**Job Outline**

**English Intervention Coach**

**Responsible to:** Senior Progress Leader (English)

**Pay:** NJC Band 2 Point 3

**Full time/Part time:** 13 hours, 2 days per week 8.30am-3.30pm, term time only

**Job Purpose**

To work with the English team to support learning activities for classes and/or small extraction groups / individuals. The primary focus will be to work under the professional direction of the SPLE and English team to deliver English extraction sessions either within classes or to individuals / small groups. The role will also involve assessing, recording and reporting on development, progress and attainment as agreed with link English teachers.

**Key Responsibilities**

**SUPPORT FOR THE TEACHER**

* Support the class teacher in order to create an appropriate learning environment
* Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
* Provide objective and accurate feedback/reports to teachers
* Establish a clear framework for discipline in line with established policy, anticipate and manage behaviour constructively, promoting self-control and independence
* Support the role of parents in students’ learning and contribute to meetings with parents to provide constructive feedback on pupil progress/achievement etc.

**SUPPORT FOR PUPILS**

* Deliver individual or small group English interventions.
* Establish productive working relationships with students, acting as a role model and setting high expectations
* Promote the inclusion of all students through delivering challenging sessions, which support and scaffold learning.
* Support students consistently whilst recognising and responding to their individual needs
* Encourage students to interact and work co-operatively with others and engage all students in activities
* Promote independence and employ strategies to recognise and reward achievement of self-reliance
* Provide feedback to students in relation to progress and achievement

**SUPPORT FOR THE CURRICULUM**

* Deliver agreed learning activities to students, planning activities according to student responses/needs in order to fill gaps in students’ knowledge, skills and understanding.
* Use ICT effectively to support learning activities and develop students’ competence and independence in its use
* Select and prepare resources necessary to deliver learning activities, taking account of students’ interests and language and cultural backgrounds

**GENERAL**

* Comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
* Contribute to the overall ethos/work/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
* Undertake training if required
* Undertake examination invigilation if required
* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the Sigma Trust’s Equal Opportunities Policy
* The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
* The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.