

# Progression and Welfare Support Coach (Fixed term)

**adline for applications: N/A**

Location: Huddersfield International Study Centre  
Contract: Fixed Term Contract (End date 28/08/2020 )  
Hours: Full time  
Salary: £23,000 per annum (Pro-rata)

## Job overview

Here at the [University of Huddersfield International Centre](#) , we pride ourselves in providing a supportive learning experience that prepares our students for the challenges of undergraduate and postgraduate study. We are dedicated to providing excellent academic and English skills and knowledge that will enable our International students to progress onto their chosen programme of study at the University and an eventual successful career.

We are seeking an enthusiastic individual to join our Progress Team and carry out a Progression and Welfare Support Coach role. They will be responsible for student coaching, monitoring and intervention both academic and pastoral. We place the student at the centre of all we do, so if you are passionate about changing lives through opportunities in education and are fully committed to providing a fantastic student experience, this role is for you!

## Key responsibilities

This role will involve supporting students through their whole student journey from induction through to progression into the University. It will involve working with a caseload of students in group and one to one sessions and to set high standards for their behaviour and engagement with their studies and the centre.

- To deliver weekly progress tutorials to tutor groups and provide academic counselling to students.
- To track student performance and liaise promptly with the academic team to identify appropriate resources suitable intervention strategies.
- To work with the student experience team to organise and facilitate the student induction process.
- To deal with general student queries – face to face, on the VLE, by email and phone.
- Work as part of the Progress Team to produce and develop an a robust pastoral programme for students
- Promote health, safety and wellbeing of students and colleagues. Hold personal accountability to avoid action that could threaten the health or safety of you, other employees, students or members of the public.

## Experience

You will demonstrate:

- Experience of working in a pressurised environment
- Experience working with databases and manipulating large amounts of data
- Experience of working in an Assessment Administration role
- Excellent customer service skills
- Excellent knowledge of Microsoft Office, in particular advanced Word and Excel skills
- Experience of working with students in an education environment

## Key benefit

- Competitive salary
- 30 days holiday
- Enhanced pension scheme, season ticket loans, cycle to work scheme, Wellbeing centre, and much more.

## About Study Group

Study Group is a global leader in preparing students for international academic success and rewarding careers through a transformational learning experience. Our global recruitment teams enrolled over 30,000 students from 142 countries in 2018. The universities we work with trust us to increase their international footprint, access student diversity and provide assured progression, so they can continue to focus on academic excellence.

## **Organisational compliance**

Study Group is committed to safeguarding and promoting the welfare of its students, and expects all staff and volunteers to share the same commitment.

Applicants will be required to undergo child protection screening appropriate to the role, including checks with past employers, an Enhanced Check from the Disclosure and Barring Service (DBS) and overseas criminal records if appropriate.

Study Group processes your information in line with data protection regulations. Please see our [Candidate Privacy Policy](#) .