

## JOB DESCRIPTION

<b>Job Title:</b> Post 16 Academic Coach	<b>Scale:</b> (SR1) 18- 21
<b>Department:</b> Post 16	<b>Section:</b> Support Staff
<b>Terms of employment:</b> Fixed Term <a href="#">Maternity Cover</a>	<b>Hours:</b> 37 hours per week - Term time 39 weeks per academic year

### JOB PURPOSE

To work in innovative ways with individuals or small groups of students to assist them to achieve their academic and personal potential. The post holder will provide a complementary service to existing school staff.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

### DESIGNATION OF POST AND POSITION WITHIN CURRICULUM STRUCTURE

Reports to the Director of Post 16

### MAIN DUTIES AND RESPONSIBILITIES

#### **Supporting the Students**

- Work with teachers, support staff and individual students to agree targets and action plans to improve the rate of progress being made in students' learning, and ensure that they meet predicted targets.
- Establish productive working relationships and one to one coaching relationships with students, acting as role models and setting high expectations.
- Provide feedback to students in relation to progress and achievement.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Develop an understanding of relevant syllabuses, schemes of work and exam courses to facilitate achievement of learning objectives.
- To support in overseeing the study areas in post-16.
- Provide one to one and group study support in after school sessions.

#### **Supporting the Teachers**

- Provide accurate and objective feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Support the role of parents in students' learning and contribute to meetings with parents to provide constructive feedback on students' progress and achievement.

#### **Supporting the Curriculum**

- Develop and deliver programmes of learning activities to students by working with them in small groups outside of formal lessons. This will include out of school hours.
- Creating and producing relevant resources and activities for designated groups of students to engage, motivate and advance their learning.

**Supporting the School**

- To provide duty cover as required
- To attend relevant school procedures.
- To be aware of confidential issues linked to home/student/teacher/school work and to keep confidences appropriately.
- Participate in training and other learning activities and performance development as required.
- Any other tasks as directed by the Principal which fall within the purview of the post.

**The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**Employee**

Name:

Signed:

Date

**Signed on behalf of the school**

Name:

Signed:

Date:

## PERSON SPECIFICATION

<b>Job Title:</b> Academic Coach
<b>Section:</b> Support
<b>Department:</b> Support Staff

KEY CRITERIA	ESSENTIAL	DESIRABLE
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• Minimum 5 passes at A*-C GCSE including maths and English</li> <li>• 2 or 3 A Levels</li> <li>• Education to degree level or equivalent</li> </ul>	
<b>Competence Summary</b> (Knowledge, Abilities, Skills, Experience)	<ul style="list-style-type: none"> <li>• Working with students or experience of own children</li> <li>• Ability to motivate young people</li> <li>• Confident in dealing with young people</li> <li>• Ability to command and show respect</li> <li>• Confident ICT user</li> <li>• Good communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Experience in leadership</li> </ul>
<b>Work related Personal Requirements</b>	<ul style="list-style-type: none"> <li>• Excellent personal and social skills</li> <li>• Enjoys working with young people</li> <li>• An excellent team player</li> <li>• Ability to show initiative and flexibility</li> </ul>	
<b>Other Work Requirements</b>	<ul style="list-style-type: none"> <li>• Flexibility</li> <li>• Ability to cover duty in the school</li> <li>• Good command of written and spoken English</li> <li>• Self motivation</li> <li>• Good sense of humour</li> </ul>	<ul style="list-style-type: none"> <li>• Willingness to undertake appropriate school based training and development</li> <li>• Driving license</li> </ul>