



Job Description

Post title	Sixth Form Academic Coach and Study Support
Academy	Hatcham College Inclusion
Grade/Salary	£15,272 per annum (Point 4 on the Aske's Support Pay scale for 42.9 weeks). One year fixed –term contract
Responsible for	Provision of academic coaching and study support for KS5 students
Responsible to	Assistant Principal

Summary of the overall purpose of the job

Hatcham College Sixth Form is large and oversubscribed and is well known in South East London for excellent student outcomes and its exceptional co-curricular and work experience programmes. The Sixth Form is proud of its traditions for excellence alongside innovation and its track record in securing outstanding destinations for students year on year. Much of this is down to our outstanding Sixth Form specialist staff who have developed extensive networks and are highly skilled. Although an academic Sixth Form with a significant number of students progressing to the very best universities, the Sixth Form is fully inclusive and we have students following different pathways tailored to their interests and careers goals. Whatever their pathway or prior attainment at various points during their Sixth Form journey all students need support, guidance and occasionally challenge to effectively transition to Sixth Form study and then prepare for their post Sixth Form destinations.

We are significantly investing in our provision and accommodation for independent study and are seeking an inspiring and confident Academic Coach who is as comfortable designing and providing one to one support and academic coaching that makes a difference to individual students, whilst designing and delivering workshops for groups of students. In the Sixth Form, data is used rigorously to track and monitor performance to ensure that all groups of students are making substantial and sustained progress. The successful candidate should be confident using varied sources of data to evaluate the impact of their work on students and to identify additional students who would benefit from targeted group support or 1:1 help and academic support.

Under the guidance of Sixth Form Leaders and within the overall ethos of the Sixth Form and librarian team, the Academic Coach will get to know our Sixth Form students very well developing

into a key partner for their Sixth Form journey. They will work to ensure that students complete their independent study effectively and provide tailored support to help accelerate the learning of individuals and groups of students.

Hatcham College leads ATLAS Teaching School and can offer rapid career progression. The previous Academic Coach and a number of our graduate LSAs have subsequently completed teacher training programmes through our teaching school.

Key responsibilities and objectives of the job

Routine Sixth Form Responsibilities

- Support the learning and independent study of individuals and groups of students, proactively seeking out information necessary to do this under the direction and guidance of Sixth Form and subject leaders, class teachers and the Inclusion Team
- Provide more intensive ongoing support for targeted students employing a range of coaching strategies and drawing on their undergraduate study where appropriate to identify gaps and barriers to learning and empower students to develop effective strategies to improve progress to academic and personal development goals
- Establish productive working relationships with students, act as a role model, set high expectations recognise how Sixth Form students are both similar and different to younger students
- Promote positive values, attitudes and good student behaviour, identifying when humour or a more assertive approach is needed to deal promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own learning
- Support students wellbeing and personal development and welfare, following child protection policies to report any concerns
- Provide regular feedback and liaise effectively with Sixth Form Leaders, teachers, other support staff, health and education specialists, parents, visitors and volunteers
- Use detailed knowledge of Sixth Form specific approaches and specialist skills to support students' learning, wellbeing and personal development in the Sixth Form
- Competently use Microsoft Word, Excel, Outlook, and PowerPoint to assist in the recording, storing and presentation of data
- Where necessary complete training to confidently use other software packages such as SIMs, SISRA to access & interrogate student, timetable, attendance and other similar data
- Support Sixth Form administration including but not limited to monitoring and analysis of progress, attendance, punctuality, rewards and sanctions; communication with parents & carers, students and teachers, Sixth Form marketing, UCAS
- Support Sixth Form calendar events including but not limited to open mornings and evenings, A Level results day, UCAS evening, Knowledge day, enrolment, recruitment, taster day

General responsibilities and objectives

- Responsible for keeping and updating records as agreed with the Sixth Form
- Meet deadlines
- Undertake other duties from time to time as the Principal and Sixth Form leaders require
- Support the aims and ethos of the Federation

- 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
- Maintain high professional standards i.e. business dress, punctuality and attendance
- Attend team and staff meetings as required
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- Accompany staff and pupils on visits, trips and out of school activities as required
- Work constructively as part of the wider Sixth Form team, understanding roles and responsibilities and own position within these
- Be prepared to work cross-phase as necessary
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the College's safeguarding policies

Please note

This job description reflects the core activities of the role and as the Federation and the post-holder develop there will inevitably be changes in the emphasis of duties. It is expected that the post-holder recognise this and adopt a flexible approach to work and be willing to participate in training.

If changes to the job become significant, the job description should be reviewed formally by the post-holder and line manager.

Date

November 2017

Person specification

Criteria	E S S E N T I A L	D E S I R A B L E	HOW IDENTIFIED AND ASSESSED AP Application AS Assessment I Interview P Presentation R References
Education/qualification and training			
Experience of working with children of relevant age is advantageous		✓	
Excellent degree (minimum 2.1) Particularly interested to hear from Sciences, Maths, History, English, Psychology, Economics,	✓		
Experience working in widening participation, youth sector or education charities advantageous		✓	
Knowledge/skills			
Ability to evaluate student needs and identify academic, personal and social barriers			
Ability to use an evidence informed approach to plan effective interventions	✓		
Ability to relate well and communicate with confidence and clarity to young people and adults	✓		
Constantly improve own practice/knowledge through self-evaluation and learning from others	✓		
Use ICT effectively to support learning activities and record and analyse data	✓		
Understanding of youth development and learning		✓	
Ability to motivate, support and challenge both underachieving students and students with high attainment		✓	
Ability to act as an advocate to develop support for young people and educational initiatives		✓	
German Speaker		✓	

Experience			
Experience of working with children and young people		✓	
Use ICT effectively to record student progress/behaviour on school's information system		✓	
Experience of using multiple sources of data and maintaining communication with different stakeholders to provide bespoke support		✓	
Experience giving presentations or working with larger groups of young people		✓	
Personal characteristics/other requirements			
Flexible	✓		
Proactive	✓		
Committed to eradicating educational disadvantage	✓		
Approachable	✓		
Great communication skills	✓		
Growth mindset	✓		
Collaborative approach	✓		
Ambitious for young people	✓		