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| *Reigate School*Job Profile |
| **Post: Progress & Achievement Coach**  **Grade:** . |
| **Job context:**  This job profile recognises the requirements of the current Pay and Conditions documents and reflects the vision, aims and policies established by the Governors of the school. |
| **Line managed by**: Special Educational Needs Co-ordinator |
| **Job purpose**   * To enable target students to fully access the curriculum by providing emotional, behavioural and/or academic support as required by the needs of the target students. * To have a detailed understanding of the specific needs of target students. * To establish supportive relationships with target students. |
| **Duties will include**   * To support target students in lessons. * To deal with incidents of difficult behaviour calmly and effectively * To research appropriate resources to enable full access to the curriculum for target students. * To be able to identify specific areas of difficulty and implement solutions. * To deliver 1:1 sessions as necessary. * To communicate any concerns or issues about the target students with the Assistant SENCo. * To meet with the Assistant SENCo in order to review support. * To be prepared to contribute to annual reviews and any additional progress meetings. * To attend training courses and INSET days. * To support school visits and trips.   To carry out other reasonable duties commensurate with the post as required and as directed by the Headteacher or members of the Senior Leadership Team.  To be adaptable to departmental practice and to perform other reasonable tasks as requested. This may include invigilating exams and scribing for which an enhanced hourly rate will apply. |
| **Qualifications and Experience**  Essential   * GCSE or equivalent in Maths and English. * To have basic IT skills (Word, Excel)   Desirable   * Higher level qualifications or a related qualification, for example, HLTA and/or NVQ Level 3. * Experience of working with Autistic and BESD students |
| **Skills**   * To be able to support students from year 7 through to year 11. * To be able to undertake administrative tasks. * To be able to communicate effectively. * To be able to motivate students to learn. |

**Reigate School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Any successful applicants will be required to undertake a Disclosure check by the Criminal Records Bureau.**

*There are several members of the Progress and Achievement Team and all work different hours, but the Job profile is the same.*