

Learning Coach: Inclusive Learning

Location: Chaffron Way Campus – Milton Keynes

Hours: 37.5

Flexible Working: We welcome applications from those seeking flexible or part time hours

Salary: Up to £25,000 per annum

Apprenticeships: Development opportunities are available through Apprenticeship standards

Reporting To: Head of School

IN SHORT

As a Learning Coach, you will be supporting the development of our Inclusive Learning students throughout their studies with Milton Keynes College. You will be sharing best practice and knowledge across the School. Students within Inclusive Learning can expect to experience learning in the classroom, out in the community and in our specialist facilities. You will be joining a team dedicated to delivering the best possible learning environment for each individual student.

The successful applicant will be an enthusiastic team player who shares our passion for success and is keen to contribute to the excellent delivery of our students who wish to get the best out of their future lives. You will be leading on our work experience and placement offer and will be required to hold 1:1 sessions with students to track progress in this area, plan and delivery work experience Workshops and have a case load of units to deliver across a range of our vocational programmes. A key part of the role is engaging with businesses to gain work placements, carrying out risk assessments, job coaching within these work placements: all in order to arm the students' with the knowledge and skills for employment ensuring that they will leave the College "Work Ready". Working in collaboration with the wider curriculum team you will deliver an excellent teaching and learning experience. You will be required to work across multiple sites.

The team challenge our students to be themselves — creative, imaginative and fantastic individuals. The Inclusive Learning programme offers choices for students with learning difficulties and disabilities to develop independent living and work skills in a friendly, supportive and fun learning environment.

MK College will treat all applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College. All offers made to successful candidates are subject to satisfactory outcomes to a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.

OUR BENEFITS

- 30 days annual leave, 3 additional days leave for Christmas to New Year closure and UK Bank Holidays (entitlement will be pro-rated for part-time employees)
- Generous Pension Scheme
- Professional development opportunities, including professional qualifications
- Employee Assistance Programme (EAP) accessible 24 hours per day, 365 days per year
- A variety of amazing discounts with NUS Card

Building

Fairer Futures

- Employee wellbeing platform with options to book free activities

MAKE A DIFFERENCE

In this role, you will:

- Foster an environment that embraces college values, recognises team member contributions and the value of coaching strategies, collaborative working, encourages innovation and the principles of restorative practice.
- Liaise with curriculum staff and other support services to monitor progress and achievement, identify possible barriers to achievement and ensure appropriate intervention to help individuals to overcome any barriers to the effective learning.
- Deliver 952 hours of consistently good or better tutorial, workshop sessions, incorporating an effective range of pedagogies that enable outstanding learning outcomes for your students
- Assist students with the transition into College, including the application, admissions, enrolment and entry guidance processes and then with their chosen progression route, including the preparation of references.
- Proactively monitor and report on attendance issues.
- Develop a positive working relationship with students' particularly in respect of their conduct and behaviour.
- Use College systems to monitor and review individual student attendance, progress and achievement and to maintain accurate and up to date Individual Learning Plan records of the support and interventions provided.
- Support students to develop high expectations of their own performance and an effective ownership of their own learning progress.
- Work with tutors to plan and implement appropriate intervention when concerns arise that could impact on achievement or progress.
- Act as an initial point of contact and support for students experiencing academic, personal, social or domestic difficulties making appropriate referrals to internal College contacts or external agencies.
- Identify where students would benefit from additional learning support and signpost them to appropriate internal or external support services.
- Proactively support equality & diversity, Safeguarding and PREVENT strategies.
- Advise students on progression opportunities, including apprenticeships, Higher Education and employment applications
- Deliver enrichment and enhancement activities, including accompanying students on external visits and residential trips.
- Deliver a stimulating blend of learning opportunities, making effective use of technology both within the classroom and via online and independent learning.
- Support the college's English and maths strategy, maximising your ability to embed both subjects into your coaching practice.
- Work with the Quality, eLearning, English & maths and Curriculum Innovation colleagues to continually strive for excellence.
- Champion an active student voice strategy to enhance the student experience.
- Ensure that you are aware of and aligned with Milton Keynes College's Regulations, Strategy, and Objectives to work together to proactively advance Equality, Diversity and Inclusion and support the challenging of racism, prejudice and inequality, wherever it is found.

This job description is just a guide; you'll be expected to be flexible and perform any other duties as reasonably required of you by your manager and your role is likely to evolve and develop over time. In all your duties, you will be required to take reasonable care of yourself and ensure the safety of our students, your colleagues and other people with whom you come into contact at the College.

IT'S ALL ABOUT YOU

KNOWLEDGE, EXPERTISE & QUALIFICATIONS	<ul style="list-style-type: none"> • Degree or equivalent qualification in the relevant subject • Relevant industry experience and a willingness to maintain it • Recognised higher level teaching qualification or willing to work towards • Evidence of continuing commitment to self-development through courses and work undertaken • Experience working with local businesses to gain work placements.
IMPACT	<ul style="list-style-type: none"> • Strong track record of good or better teaching and learning delivery across a range of levels, attaining high quality student outcomes • A good understanding of how technology can be used to enhance teaching, learning and assessment in classroom, workplace and virtual contexts
QUALITY	<ul style="list-style-type: none"> • Embed the importance of English & Maths through subject delivery • Implement a range of quality processes and systems
RESPONSIBILITY	<ul style="list-style-type: none"> • Accountable for high quality student outcomes and success • Up to date knowledge of safeguarding, equality and diversity, health and safety and child protection legislation as it impacts on learning
RELATIONSHIPS & REPUTATION	<ul style="list-style-type: none"> • Creative and Flexible • Enthusiastic and self-aware • Well-developed organisational, communication and teamwork skills
VISION & DIRECTION	<ul style="list-style-type: none"> • Ability to engage and motivate students to deliver high performance outcomes in a further education environment • Develop the quality of the student experience that leads to outstanding outcomes

ABOUT US

Welcoming those who want to learn and improve, we focus on meeting individual needs. The College is at the heart of the city's economic vision and community strategy, in addition to being a major employer with over 1,000 people working with us. We build and nurture strong partnerships with the wider community and local businesses with an interest in making the Milton Keynes College Group a safe, innovative and inspiring place in which to learn and work. We are proud to offer an open and inclusive education experience to learners of all levels and backgrounds, with over 3,000 16-19 year olds currently studying with us and a total student population of over 8,000. We offer a broad variety of qualifications, including vocational courses, apprenticeships, higher education, professional certificates as well as employability skills and community training.

Founded on the principle of Further Education's ability to transform lives through learning, we're proud to create an environment that attracts the best staff and students from Milton Keynes and the surrounding areas and supports education in Prisons nationally. The value we gain from the diverse communities we serve is immeasurable. We want all our staff, students and learners to feel they are an integral part of the College and together we will create an inclusive culture where everyone can contribute to College life and our collective knowledge and growth. When applying for a role at the College, you can expect the same level of commitment towards diversity and inclusion as you'll experience when you've started with us. We treat all our applicants fairly and with respect, irrespective of their background, disability or any other individual characteristic. We particularly encourage applications from people with backgrounds which are currently under-represented within Milton Keynes College.

Code Makers Academy is a subsidiary of Milton Keynes College and is the delivery arm of the South Central Institute of Technology. The South Central IoT is a consortium of prestigious partners led by Milton Keynes College. Anchor partners include Microsoft, McAfee, Evidence Talks, Activate Learning, Cranfield University and KPMG.

The College is also a national provider of education services in prisons across the country. For nearly 30 years, we have worked with offenders in both custody, the wider community and currently work with 19 prisons across England; this includes 13 prisons, which make up the Long Term High Security Estate, and 6 category B, C & D men's prisons.

Milton Keynes College is a committed safer recruitment employer in line with Keeping Children Safe in Education (KCSIE). We take extreme care in ensuring the safety and welfare of children, young people and vulnerable adults. **All offers made to successful candidates are subject to satisfactory outcomes from a range of pre-employment checks including a Disclosure and Barring Service check (DBS). In addition, security clearance is required for all prison services positions up to Counter Terrorist Check (CTC) level.**