

JOB DESCRIPTION

Post Title:	Progress Coach
Job Purpose:	To be responsible for supporting academic progress of students
Responsible to:	Vice Principal through SENCO
Responsible for:	Ensuring that referred students receive required support
Liaising with (Working Relationships):	Teaching staff Support staff
Hours of Work:	37 hours per week term time only plus inset days
Grade and Range of Post:	Scale G
Current Base:	The George Eliot School
Disclosure Level:	This post is subject to an enhanced DBS disclosure
Main / Core Duties:	To follow academy routines and processes as directed To provide appropriate academic support to students To work as a member of the learning support team
Operational Planning:	To support the implementation of operational/strategic plans relating to learning support team
Service Provision:	<p>To provide academic support to referred students including:</p> <ul style="list-style-type: none"> • Additional small group / individual teaching • Preparation of accessible materials • In-class support <p>To drive the school minibus providing transport for students</p> <p>To participate in screening and diagnostic testing as directed</p> <p>To assess and diagnose student difficulties in learning under the guidance and direction of the SENCO</p> <p>To ensure that all administration and record keeping for referred students is kept up-to-date and legal responsibilities are fulfilled</p> <p>To provide expertise and leadership in one or more of the following areas:</p> <ul style="list-style-type: none"> • Reading recovery / accelerated literacy programmes • Assessing and addressing specific learning difficulties • Supporting students with medical needs and / or disability

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	<ul style="list-style-type: none"> Managing students with behavioural difficulties <p>To provide a learning mentoring service for a designated group of students</p> <p>To attend meetings as appropriate regarding the progress of referred students and provide professional reports to such meetings</p> <p>To liaise with the student support team ensuring information sharing and collaborative working</p> <p>To work with parents in ensuring students are supported</p> <p>To identify where support for students and their families is needed and liaise with other professionals within the learning support team and the student support team to ensure appropriate provision</p>
Service Development:	<p>To continually seek to develop service improvements</p> <p>To be responsible for your own continuous professional development and participate fully in training and development opportunities identified by the school or as developed as an outcome of your performance management</p>
Staffing and Staffing Development:	None
Recruitment / Deployment of Staff:	None
Quality Assurance:	<p>Ensure that parents and students understand and are able to act upon academic reports provided by the academy</p> <p>Support referred students to remove their barriers to learning</p>
Management Information and Administration:	<p>To ensure all documentation relating to the progress of referred students is kept up-to-date and legal responsibilities are fulfilled</p> <p>To undertake administrative duties as required to perform the role</p> <p>To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection and to report all concerns to the appropriate person</p>
Communications:	To ensure that all communications with service users demonstrate the values of the Midland Academies Trust
Marketing and Liaison:	To develop, nurture and maintain the positive image of the Midland

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	<p>Academies Trust</p> <p>To attend all functions and meetings necessary to support the delivery of the role, ensuring the values of the Midland Academies Trust</p>
Management of Resources (Other than People):	To take responsibility for the safe use and safe keeping of Trust resources
Corporate Responsibility:	To abide by and implement all policies and procedures of the Midland Academies Trust, including being aware of and responsible corporately and as an individual for Health and Safety policies and procedures
Other Specific Responsibilities:	<p>To provide first aid within the Academy</p> <p>To support students with medical conditions</p> <p>To contribute to the overall ethos, work and aims of the school and Trust</p> <p>To carry out all duties in the most effective, efficient and economic manner</p> <p>Ensure that all communications with parents demonstrate the values of the academy and the MAT</p> <p>Attend all meetings and functions necessary to support the work in this job description, ensuring that the values of the academy and the MAT are exemplified in attitude, language and behaviour</p>
General Statement:	This job description is current at the date shown, but in consultation with you may be changed to reflect or anticipate changes in the job, commensurate with the grade and job title
Date:	May 2018