Olive School

Nurturing Today's Young People | Inspiring Tomorrow's Leaders

The Olive School, Hackney

JOB DESCRIPTION

Job Title:	Learning Coach		
School Base:	The Olive School, Hackney		
Reports to:	Class Teacher	**Scale:**	S3, 14-17
Staff Responsibility for:	As assigned	**Salary:**	£20,254-£21,245 (£10,874 - £11,406 pro rata)
		Term:	Fixed term 22.5 hours per week Term Time Only + 1 week
Additional:	As assigned		

JOB PURPOSE SUMMARY:

To contribute to the development of a strong, effective school with an emphasis on promoting a culture of educational excellence, within a caring and secure Islamic environment enriched with the values of discipline, mutual care and respect which extends beyond the school into the wider community.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

1. Support for Pupils

a. Attend to pupils' personal needs, and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes / strategies.
b. Establish constructive relationships with pupils and interact with them according to individual needs.
c. Promote the inclusion and acceptance of all pupils.
d. Encourage pupils to interact and work co-operatively with others, and engage in learning activities.
e. Promote self – esteem and independence.
f. Use skills / training / experience to assess the needs of pupils and support their learning.

2. Support for the Teacher

a. Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.
b. Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.
c. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against pre – determined learning objectives.
d. Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
e. Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of pupils' work.

f. Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.

g. Manage the compilation of records, information and data.

h. Administer and assess routine assessments, undertake routine marking of pupils' work, and accurately record achievement / progress.

i. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.

j. Establish constructive relationships with parents / carers as agreed with the teacher.

3. Support for the Curriculum

a. Support pupils in understanding instructions.

b. Implement structured and agreed learning activities / teaching programmes, adjusting activities according to pupil responses.

c. Implement local and national learning strategies e.g. literacy, numeracy, early years etc. as directed by the teacher.

d. Support pupils in using IT, and develop pupils' competence and independence in its use.

e. Determine the need for, prepare and use specialist equipment / resources as directed by the teacher, and assist pupils in their use.

f. Actively seek information regarding, and utilise, the range of activities, courses, organisations, and individuals to provide support for pupils to broaden and enrich their learning.

4. Support for the School

a. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

b. Be aware of and support difference and ensure that pupils have equal access to opportunities to learn and develop.

c. Contribute to the overall ethos / work / aims of the school.

d. Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support the achievement and progress of the pupils.

e. Attend and participate in relevant meetings as required.

f. Participate in training and other learning activities and performance development as required.

g. Recognise own strengths and areas of expertise, and use these to advise and support others.

h. Participate in the provision of out-of-hours enrichment activities, within guidelines established by the school.

i. Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.

j. Accompany teaching staff and pupils, as appropriate, on visits, trips and out of school activities, and take responsibility for a group under the supervision of a teacher.

5. Relationships with Others

a. Participate in the Appraisal Cycle and INSETs.

b. Participate in the induction of new staff into the school community.

c. Maintain good working relationships with colleagues, students, parents/carers, governors, the community and all stakeholders and ensure all communication is consistent with the school's ethos.

6. Accountability

a. Make best use of all resources to support the attainment of pupils.

b. Ensure that parents/carers are well informed about the curriculum, attainment and progress and about the contribution they can make in supporting their child's learning and that pupils are involved in this process.

7. Other Responsibilities

a. Contribute to the wider life of the school and its community through out-of-hours and partnership work.

b. Carry out any such duties as may be required by the Principal, Local Governing Body and the Trust.

This appointment is with the Governing Body of the School, with the Trust as employers. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future. The appointment is subject to the terms and conditions outlined in the 'Tauheedul Contract'.

Olive School

Nurturing Today's Young People | Inspiring Tomorrow's Leaders

The Olive School, Hackney

PERSON SPECIFICATION

JOB TITLE: Learning Coach
REPORTING TO: Class Teacher
DURATION: Fixed Term

			Assessed by:	
No	**CATEGORIES**	**Essential/ Desirable**	**App Form**	**Interview /Task**
QUALIFICATIONS				
1.	Strong academic record **including** Maths and English GCSE grade C (or equivalent) or better	**E**	✓	
2.	NVQ Level 3 (or equivalent) relevant to working within education	**D**	✓	
3.	Qualifications relating to the role of Teaching Assistant in a Primary School setting (or evidence of working towards gaining such qualifications)	**D**	✓	
4.	Good Higher Education or Further Education qualifications	**D**	✓	
5.	First Aid qualifications	**D**	✓	
6.	Evidence of continuous professional development	**E**	✓	
EXPERIENCE				
7.	Expertise/skills in a specialist subject or area	**D**	✓	✓
8.	Practical experience of working with children within an educational setting (voluntary or paid)	**E**	✓	✓
9.	Working knowledge of the National Curriculum	**E**	✓	✓
10.	Experience of assessment within a Primary School context	**D**	✓	✓
11.	Experience of supporting children within a school context	**E**	✓	✓
12.	Experience of dealing with parents within a school setting	**D**	✓	✓
ABILITIES, SKILLS AND KNOWLEDGE				
13.	Ability to work one to one, in small groups and with whole classes	**E**	✓	✓
14.	Ability to contribute effectively to teachers' planning and preparation of lessons	**E**	✓	✓
15.	Ability to plan own role in lessons including how feedback will be provided to pupils and colleagues on pupils' learning and behavior	**E**	✓	✓

16.	Ability to contribute effectively to the selection and preparation of teaching resources that meet the diversity of pupils' needs and interests	**E**	✓	✓
17.	Ability to support teachers in evaluating pupils' progress through a range of assessment activities	**E**	✓	✓
18.	Ability to monitor pupils' responses to learning and modify approach accordingly	**E**	✓	✓
PERSONAL QUALITIES				
19.	A strong commitment to the personal, spiritual, social and health development of young people	**E**	✓	✓
20.	A passionate belief in the school's mission statement	**E**	✓	✓
21.	A strong belief in the value of education in developing citizens	**E**	✓	✓
22.	Highly organised	**E**	✓	✓
23.	Personal resilience, persistence and perseverance	**E**	✓	✓
24.	Commitment to undertaking training where required	**E**	✓	✓
25.	Sympathetic to and supportive of the Islamic ethos of the School	**E**	✓	✓
26.	Highest levels of professional and personal integrity	**E**	✓	✓