

Academic Coach/TOK

Job Description

Role Summary	To support the academic success of students by providing academic coaching, group and individual tutoring, and facilitating active learning through workshops, events and collaboration with staff and faculty. To effectively teach a class of ToK, including undertaking appropriate lesson preparation, supporting the ToK Exhibition and marking the ToK Essays where necessary.
Main Accountabilities	♦ Provide academic coaching and support to students. ♦ Provide individual and group tutoring assistance to students, including, but not limited to, subject specific content, study skills, and college success strategies. ♦ Collaborate with faculty and staff to develop tutorial support and programming that will promote successful outcomes for the students in curriculum courses. ♦ Plan, design, and conduct workshops and programming that facilitate learning, provide academic support and empowers students to become active and engaged learners. ♦ Facilitate learning by identifying, developing and disseminating helpful, updated print and digital resources for all subject areas tutored in the various centres. ♦ Promote academic support services to faculty and students through classroom visits, participating in campus events, and through flyers, emails and other digital and print mediums. ♦ Participate in tutoring program evaluations as well as assessing student learning outcomes of workshops and services. ♦ Create a welcoming environment in all tutoring areas by modeling student-centered behavior and mentoring peer and professional tutors to adopt similar approaches. ♦ Collect data relevant for reporting student use of tutoring and generate reports that will assist in the evaluation of student outcome assessment as well as reporting required information as requested. ♦ Other duties assigned, including staff development activities and meetings that relate to job duties. ♦ Follow the curriculum developed by each department. ♦ Attend the Students of Concern meetings. ♦ Collaborate and work alongside the EAL and SEN teams.
Typical reporting relationship	Director of Studies.

Development / Training to support role competencies	<u>Development activities</u> To be negotiated as part of the performance management process. <u>Relevant courses</u> To be negotiated as part of the performance management plan.
Notes:	