

Job title:	Subject Learning Coach – English and/or Maths
Reports to:	Curriculum Development Manager
Business area:	English and Maths
Responsibility for others:	N/A

Purpose and context:

This role is designed as a standalone role that also has scope for supporting a pathway into teaching within the sector. The role is an excellent opportunity for individuals who are passionate about education but may not yet have a teaching qualification.

The post holder will initially focus on in-class support, small group intervention delivery, and targeted interventions, while developing the skills and confidence required to progress into a full Further Education Lecturer role if appropriate.

This role provides a clear and supported route into teaching, ideal for graduates, aspiring teachers, or individuals looking to move into education. The post holder will benefit from a highly supportive team and structured development opportunities.

Duties and responsibilities:

- Supporting delivery of GCSE and Functional Skills English and/or Maths to 16–18 and 19+ learners and varying levels of ability.
- Supporting progress through targeted intervention sessions to improve learner outcomes
- Developing teaching practice through mentoring, coaching, and experience
- Taking on supervisory responsibility for a class over time where appropriate following training.

Teaching, Learning & Development

- Support experienced lecturers in delivering engaging and effective lessons.
- Work with individuals and small groups to develop relevant key skills.
- Deliver planned intervention sessions to support learners working below target.
- Begin delivering elements of lessons (e.g. starters, group tasks, plenaries) as part of development.
- Progress, where appropriate, to leading lessons with guidance and support.
- Help create a positive, inclusive, and engaging learning environment.
- Support behaviour management in line with college expectations.
- Provide constructive feedback to learners to support progress and confidence.

Planning and Curriculum Development

- Support the development of learning resources and teaching materials.

- Support the adaption of materials to meet the needs of different learner groups.
- Contribute to lesson planning as part of the development process.
- Engage in discussions around curriculum delivery and improvement.

Progress Monitoring and Intervention

- Support tracking of learner progress using college systems.
- Assist in identifying learners who require additional support.
- Deliver targeted interventions to improve achievement and progression.
- Promote attendance and positive learner engagement.

Student Experience

- Provide academic and pastoral support to learners.
- Build learner confidence in English and/or Maths, including learners retaking GCSE or studying Functional Skills.
- Support progress reviews, and induction processes.
- Work with learners facing barriers, including low confidence or disengagement.
- Support open events and recruitment activities where required.

Professional Development

- Take part in a structured development programme aligned to provide pathways to becoming a lecturer
- Receive mentoring and coaching from experienced teaching staff.
- Engage in lesson observations and reflective practice.
- Participate in training related to safeguarding, teaching, and learning.
- Work towards gradually increasing teaching responsibilities.

Responsibilities of all employees:

- Undertake a proactive approach to safeguarding and promoting the welfare of all students, ensuring personal compliance with all Group policy and procedure relating to the safeguarding of students.
- Be alert to any indication or allegation of abuse and take appropriate action, as necessary.
- Committed to upholding British Values, celebrating equality and diversity, and maintaining a culture of respect and tolerance.
- Celebrate and value the diversity brought to our workforce by individuals, providing positive role models and an all-inclusive approach.
- Act in accordance with data protection legislation.
- Participate in team meetings and development opportunities as identified.
- Ensure the health and safety of students, staff, and resources within their scope of responsibility.
- Ensure risk assessments are undertaken, updated, and submitted in line with Group policy.

- Undertake appropriate learning and development, to the equivalent of at least 30 hours (pro rata) each year.
- Ensure students receive a positive introduction into College life through involvement in all identified aspects of the enrolment process.

Our Values:

Our values act as the moral compass for our organisation. They encapsulate the way we do things, how we behave and how we make our decisions. These are the values we stand behind -

Respect

We clearly communicate with transparency and integrity and show kindness and passion for the things we do

Inclusion

We create a safe and sustainable environment where all can thrive, enabling creativity and individuality

Ambition

We aspire for excellence, continually growing and looking for opportunities to innovate and develop

Collaboration

We take individual and collective accountability and work together to seize opportunities to continuously improve

This Job Description is intended to provide a guide to the duties and responsibilities of the post and to set in context within which the post holder will operate, duties may vary from time to time without changing the general character of the post. It should not be regarded as a legal document or a set of conditions of service.

An appointment to this post will be subject to an enhanced disclosure from the DBS, Children's Barred List (List 99) check, receipt of at least two satisfactory references, provision of evidence of identification and right to work, evidence of essential qualifications and medical clearance.

Person Specification: Subject Learning Coach – English and/or Maths		
NOTE TO APPLICANTS – please ensure you note in your online application form how you meet the criteria below. This is used for shortlisting purposes.	Criteria: Essential Desirable	Assessed: Application Interview Task References
<u>Qualifications and Training:</u> GCSE grade A*- C / 9 - 4 in English and Maths or equivalent (as a minimum) Degree in English, Maths or another relevant Level 5 qualification Safeguarding and Prevent Training (or to be completed within one month of appointment)	Essential Desirable Essential	Application Application Application
<u>Relevant Experience:</u> Experience of working with young people or adults (e.g. tutoring, mentoring, coaching, support roles) Experience Supporting English, Maths, Literacy or Numeracy development	Desirable Desirable	Application, Interview Application, Interview
<u>Skills and Knowledge:</u> Strong literacy, numeracy and communication skills Ability to explain ideas clearly and support learning Confidence working with young people and adults one to one and small groups Willingness to learn and develop teaching and learning practice Good administrative, IT and organisation skills Good time management Understanding of Safeguarding responsibilities	Essential Essential Desirable Essential Desirable Essential Essential	Application, Interview Application, Interview Application, Interview Application, Interview Application, Interview Application, Interview Application, Interview
<u>Additional Factors:</u> A commitment to the principles of Equality & Diversity As the Group is a multi-campus site, flexibility and willingness to work across all sites is required Positive, supportive, and learner-focused approach	Essential Essential Essential	Interview Interview Interview

Enthusiasm for working in education	Essential	Interview
Flexible and adaptable	Essential	Interview
Commitment to inclusion, safeguarding, and student success	Essential	Interview

Please note that due to the volumes of interest and applications, we are unable to give individual feedback to applicants where they have not been shortlisted and selected for interview.