Skills Coach

Job Description

1.	JOB TITLE	Skills Coach
2.	GRADE	Scale 4/5
3.	SUPERVISED BY	Lead Skills Coach
4.	SUPERVISION EXERCISED	Directly: Nil Indirectly: Nil
5.	CONTACTS	Internal: Staff and students External: External agencies, students, parents, schools and colleges.

Key objective of the role:

The key objective will be to effectively raise aspirations, confidence, retention and achievements for progression to further studies or employment, and to promote full attendance.

To work closely with teaching teams to identify students who may require additional support with personal skills to enable students to fully participate in learning.

6. To have a caseload of students, meeting with them on an individual basis to discuss their progress, and to devise specific coaching programmes for them, in consultation with teaching staff.

7. Develop a holistic approach to meeting Social, Emotional and Mental Health needs, enabling learners to make good progress by working with teachers, other support staff, families and external agencies

8. To monitor and track attendance, timekeeping, behaviour etc. liaising with teaching staff to coach students who are not performing to required standards.

9. To attend Child in Need(CIN) and review meetings of students who have been assigned to the Skills Coaches' caseload under the guidance of the Designated Safeguarding Lead.

10. Establish therapeutic relationships with students and interact with them according to individual needs.

11. To hold regular daily meetings to support goal setting and personal skills development.

12. To actively participate in Schools' induction programmes and attend the Activity Board as required.

13. To establish and maintain a resource bank of appropriate materials for personal skills development for either individual or group use.

14. To actively promote The Skills Hub policy and deliver programmes that address bullying, harassment and all forms of discrimination. To deliver sessions which address personal safety issues.

15. To facilitate and deliver weekly tutorial programmes and workshops that assist students to develop their self-confidence, enterprise qualities and skills required for progression

16. To promote health and well-being and deliver appropriate sessions, organising and delivering sexual health events and drop in services.

17. To participate in the recognition and celebration of student achievements through an array of award programmes.

18. To support careers education information and guidance in promoting progression.

19. Where appropriate, to seek opportunities for work experience and work-based learning for students.

20. To help learners initiate and manage either by themselves or jointly with community organisers, a range of organised activities in school and in the community.

21. To ensure that students understand their rights, complaints procedures and responsibilities.

22. To lead on student voice activities, increase participation in and support for the Student Council activities including organising the elections for Student Council officers.

23. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Other duties:

24. Adhere to the school Equal Opportunities policy.

25. Undertake any other duties consistent with the objectives and level of responsibility of the post as may be required by the Senior Leadership Team and/or OHC&AT.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Data and Barring Service (DBS) as part Orchard Hill College & Academy Trust's pre-employment checks

Skills Coach

Person Specification

This person specification will be used for recruitment to the Skills Coach role. It will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

QUALIFICATIONS (list)	**ESSENTIAL**	**DESIRABLE**	**TESTING METHOD**
Educated to GCSE standard in English and Maths	√		Checked certificates
STATUTORY or ROLE SPECIFIC REQUIREMENTS	**ESSENTIAL**	**DESIRABLE**	**TESTING METHOD**
Safeguarding training		√	Pre-application question
EXPERIENCE (describe)	**ESSENTIAL**	**DESIRABLE**	**TESTING METHOD**
Working with vulnerable students	√		Interview
Delivery of alternative and therapeutic interventions for student progression		√	Interview
Experience of working with students with challenging behaviour	√		Interview
Experience of successfully planning and delivery of a range extra-curricular activities e.g. Young Enterprise, Duke of Edinburgh, Sports Leadership	√		Interview
KNOWLEDGE & SKILLS	**ESSENTIAL**	**DESIRABLE**	**TESTING METHOD**
Good interpersonal skills to enable you to assist with liaison between student and school or other agencies	√		Interview
Commitment to recognising student achievement and to raising standards	√		Interview

Ability to deal with challenging behaviour	√		Interview
COMPETENCES	**ESSENTIAL**	**DESIRABLE**	**TESTING METHOD**
"Can do" positive attitude Enthusiastic and committed, remains motivated, even when under pressure, to ensure that a high standard service to the customer is maintained	√		Scored application question
Takes responsibility and delivers results Maintains focus when dealing with a variety of tasks or priorities, seeking early guidance and support when necessary, and responding to that guidance to ensure that daily tasks are completed	√		Scored application question
Takes ownership of personal development Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences	√		Scored application question

As part of Orchard Hill College& Academy Trust's pre appointment checks, current and past employers will be contacted for short listed candidates

Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.