

Job Description

Job Title:	Academic Coach – Fixed term until Aug 2022
Responsible to:	Assistant Headteacher
Responsible for:	KS4/ Head of Department
Job Purpose:	Reporting to the Head of Department, the job holder is responsible for rapidly improving levels of attainment and progress and for identified students/student groups including SEND within specific time periods for whom this is a priority
Salary:	Band G - 11-17 (£18,543 - £20,971 pro rata)
Hours:	37 hours per week, term time plus 5 Inset days (38 + 1 week) Flexible between 8am and 5pm as advised by Line Manager Flexibility to attend any other meetings/events outside normal working hours when required as directed by Line Manager.

Main responsibility of the Academic Coach

Support for Students:

- Use specialist (curricular/learning/behavioural management) skills/training/experience to support students, including facilitating group learning sessions.
- Establish productive working relationships with students, acting as a professional role model and setting high expectations.
- Promote the inclusion and acceptance of all students.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement.

Support for the Teacher:

- Work with teachers to establish an appropriate learning environment
- Work with teachers in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives.
- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested and where appropriate.
- Undertake marking of student's work and accurately record achievement / progress.
- Promote positive values attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Liaise sensitively and effectively with parents/carers within your role / responsibility and participate in feedback sessions / meetings with parents with, or as directed.
- Administer and assess routine tests and invigilate exams/tests.
- Deliver and assess interventions as required, delivery for small groups of students.
- Prepare and plan for support by having a working knowledge of either GCSE/A level syllabus
- Provide general clerical/admin support, e.g administer coursework, produce worksheets for agreed activities, etc.

Support for the Curriculum:

- Implement agreed learning activities / teaching programmes, adjusting activities according to pupil responses/needs.
- Implement learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Support the use of IT in learning activities and develop students' competence and independence in its use.
- Help students to access learning activities through specialist support.
- Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the School:

- To provide short-term and emergency cover for planned and unplanned staff absences as directed this will include covering classes both inside and outside of the Department to which you are assigned; supervising the whole class undertaking pre-set work and/or activities, including introducing and closing the class.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. Contribute to the overall ethos/work/aims of the school.

- Establish constructive relationships and communicate with other agencies / professionals, in liaison with teaching staff, to support achievement and progress of students.
- Attend and participate in regular meetings as required.
- Participate in training and other learning activities as required.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Undertake planned supervision of students' study support and learning outside the classroom learning activities.
- Supervise students on visits, trips and out of school activities as required.
- Be flexible (negotiable) to offer early morning or after school enhancement and extra-curricular, according to your strengths and school needs.

Other Duties:

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To be aware of and comply with policies and procedures relating to child protection and all aspects of safeguarding children.
- To attend parent evenings, focus and other agreed events.
- To promote the school's ethos and culture and expectations.
- To undertake such other duties, training and / or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- To undertake health and safety duties commensurate with the post and / or as detailed in the Directorate's Health and Safety policy.
- To be a first aider
- To be a fire marshal
- To attend school training days as required.

Contacts:

In all contacts the post holder will be required to present a good image of the School as well as maintaining constructive relationships.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate within the grade and job title.

Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support at all times the Catholic ethos of the school/Multi Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

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