



## JOB DESCRIPTION

**Post:** Learning Coach

**Reporting to:** SENCo & Deputy SENCo

### Role Purpose:

- Work within the Academy as part of a team, under the general direction of the Principal who will be responsible for the overall policy of the educational programme and for matters of control and discipline within the Academy.
- Undertake activities with either individuals or groups of children to ensure their safety and facilitating their physical, emotional and educational development.
- Carry out pre-planned activities to support the development of students with literacy difficulties both socially and academically, following the graduated response.
- Monitor the progress of SEND students and carry out pre-planned intervention in order for them to access their learning.
- Work to establish a supportive relationship with the children and parents concerned.
- Encourage acceptance and inclusion of children with special educational needs.
- Promote and help build students' self-esteem.

### Role Tasks:

- Assist in the educational and social development of students under the direction and guidance of the Principal, SENCo, deputy SENCo and other professionals.
- Assist in administrative duties to support the inclusion department.
- Provide support for individual students for them to fully participate in all activities within the Academies'.
- Conduct lesson observations on students who potentially could be showing literacy difficulties and feedback to the SENDCo on the possibility of EP involvement.
- Observe SEND students in lessons and feedback to the SENDCo on improvement and areas of development.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary, offering feedback and implementing recommendations.
- Support students with emotional or behavioural problems and help develop their attention skills, in collaboration with the BOOST team or other relevant Academy departments.
- Plan, carry out and review interventions with small groups and/or individuals to provide high quality tutoring on targeted areas of need.
- Complete tracking data and records of involvement with each student, evidencing the graduated response.
- Promote resilience and harness students' independence in order to prepare them for learning post 16 and adulthood.

**Principal:** Mr Leon Lima

Glenmoor & Winton Academies  
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**Swindon & Wiltshire**  
Teaching School Hub  
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**Behaviour**  
HUBS

**Sparx Maths**



- Attend whole Academy, department briefings and INSET training sessions, with the desire to continuously improve your practice and share best practice.
- Liaise with other educational settings, parents and students to deliver effective transitions from both primary and to post -16 settings.
- Utilise the Academies' Arbor management system and 4 matrix to analyse student achievement, attendance, behavioural logs and rewards to plan suitable interventions and mentor students.
- Contribute with feedback to the Raising Standards agenda within the Academies to support the progress of students with literacy difficulties.
- Keep up to date with relevant research and findings on SEN and educational research.
- Liaise and work in partnership with other learning coaches to provide a well-rounded range of support for students to reach their true potential.
- To collect feedback, contribute, review EHCP outcomes and attend the EHCP annual reviews for students with your specialism.
- Provide relevant updates and continuous CPD to stakeholders on effective classroom support for students with literacy difficulties.
- Set a good example in terms of professional dress, punctuality and attendance.

### Safeguarding

- Undertake regular safeguarding as required.
- Ensure that statutory and Ofsted requirements for Safeguarding are met
- To promote the safeguarding of young people.

### General responsibilities

- Contribute to the overall ethos / work aims of the Academy.
- Provide a courteous reception to staff, young people and visitors.
- Help to foster and enhance strong links with local, national and global business and education providers to support and develop opportunities for the Academy.
- Participate in training and other learning activities as required.
- Undertake relevant training as required to support the functions of the post and to enhance personal development.
- Attend meetings as and when required.
- Undertake any other duties as specified by the Principal, SENDCO or Deputy SENDCO.

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