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|  | THE HOWARD PARTNERSHIP TRUST  OXTED SCHOOL    LEARNING COACH JOB PROFILE- PASTORAL TEAM |  |

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| **Grade** | **Job Title** | **Capsule Job Profile** | **Competencies** | **Qualifications, Training and Development** |
| **Surrey Pay**  **S5**  **(£14,993 - £16,980pa pro rata)**  **(£19,245pa - £21,796pa FTE)** | **Learning Coach**  **32.9 hours per week**  **39 weeks per year (term-time plus INSET days)** | To support the Head of House and Deputy Head of House with all students in the House to work in partnership with all staff and departments to support those students who require additional assistance.  **Directly responsible to the Head of House**  **Main Duties:**  **To provide emotional, social and learning support through:**   * Supporting targeted students with behavioural, emotional, learning, physical/mental/social needs or attendance issues so they may access the curriculum * Withdrawing students individually or in small groups as directed by Head of House, Senior Head of House or SLT * Listening and offering encouragement, reassurance and support for targeted students (moderate need) to reduce need/support and return to ‘low need’ or ‘no need’ * To decide whether a particular student should become ‘high need’ and then be referred to the Inclusion E&S & Behaviour   **To contribute to individuals progress and attainment through:**   * Attending relevant meetings (including reintegration and EWO), liaising with Lead TA/SENCO, parents, Tutor, external agencies or any other parties * Share progress and review targets with all key staff * Working with students to achieve targets * Raising staff awareness and liaising with staff on students’ specific needs   **To keep staff informed of Pastoral issues through:**   * Dealing with daily issues brought to the House by students and staff. Referring on to Tutor, HoH and/DHOH if applicable * Informing the appropriate member of the inclusion team of issues and raising concerns   **To help with effective communication relating to Pastoral issues through:**   * Attending review/panel/ HoH briefings if necessary * Meeting frequently as a group and initiating any necessary action with SHOH * Liaising with outside agencies and parents as directed by Head of House, Senior Head of House or SLT   **To monitor and evaluate the support programme for individual students through:**   * Keeping regular notes (on intervention/support provided * To liaise with support staff in and out of class and raising awareness with staff of relevant issues and to liaise with classroom teachers to ensure maximum student learning * Negotiating the role/strategies of how to assist with the class teacher in certain subjects * Academic mentoring if and when appropriate * Attend departmental meetings if necessary   **Any other duties which are pertinent to the role.**   * **This job description will be subject to annual review and updating in light of the changing needs of the school. Changes will be made subject to consultation with the job holder at their annual performance review.** | **Post holders should demonstrate the competencies identified from the list below:**   * Evidence of career progression/Continuing Professional Development * The ability to work to and achieve high standards * The confidence, competence and temperament to be an excellent role model. * Ability to interpret data and develop intervention strategies to improve students’ learning * The ability to communicate effectively to a range of audiences, in writing and in person * Competent user of ICT * Excellent organisation and ability to prioritise * Being able to work on own initiative as well as within a team * The ability to motivate and the vision to manage change effectively | Good general education.  Recognised training qualifications or experience.  There will be specific responsibilities attached to the post dependent on individual skills and experience.  Good general education to GCSE Level in English, Maths and Science – Grade C and above or equivalent.  Intermediate experience of MS Word to include Excel and Outlook.  Post holder should demonstrate a commitment to on-going professional development.  Training and development to include:   * Induction Training * On the job Training * Familiarisation with Trust policies and practice * Support Staff Performance Management Programme * Safeguarding Training   The post holder will be expected to participate in training and personal development opportunities.  The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).  THPT is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. |