

The Leicestershire College

Job Description

1. Job Details

Job Title:	Academic Coach (FTC)
Department:	Sixth Form
Reporting To:	Curriculum Manager
Competency Level:	Curriculum Support 2
Hay Grade:	G3
Salary:	July 2025
Date of Job Evaluation:	£28,896 per annum
Date:	August 2026

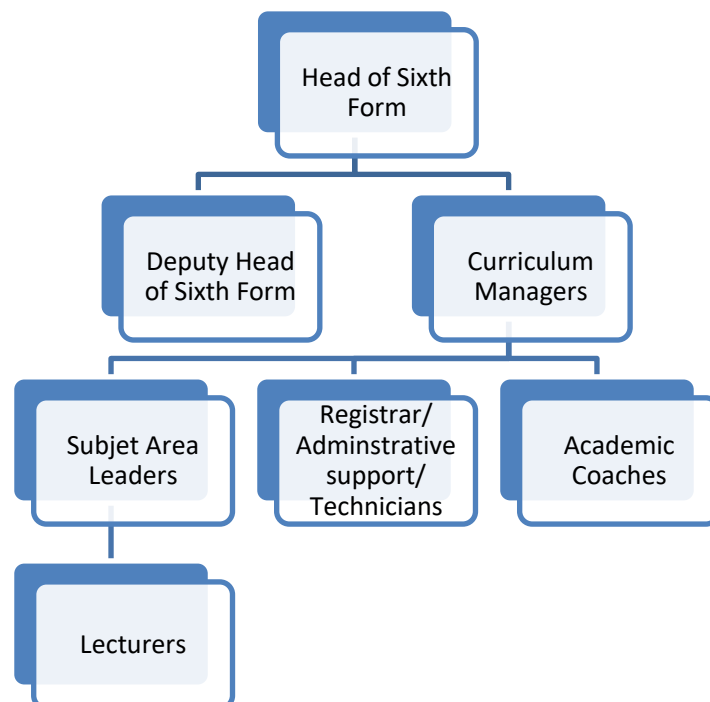
2. Job Purpose

To deliver high quality academic, personal and professional support and guidance to learners to support them to succeed.

3. Dimensions

Not applicable.

4. Organisation chart



Name:	Job Description Template -TLC	Owner:	HR
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5. Diversity and Inclusion

Loughborough College Group is committed to operating with Fairness, Respect, Equality, Diversity, Inclusion and Engagement at the heart of our organisation.

We are all responsible for ensuring that all individuals receive the same opportunities to develop, grow and achieve their full potential, regardless of personal circumstances and individual differences.

Our FREDIE values are relevant to the whole College community and support the way in which we work and interact with each other.



6. Key Responsibilities

Role specific responsibilities

- Manage a caseload of students for academic coaching.
- Deliver group coaching sessions.
- Deliver group tutorials (Personal, Academic and Professional Development) in line with department schemes of work.
- Monitor student attendance, well-being and academic progress in line with department policies.
- Provide support for UCAS applications.
- Maintain records on student ILP
- Communicate effectively and in a timely fashion with parents and teachers to foster good relationships in line with Sixth Form guidance
- Support intervention strategies that will be implemented for under-performing students in liaison with teachers.
- Support Sixth Form management students with collating destination data.
- To undertake appropriate staff development and training, including the maintenance and updating of specialist skills.

- To attend and actively participate in area and department meetings, planning events, open days and recruitment events.
- To promote and safeguard the welfare of children, young people and vulnerable adults.
- To promote British Values and adhere to the PREVENT strategy as necessary.
- Support students and department during examination periods.
- Any other reasonable duties as requested by the Curriculum Manager

Core Responsibilities

- To promote the College groups vision, mission and strategic objectives and to promote the values and behaviours which underpin them at all times.
- To act as an ambassador for the college group in dealings with all external agencies (other colleges, funding bodies, suppliers, learners, parents and employers) and to maintain the highest standards of professional conduct.
- To promote Loughborough College Group and its subsidiaries as the first-choice destination for learners, employers and staff alike.
- To proactively promote equality of opportunity in all aspects of the work role and to assist in the leadership and management of compliance to the agreed Health & Safety policy and practice.
- To promote a positive approach to security and discipline within the College community.

7. Key Result Areas

Action	Result
Deliver inspiring teaching and learning	Ensure the success of all learners
Monitor the performance of learners against target grades and implement intervention strategies as appropriate	Ensure the success of all learners
Fully engage with the personal tutorial programme, providing excellent support and guidance	All learners supported to achieve.

8. Key Working Relationships and Communications

Internal: Learners, teaching and support team, Programme Area Lead, Curriculum Manager, Head of Department

External: Parents and other stakeholders

9. Scope for Impact

Not applicable.

10. Competency Profile

The following profile is a description of the required competencies of the role:

Working with Excellent People	Responsiveness
Own actions and behaviours are inspiring and engage others considering the FREDIE values. Supportive team member; forms positive working relationships in team. Effectively coordinates others in achieving a task. Communicates with accuracy; enables mutual understanding; confident presenter.	Handles change with responsiveness and adaptability. Looks for opportunities to do own job better; puts forward ideas. Always considers longer term impact of own tasks Identifies problems in own work area, collaborates with others to implement solutions. Makes good quality decisions with confidence. Consistently delivers own work on time and to standard.
Ensuring Financial Sustainability	Self-Awareness
Works efficiently; makes best use of the College's resources. Own work consistently contributes to the strategic aims of the College.	Manages own health, safety and wellbeing; complies with College policies. Improves diversity, equality and inclusion in own area; challenges inappropriate behaviours. Demonstrates self-awareness; manages own reactions; builds good relationships.
Delivering Excellent Quality	
Anticipates customer needs; prevents poor service; delivers consistently high-quality service. Enthuses others with accurate and relevant subject knowledge. Continually improves own performance and increases skills and knowledge. Has an awareness of the different forms of digital content, tools and technologies that can meet specific needs of the role and understand the benefits and limitations.	

11. Knowledge, Skills and Experience (Person Specification)

QUALIFICATIONS		ESSENTIAL	DESIRABLE	HOW ASSESSED
1.	Possess a university degree in a subject relevant to the A level curriculum	•		Application/ Interview
2.	Possess a relevant level 3 teaching qualification		•	Application/ Certificates
3.	Possess qualifications in Maths and English Levels 4-9 (GCSE Grades A-C) or equivalent	•		Application/ Certificates
EXPERIENCE				
4.	Possess relevant work/ vocational experience e.g. in an educational setting or working with young people	•		Application
5.	Experience of delivering tutorial based sessions to groups		•	Application
6.	Experience of the UCAS application process		•	Application/ Interview
7.	Experience and evidence of effective use of ICT	•		Application
8.	Experience of teamwork and collaborating with colleagues	•		Application/ Interview
9.	Experience of monitoring student progress		•	Interview
SKILLS & KNOWLEDGE				
10.	Good communication, coaching and facilitating skills	•		Interview
11.	Be able to prioritise workload and meet deadlines	•		Interview
12.	Demonstrate excellent planning, administration and organisational skills	•		Interview
13.	Knowledge of coaching methodologies and growth mindset approaches		•	Interview
14.	Work independently and as a part of a cross-curricular team	•		Interview
15.	Demonstrate your understanding of diversity and inclusion	•		Application/ Interview
BEHAVIOURS				
16.	Willingness to learn	•		Interview
17.	Flexibility and Adaptability	•		Interview
18.	Show commitment to improving student progress and outcomes	•		Interview
19.	Set high standards for safety and well-being in the workplace	•		Interview
20.	Promote the College's equal opportunities policy and practices	•		Interview
21.	Ensure the safeguarding of students	•		Interview

Notes

1. A satisfactory Enhanced Disclosure & Barring Service check is required for this post. Loughborough College Group is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
2. As part of this role, you are expected to undertake reasonable additional duties such as Exam Invigilation, Welcoming Students and Staff onto campus, supporting with open days and promoting a safe environment across the College Group. This is expected of you in the post mentioned above and all other posts within the College Group.
3. This job description and person specification was prepared in August 2026 and may be amended in light of changing circumstances following discussion with the post holder.

12. Job Description Agreement

Job Holder Signature		Date	
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