



NATIONAL ACADEMIC SUPPORT COACH

Job Description

Job details	
Job title:	National Academic Support Coach
Scale:	Band 4.1
Salary:	£27,000 to £33,000 (starting salary dependant on qualifications, skills and experience)
Location	Home Based
Hours:	35 hours
Responsible to:	Education & Employability National Operations Manager
Team:	Education & Employability
Responsible for:	n/a
Job Purpose:	To provide support to progress the academic and professional development to students of the University of South Wales FdSc Community Football Coaching & Development and the BSc Football Coaching, Development and Administration (Top Up) programmes delivered across the EFL Trust network. Be responsible for the provision of one-to-one academic advice and guidance to individual students throughout the duration of their studies.
Principal duties & Responsibilities	
1.	Support students to help them settle into higher level study, and to progress effectively through a review of their academic progress and engagement on a regular basis at each level of study
2.	Offer a supportive, constructive and accessible point of contact directly related to their course and career aspirations, helping students to identify their strengths, weaknesses and development opportunities and reflect on how they can best progress effectively
3.	Carry out two 1-2-1 meetings per student, each academic year at strategic points in the academic calendar, providing support and advice on the course and progress.
4.	Provide students with feedback on grades attendance, progression and engagement on the course.
5.	Plan logistics to visit clubs dealing directly with club mentors for dates of attendance to carry out meetings with the students
6.	Report on and escalate as required issues and common themes that may appear at a club trust
7.	Develop an annual report to EFL Trust and USW outlining the issues, case studies and successes of the function

8.	Referral to the appropriate club or University specialist support in advice, finance, medical departments when required
9.	Attend all course induction residential study weeks at University of South Wales, Treforest
10.	Monitor engagement from students through the implementation of a tool to track attendance across all locations.
11.	Communicate progress on a regular basis with the Course Leader to help inform a profile of engagement for each student. This will also involve identification of those students that are at risk of withdrawing (or being withdrawn) from the programme
12.	Deliver student recruitment presentations to BTEC learners
13.	Fulfil other duties such as are required from time to time

Person Specification

	Qualifications/Knowledge	Essential	Desirable	Assessment Application Form/Interview
1.	Qualified to Level 6 or above	✓		A
2.	Mentoring or Study Skills Qualifications/Experience		✓	A/I
	Skills & Experience			
3.	A minimum of a year's experience in providing academic support, whether in a direct teaching, or pastoral role	✓		A
4.	Familiarity with community football coaching environment		✓	A
5.	High level organisational and administrative skills with acute attention to detail.	✓		A/I
6.	Good IT skills, particularly Microsoft Excel, and Outlook	✓		A
7.	Experience of teaching and/or studying on a higher level blended learning programme		✓	A/I
8.	Excellent communication skills with experience of working with a range of students from varied backgrounds, cultures and abilities	✓		A/I
9.	The ability to deal effectively and sensitively with student concerns and difficulties.	✓		I
	Personal attributes/Values	Essential	Desirable	
10.	The ability to generate ideas and problem solve whilst considering organisational limitations	✓		I

11.	The ability to work flexibly and adapt accordingly to achieve defined deadlines	✓		I
12.	Able to work independently and as part of a team, demonstrating respect and consideration for the skills of others and generosity in sharing knowledge and expertise with others.	✓		I
13.	Ability to handle adversity and challenge in a positive way	✓		I
14.	Innovative thinker with the drive to continually improve.	✓		I
	Other	Essential	Desirable	
15.	Full driving license and vehicle or the ability to travel throughout England and Wales.	✓		I
16.	Available on occasion to work outside of core hours	✓		I