



## **Job Application Pack Academic Coach - Maths**

**Full Time, Term Time Only, Permanent**

**Salary: Grade 8, Point 19 to 24: £27,852 - £31,099**

**Actual Salary: £23,849 - £26,630 (pro-rata to hours/weeks worked)**

## Welcome from the CEO



Archway Learning Trust is a vibrant learning community where students are cared for, receive a high quality education and experience every opportunity to be successful.

School years are amongst the most important in our lives, helping us to develop the knowledge, skills and characteristics we need to succeed. At Archway Learning Trust, we are committed to giving every child the very best start that we can. We offer outstanding teaching and learning and exceptional personal support in an inclusive, faith based environment. I became a teacher because I believe in equal opportunities for everyone.

I also believe that every child has the right to an excellent education. Learning is at the heart of any good society and the opportunity to learn from teachers who are committed, enthusiastic and innovative is a right that all children should have.

Our mission is to help children to understand and believe in themselves, respect and care for others and to develop a wide understanding of faith, the world around them and their place within it. The determination of our youngsters to succeed, and the passion of our teachers to make a difference, makes me proud to be Chief Executive Officer of this diverse and dynamic family of academies.

*S. Hampton*

## About the Trust

Archway Learning Trust, previously Bluecoat Academies Trust was formed in April 2014 as a result of the very long and successful history of Bluecoat Academy. We recently welcomed three further secondary schools in Derby to the Trust and opened Bluecoat Trent Academy, a secondary Free School in Nottingham in September 2021.

The Trust comprises of Bluecoat Aspley Academy, Bluecoat Sixth Form, Bluecoat Wollaton Academy, Bluecoat Beechdale Academy, Bluecoat Primary Academy, The Nottingham Emmanuel School and Sixth Form, The Long Eaton School, Lees Brook Academy, Alvaston Moor Academy, Bluecoat Trent Academy and the Bluecoat SCITT Alliance (School Centred Initial Teacher Training).

Our aim as a Trust is to shine a spotlight nationally and internationally on our inclusive ethos so that more schools and academies can be encouraged to take up our approach to inclusive, enriching, knowledge based teaching, preparing young people for lifelong learning based firmly on our Christian principles.

The growth of the Trust is a truly exciting time for prospective candidates who are looking to further their careers in a dynamic learning community that has opportunity at every point to share and learn from each other in order to become the best that we can be.

We are proud of our diverse student population and passionate to create a staff team reflective of this diversity. We actively welcome applications from all backgrounds and you can be assured of a warm welcome at Archway.

## Our Schools

### Bluecoat Aspley Academy

Bluecoat Aspley Academy has approximately 1500 students, including 500 in the Sixth Form, based in the city centre. Bluecoat Academy Aspley is the largest school in the Trust and was the founder of Archway Learning Trust (previously known as Bluecoat Academies Trust).

The Academy is both distinctively Christian and inclusive with all students being part of a large, diverse and multi-ethnic family that we are very proud to be a part of. Bluecoat Aspley Academy is a School of Sanctuary, welcoming students and families from all backgrounds. Believe in yourself, in others, in God centres around everything we do by acting out the values of faith, family, hope and respect. Wellbeing for all is extremely important and the Academy strives to support all.



**Bluecoat Aspley**  
believe in yourself, in others, in God



**Bluecoat Wollaton**  
believe in yourself, in others, in God

### Bluecoat Wollaton Academy

Bluecoat Wollaton Academy has 800 learners and is both distinctively Christian and inclusive, with a relentless ambition to enable every member of our Academy 'family' to be the best they can be. Bluecoat Wollaton was graded as 'Outstanding' in all categories in its Ofsted inspection in 2018. The school's outcomes place it consistently in the top 10% in the country and it was also awarded the highly coveted World Class Schools Quality Mark, which is awarded to the top schools in the country.

### Bluecoat Beechdale Academy

Bluecoat Beechdale Academy is a growing school, with over 800 students on roll. The numbers have increased each year since our sponsorship began and we are delighted with the growing confidence that local families are expressing by making Beechdale their first choice school in increasing numbers. Bluecoat Beechdale Academy is not formally designated as a Church of England Academy, but shares the ethos and many of the Archway values.



**Bluecoat Beechdale  
Academy**  
Believe. Belong. Achieve



**Bluecoat Primary**  
believe in yourself, in others, in God

### Bluecoat Primary Academy

Bluecoat Primary Academy opened in January 2015. The primary school is located near our Bluecoat Beechdale Academy in a brand new state of the art building on Harvey Road and is home to 420 primary aged children, 26 Nursery pupils and a small focus provision for children with ASD. Like Bluecoat Aspley and Bluecoat Wollaton Academy is both distinctively Christian and inclusive.

### The Nottingham Emmanuel School

The Nottingham Emmanuel School is a Church of England secondary and Sixth Form, with 1,000 students, including over 140 in the Sixth Form. The £25 million site is located near the banks of the River Trent in West Bridgford. The School is a diverse community, serving families and students from every academic, social, faith and ethnic background. Emmanuel has been praised nationally for its outstanding work as an effective, inclusive Church school.





Bluecoat SCITT Alliance  
Nottingham

## Bluecoat SCITT

Based at Bluecoat Aspley Academy, the Bluecoat SCITT offers school based Teacher training in a range of schools and subjects. As an accredited provider of school based teacher training, we are committed to training outstanding teachers to work within the East Midlands region. Our comprehensive one year School Direct Training Programme is offered for both Primary and Secondary trainees, as well as a salaried option in certain subjects.

## Bluecoat Trent Academy

The Bluecoat Trent Academy (BTA) opened its doors in September 2021 with the founding cohort of Year 7 pupils. BTA is an 11-16, non-faith school. For the first year BTA accommodates six forms of entry, growing to eight forms in subsequent years.



The new build for the academy will be built on the former site of Clarendon College, on the edge of Forest Fields, close to Mapperley Park. Whilst the new academy is being constructed BTA will, for the first two years, be based in its own building on the site of Bluecoat Aspley Academy on Aspley Lane. The school will be underpinned by the ethos of all the Archway academies whilst establishing its own unique vision and values.

## Lees Brook Academy

Lees Brook Academy (LBA) based in Derby has 1,120 students and is a school that puts its students at the heart of everything it does. The school's motto 'Lead, Believe, Create, Succeed' was chosen by its students and is at the core of everything that the school does. Lees Brook is passionate about its extra-curricular provision in particular the thriving Duke of Edinburgh scheme. Lees Brook is a school that cares for the people within it.



Lees Brook  
Academy

## Alvaston Moor Academy

Alvaston Moor Academy has 890 students on roll and places a strong emphasis on the importance of hard work and academic achievement. Our Academy vision is at the heart of everything we do, 'Ambition, Manners and Achievement'. We also recognise the importance of positive relationships, equality and respect. Situated in the heart of the City of Derby, it serves a diverse local community and serves families from many different backgrounds. The curriculum offered is broad and specifically designed to engage and challenge its students.



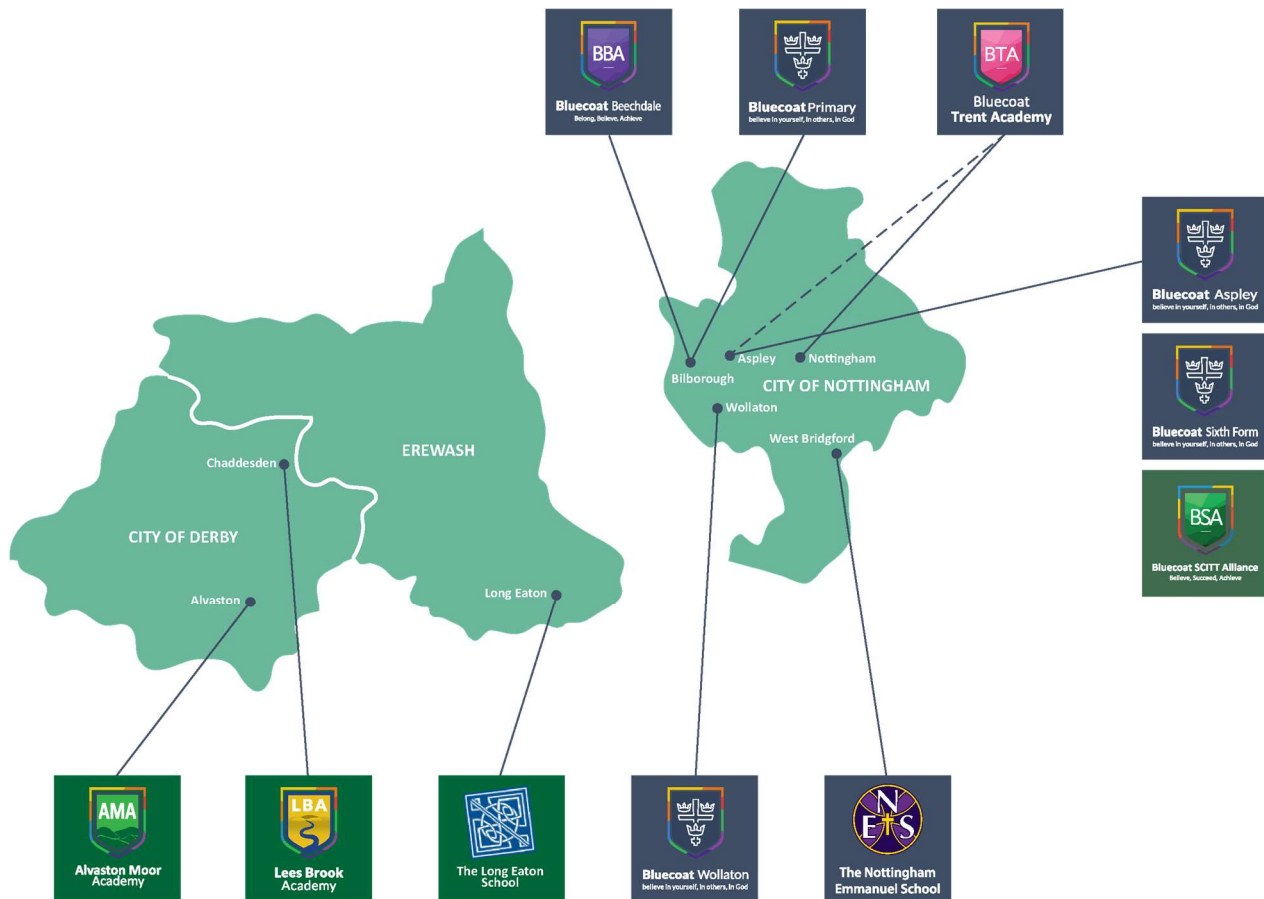
Alvaston Moor  
Academy

## The Long Eaton School

The Long Eaton School with 1,078 students is built on a long tradition of academic success, dating back to 1910. The school has gained an excellent reputation for the quality of its educational provision and its developments in Literacy and Numeracy have earned the school the prestigious Quality Mark and our approaches have been shared nationally as a model of good practice.



## School Locations



## Welcome from the Principal

Bluecoat Beechdale Academy offers a professional and caring learning environment that enables every member of our Academy to be the best they can be. We have high aspirations for ourselves, our students and the community we serve. Bluecoat Beechdale Academy is a truly diverse Academy that welcomes students and staff from all backgrounds. Becoming a member of Bluecoat Beechdale Academy means a welcome into the Archway family. The Academy has grown to become a strong member of the Archway Learning Trust, playing our part in continuing the tradition of excellent education for children from the City of Nottingham and beyond.



We are thrilled that, in February 2017, Ofsted recognised the many wonderful opportunities that we are providing for our students. In particular Ofsted acknowledged the tremendous progress that has been made at the school since the last inspection of our predecessor school in 2013. It is a great source of pride for everyone connected with Bluecoat Beechdale Academy that we have made huge strides to improve in all key areas and received **'Good'** judgements in teaching and learning, outcomes, leadership and the overall effectiveness of the Academy. The Ofsted inspection team made the following observations:

*"All pupils are being well prepared for [the] next stage of their education, training and employment, because the school ensures that they leave with the skills they need to prosper."*

*"Teachers have good subject knowledge, which they use to enthuse pupils. They have high expectations of what pupils can achieve and work hard to ensure that pupils share these aspirations."*

*"Extra-curricular opportunities are extensive and exemplary."*

*"The school has a clear behaviour policy, which sets high standards for pupils' conduct."*

**Ofsted, February 2017**

Unlike other academies within Archway Learning Trust, Bluecoat Beechdale is not formally designated as a Church of England academy, but shares the ethos and many of the Bluecoat values.

As Principal, I am passionately committed to excellence for all. I believe that all students have three fundamental rights when they come to school: The right to feel happy, the right to feel safe, and the right to learn. We make no apologies for the unequivocally high standards that we have here at Bluecoat Beechdale Academy; we expect students to have excellent behaviour, attendance and attitudes to learning following role modelled behaviours from our staff. We also expect our staff to be excellent too, by delivering inspirational teaching that ignites a love of learning and instils a belief in learners that anything is possible. A similar commitment to increasing the cultural capital of our students is vital.

## The Vacancy

The Academic Coach will work within the maths faculty to support behavioural learning and foster the participation of students in the social and academic aspects of academy life.

Our vision as a Trust is for it to be a place where pupils have a love for learning, a place where all pupils believe in themselves and can enjoy the challenges presented to them, understanding the benefits of the progress they make.



- Improve the quality of learning and foster the participation of students in the social and academic processes of the Academy;
- Seek to enable students to become more independent learners;
- Help raise the standards of achievement

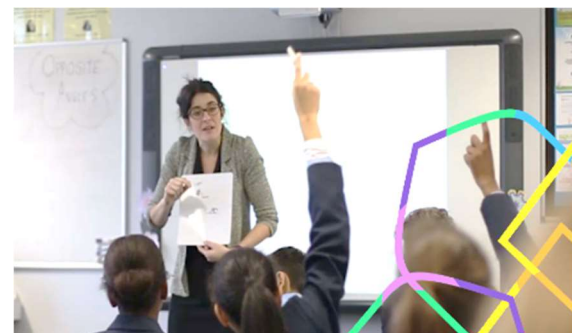
Whilst this post holder will be predominantly based at Bluecoat Beechdale Academy, they may be deployed across any of the academies within the Trust in accordance with the needs of the Trust as we grow and develop. Candidates should pay attention to the job description/person specification and explain within their application how they meet the criteria, whilst also describing what they will bring to the post from their own knowledge and experience.

## Applications

For more information about Bluecoat Beechdale Academy and the vacancy, please visit [www.bluecoatbeechdale.co.uk/vacancies](http://www.bluecoatbeechdale.co.uk/vacancies). To apply for the role click apply which will take you to the application form for the post. We would encourage you to refer to the job description and person specification, demonstrating your suitability for the role.

**Closing Date:** 9am, Friday 2<sup>nd</sup> June 2023

**Interview Date:** Week commencing Monday 5<sup>th</sup> June 2023

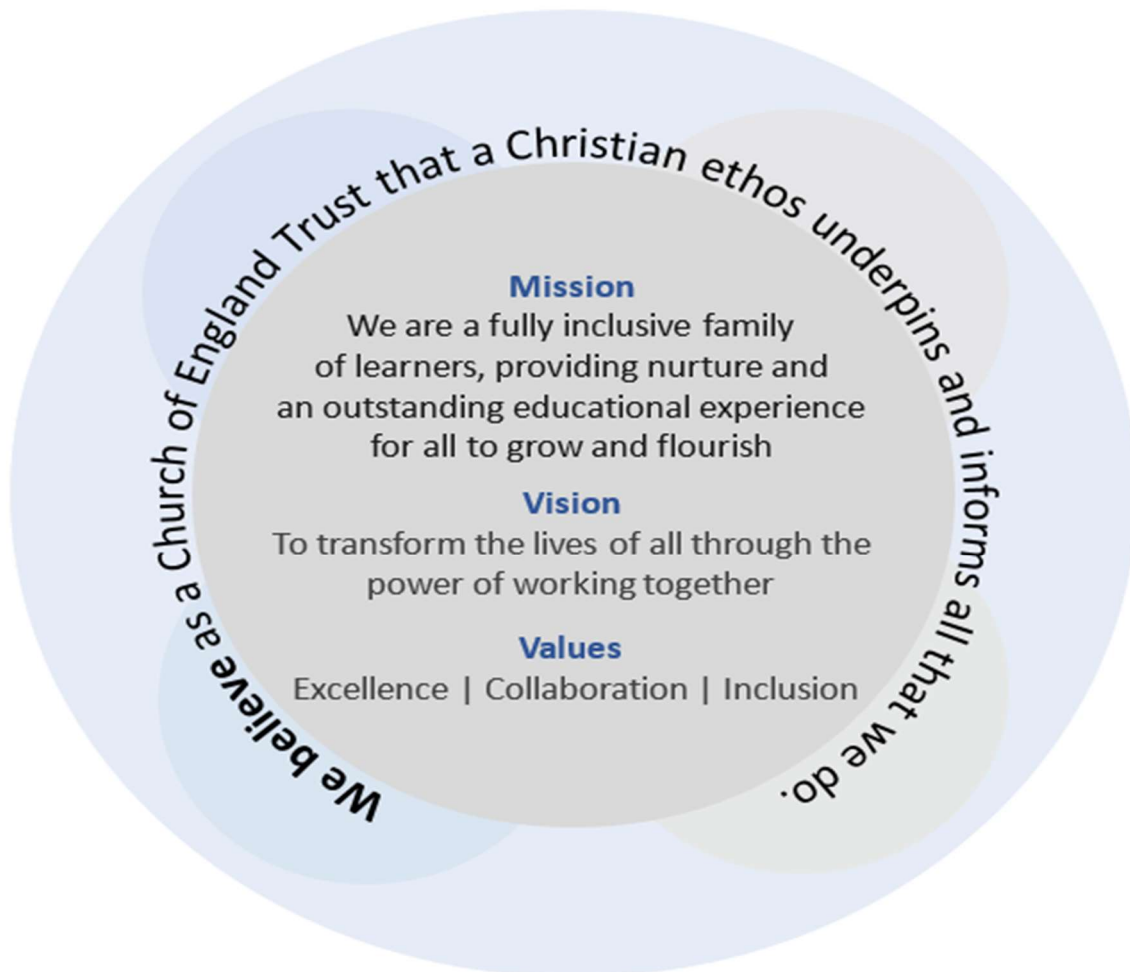


If you have any queries, wish to discuss the role informally or undertake a visit to the Trust, please do not hesitate to contact us via email [recruitmentbba@archwaytrust.co.uk](mailto:recruitmentbba@archwaytrust.co.uk) or telephone 0115 913 5211.

Due to the number of applications we receive, it is with regret that we cannot respond to every application, if you do not hear from the HR Department within two weeks of the deadline, please assume that on this occasion your application has unfortunately not been successful.

## Trust Ethos, Mission, Vision and Values

The Trust believes in the transformational power of education for each individual and that this is enhanced through collaborative working between the academies.



## *Working Together, Transforming Lives*

### Safeguarding Children and Young People

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are therefore expected to behave in such a way that supports this commitment. Appointment to this post will be subject to the following satisfactory pre-employment checks:

- Health
- Identity
- Relevant work qualifications
- Right to work in the UK
- Barred List Check (previously List 99)
- Disclosure & Barring Service Check (for all staff and volunteers)
- References
- Childcare Disqualification Declaration Check (relevant Primary School posts only)
- Online Searches

## Job Description

**POST TITLE:** Academic Coach - Maths

**GRADE:** Grade 8

**RESPONSIBLE TO:** Head of Maths

### JOB PURPOSE

The job holder will be responsible for collaborating with the head of department, subject teachers and student support managers, the post holder will work under the supervision of the Head of Maths to support student learning and help raise achievement throughout the Academy.

### GENERAL RESPONSIBILITIES

1. Support the overall Christian ethos of the Trust.
2. Be aware of and comply with Trust policies and procedures including but not exhaustive of:
  - Acceptable Use of IT Policy
  - Code of Conduct
  - Extremism & Radicalisation Policy
  - Health, Safety and Security Policy & Guidance
  - Keeping Children Safe in Education (Part 1) Guidance
  - Safeguarding Policy and Training Slides
  - Whistleblowing Policy
  - IT Pack including Acceptable Use Statement
  - Health, Wellbeing and Benefits Policy
  - Finance Policy
3. Be aware of and support difference and ensure equal opportunities for all.
4. Contribute to the overall aims of the Trust and Academy Improvement Plans
5. To develop and implement own professional development and skills
6. To behave in a manner that is professional, friendly, fair with students and colleagues demonstrating and role modelling politeness and respectfulness
7. To demonstrate an excellent record of attendance and punctuality.
8. Work cooperatively as part of the Trust wide staff team
9. Undertaking any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined.

### SPECIFIC RESPONSIBILITIES

- Effective management of the coaching of students
- Carry out the duties of an Academic Coach as determined by the academy and with regard to the LA/DFE guidelines.
- Keeping an attendance register of students for every session and following up absence when necessary.
- Careful planning to ensure maximum engagement from some disaffected pupils.
- Preparing and developing coaching and learning support materials.
- Contributing fully to the departmental team.
- Keeping appropriate records and plans.
- Ensuring marking and assessments are up to date.
- Participating in all appropriate meetings.
- Liaising with both the teaching and pastoral staff in the identification of students who might benefit from the support of an Academic Coach. This will include careful analysis of student assessment

data to identify areas of underachievement, followed by an assessment of what the barriers to learning may be and the creation of programmes to support.

- Establish a 1:1 coaching relationship with an agreed group of students through a planned programme of activity and tutorials.
- Ongoing monitoring and evaluation of student progress through the management of the student action plan, including following the school reporting policy.
- In conjunction with Year Leaders develop and maintain regular contact with families/carers of children, to keep them informed of the child's needs and progress, and to secure positive family support and involvement.
- Create weekly timetables to accommodate cohorts of students.
- Develop individual action plans for students as requested.
- Use a variety of strategies and student activities to enhance academic acquisition, self-confidence and self-esteem in order to assist progress through the curriculum.
- Network with other Academic Coaches and share best practice.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. including reporting all concerns to line manager.
- Contribute to the overall aims of the Academy.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined.

The post holder will be expected to demonstrate the following skills and abilities at all times during the discharge of their duties:

- Work using their own initiative to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner seeking support and assistance where appropriate.
- To build relationships with pupils to ensure maximum impact in sessions.
- Works well as part of a team supporting team members in times of absence or heavy workloads.
- To develop good behaviour management boundaries with pupils from the start of employment.
- Keep up to date with pertinent information and local initiatives.
- Respond to feedback, passing on knowledge and techniques to others.
- Demonstrate good interpersonal and communication skills.
- Deal with conflicting demands and work flexibly, possessing the ability to prioritise.
- Possesses or must be willing to train for the 'First Aid at Work' or 'Emergency First Aid at Work' qualification approved by the HSE as requested.

## **STAFF CONDUCT**

- All employees are expected to familiarise themselves and follow the Trust vision and ethos during their working lives with Archway Learning Trust.
- We are professional people and expect professional conduct (behaviour and language) based on mutual respect, good manners, politeness and common courtesies for all members of our community. We expect that at all times employees behave in a manner that role models positive behaviours for our students to follow.
- Physical violence, verbal abuse and swearing are unacceptable and not tolerated.
- Employees are expected to maintain a professional relationship with students.
- Staff will be fully supported by the Trust at all times in carrying out the behaviour policy.

## **DRESS CODE**

- The Trust expect staff to wear professional business dress mirroring our high expectations of our student dress code.
- Some functions within the Trust are required to wear uniform that will be supplied by the Trust.

<b>ACADEMIC COACH - MATHS</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>EDUCATION &amp; TRAINING</b>		
Further or Higher Education in English		*
Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training	*	
Possess C or above in GCSE English or equivalent	*	
Knowledge and ability to work effectively and network with a wide range of supporting services in both the public and private sectors		*
Experience of teaching, counselling, youth work, careers, social service or human resources.		*
Knowledge of SEN, EAL		*
<b>EXPERIENCE</b>		
Previous experience of working within an educational setting		*
Previous experience of working with young people	*	
Experience of working with children with special educational needs		*
Willingness to identify and develop own IT skills	*	
Working knowledge of DCSF, Local Authority and other regulatory body's legislation and policy relating to education		*
<b>PROFESSIONAL SKILLS</b>		
Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key tasks are achieved within deadlines.	*	
Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses.	*	
Excellent written and oral communication skills	*	
Excellent organisational and administrative skills	*	
Good interpersonal skills	*	
The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds.	*	
Ability to see the coaching role as a long-term activity designed to achieve the goals in the learning action plan.	*	
An ability to do something worthwhile for young people, to understand their needs and to gain insights into how they think.	*	
Ability to engage in joint goal setting with the individual child.	*	
<b>PERSONAL QUALITIES</b>		
Confidence and independence	*	
Ability to work unsupervised and independently understanding school roles and responsibilities and your own position within these	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Good time management skills	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the school	*	
<b>Suitability to work with children</b> Enhanced DBS	Undertaken on appointment	