



IPSWICH HIGH SCHOOL
WOOLVERSTONE HALL



Learning Coach Job Description

Role	Learning Coach
Salary	The salary will be commensurate with the experience and qualities of the successful candidate
Contract basis	Fixed term contract ending Easter 2027 with the potential to extend
Hours of work	36 hours per week, 34 weeks per year (term time plus 4 inset days)
Job Purpose	A Learning Coach is at the heart of our innovative Educational Model, and you will play a pivotal role in shaping the educational experience and personal growth of children and young adults
Accountable to	Ipswich High School – Head and Senior Leadership Team Brave Generation Academy – Regional Manager and CEO
Accountabilities	<ul style="list-style-type: none">• Individualised Support: Gain a deep understanding of the aspirations and passions of your assigned group of learners, ranging from 1 to 30, and create a tailored strategy for their path.• Inspire Ownership: Encourage learners to take initiative in pursuing their goals and personal development, instilling a sense of responsibility and independence. This is done by assisting in creating their weekly activity plans and providing guidance to ensure their success.• Effective Communication: Maintain open and consistent communication with learners and parents, fostering strong community relationships and building trust and collaboration. Also, keep all stakeholders informed about progress, challenges, and achievements.• Academic Guidance: Offer academic support in Lower Secondary (LWS), International GCSE (IGCSE), A-Level, American Curriculum and UP, guiding learners from 11 to 20 years old in their educational journey. Comprehensive training will be provided to ensure this competence.• Community Engagement: Facilitate various activities using your local community resources. These can range from facilitating workshops, meet-ups with parents or any other event you think is useful to engage your community.• Administrative Work: Manage exam registrations; write reports after each sprint (every 4 months) describing the overall progress of each learner; manage the hub budget and maintain a clean a safe environment for everyone.

<p>Training & development</p>	<p>Participate in training activities and sessions offered by Brave Generation Academy, the school and other external agencies to further relevant knowledge and skills and keep up to date with requirements relevant to the job.</p> <p>As part of the Brave Generation Academy Onboarding process, the postholder will visit Brave Generation Academy's head office in Portugal and see where and how it all started while also visiting a selection of local Hubs. This experience and information will then be used to complement your training and develop the offering at the Ipswich hub.</p>
<p>General requirements</p>	<p>The Learning Coach is expected to:</p> <ul style="list-style-type: none"> • Work towards and support the Brave Generation Academy and Ipswich High School vision. • Be an ambassador for Brave Generation Academy and Ipswich High School. Assist in promoting and marketing the Learning Hub through both internal and external channels, including social media and information events, to build brand awareness and pro-actively grow student enrolment. • Integrate into the community of Ipswich High School, building relationships with learners, parents and staff and identifying students that would be a great fit for Brave Generation Academy. • Contribute to the school's programme of extra-curricular activities • Support and contribute to Brave Generation Academy and the School's responsibility for safeguarding students. • Work within the Brave Generation Academy and the School's health and safety policy to ensure a safe working environment for staff, students and visitors. • Work within the Brave Generation Academy and the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective. • Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues. • Engage actively in the performance review process. • Adhere to policies as set out by Brave Generation Academy and the School • Undertake other reasonable duties related to the job purpose required from time to time.

This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative but not exhaustive and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised. The duties and responsibilities of this post may change from time to time and the post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above.

Person Specification

Qualifications/Attainment

Hold a University Degree	Essential
Excellent ability in facilitating effective communication	Essential
Strong organisational and communication skills	Essential
Proactive, innovative, and eager to propose new ideas	Essential
Knowledge of Microsoft	Essential
Knowledge of Moodle	Desirable

February 2026