff to ensure continuity of learning and coordinated learner support, including contribution to intervention timetables/supervision rotas where needed.
- Participate in team meetings, training, and continuing professional development.
- Support enrichment, outreach, open events, careers activities, and promotional activities to support recruitment and progression targets.
- Maintain confidentiality and handle information in line with data protection requirements.

This job description and person specification is current at the date of issue. Changing organisational needs may require the job description to change, within reason, after prior consultation with the post holder.

## Unlocking potential, changing lives

### 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

- GCSE Grade A\*–C / 4–9 (or equivalent) in English and Maths.
- Experience supporting young people/learners in an educational setting, with the ability to build positive and professional relationships.
- Ability to supervise a class and manage behaviour effectively to maintain a safe and positive learning atmosphere.
- Confidence delivering small group and/or one-to-one English and Maths support or interventions to improve learner outcomes.
- Strong organisational skills, with the ability to follow pre-set lesson plans and work to agreed targets and timescales.
- Excellent communication skills (written and verbal) and the ability to provide clear feedback to colleagues.
- Competence using digital learning tools and technology to support learning (e.g., online platforms such as Century Tech).
- Commitment to safeguarding and promoting the welfare of children and young people.
- Ability to work flexibly and collaboratively as part of a team, and to use initiative when required.
- Ability to effectively use digital tools and platforms. Staff are required to undertake continuing professional development to ensure their digital skills are up-to-date and aligned with the efficient and effective delivery of college services or willing to work towards.

#### Desirable Requirements

- Level 3 qualification in English or Maths (or equivalent).
- Level 3 Award in Education and Training (or willingness to work towards) / Level 3 Teaching Award (or willingness to work towards).
- Experience supporting vocational learners and/or embedding English and Maths within vocational contexts.
- Understanding of SEND and inclusive learning strategies.
- Experience of providing pastoral support and contributing to improved attendance and engagement.
- Current First Aid certificate (or willingness to undertake training).





Unlocking potential, changing lives

### Behaviours and values

- Passionate about supporting learner success and achievement in English and Maths.
- Professional, reliable, calm, and adaptable, with the ability to respond positively to changing priorities.
- Committed to equality, diversity, and inclusion, and to creating an environment where all learners can thrive.
- Positive, proactive, and solution-focused, with strong problem-solving skills.
- Committed to continuous professional development and reflective practice.

### CONDITIONS

A full enhanced disclosure check via the Disclosure & Barring Service will be required for this post

This post is subject to a probationary period (typically 6 months), after which the appointment will be confirmed subject to satisfactory performance.

The postholder must comply with safeguarding, equality, and health and safety policies and procedures at all times.





Unlocking potential, changing lives

## VISION, MISSION AND VALUES

**Vision:** To be exceptional in everything that we do  
**Mission:** Proudly serving our communities by delivering high quality education and training  
**Strapline:** Unlocking potential, changing lives

### Values:

We are 'One College, One Team' working together in a respectful and considerate way to achieve our Vision and Mission

Our core values underpin our conduct and our decision-making

- 1.0 We are ambitious for our students and staff, striving for excellence in all we do
- 2.0 We act with integrity and build trust through respectful, consistent, transparent and ethical behaviours
- 3.0 We take responsibility and ownership for our actions and decisions. We hold ourselves and each other to account
- 4.0 We value professional curiosity and creativity seeking out new knowledge, ideas and embracing change to drive our progress

*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](mailto:HR@craven-college.ac.uk)*

