

Job Description
Academic Coach: Maths

Job Title:	Academic Coach	Department/Group:	Maths
Line Manager:	HoF Maths	Salary Range	Scale 5: £26,790 - £28,147 (Prorated)
Start date:	ASAP	Contract Type	Fixed term
Job Description			

Role Summary:

- To provide ongoing support for students and staff, teachers and the school in order to raise standards of achievement for targeted students across all Key Stages
- To be monitor and be accountable for progress of allocated students
- To plan and deliver sessions aimed to develop students' revision and organisation
- Assist with other activities relating to supervision of students
- To encourage students to become independent, to ensure their safety and welfare and support the inclusion of students in all aspects of school life

DUTIES & RESPONSIBILITIES

- To provide one to one and small group tuition to A Level and GCSE students in the Sixth Form, and monitor their impact
- To build supportive relationships with target students
- To support
- Year Teams in coordinating additional tutors and holiday revision programmes
- To provide one to one and small group tuition for students in literacy and/ or numeracy
- To support classroom staff working directly with students
- To work with subject teachers in identifying student needs accurately
- To plan and deliver sessions aimed to develop students' revision and organisation
- To use SEND information about students and to work closely with the AEN team to ensure learners with SEND are supported in learning
- To co-ordinate work and resources for designated students
- To work with subject teachers to contribute to planning, developing and delivering personalised resources and sessions appropriate to the student's relative level of ability
- To set, mark, assess and records tasks as appropriate and provide feedback to the subject teacher
- To communicate effectively with all stakeholders and agencies
- To take part in activities such as Open Evenings, Parents' Evenings and liaison events (to be agreed with the LM)
- To support site supervision as directed and undertake lunch duties
- To ensure that students follow the school's high expectations, in and out of the classroom
- To model and support the school behaviour policy expectations across the school
- To follow agreed policies for communications in the school
- To attend Line Management meetings
- To communicate regularly with parents about their child's attendance to, and progress in intervention sessions
- To actively contribute to the ethos and wider life of the school
- The post holder must demonstrate a flexible approach in the delivery of work. Consequently the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post. In the event of staffing disruption, this may include cover supervision of lessons

Training

- The post holder will be required to undertake training as required to be effective in carrying out all duties, and to engage with professional development opportunities, including: Faculty and Year Team meetings, Twilights

General administration

- *Check that information required by various internal and external bodies is produced within the given time scale and is of excellent quality*
- *Ensure that communications are responded to in a timely manner and agreed deadlines are met*

Equality and Diversity

- *The School has a strong commitment to achieving equality in its service to pupils, parents and the employment of people and expects all employees to understand, comply with and promote its policies in their own work.*

Health and Safety

- *The post holder shall ensure that the duties of the post are undertaken with due regard to the School's Health and Safety Policy and to their personal responsibilities under the provisions of the Health and Safety at work Act 1974 and all other relevant subordinate legislation.*

Safeguarding

- *Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding and Safe Practices policy within the school*
- *Comply with the school's Safeguarding Policy in order to ensure the welfare of children and young persons*

Qualification Criteria

- *Qualified to at least degree level in subject area and/or good A Levels or equivalent □
Qualified to work in the UK*

Reviewed By:	X	Date:	X
Approved By:	X	Date:	X
Last Updated By:	X	Date	X

Person Specification

Skills and Abilities	Essential	Desirable
The ability to work as part of a team and to develop and maintain positive relationships with teaching and other support staff	<input type="checkbox"/>	
To have a strong understanding of relevant subject specifications and curriculums	<input type="checkbox"/>	
Good level of ICT skills	<input type="checkbox"/>	
Ability to lead and manage own work effectively and take responsibility for own professional development	<input type="checkbox"/>	
Ability to recognise and respond to the needs of children of different attainment levels	<input type="checkbox"/>	
The ability to lead, motivate and inspire pupils, support staff and to forge positive relationships	<input type="checkbox"/>	
Personal Qualities	Essential	Desirable
Excellent interpersonal and communication skills	<input type="checkbox"/>	
Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels	<input type="checkbox"/>	
Commitment to contributing to school life as a whole, and willingness to be involved with clubs and community projects		<input type="checkbox"/>
A proactive approach to working with target students	<input type="checkbox"/>	
A passionate belief in the success of young people and obtaining high standards	<input type="checkbox"/>	
Flexible, adaptable, results orientated and able to prioritise, resilient under pressure	<input type="checkbox"/>	
Other	Essential	Desirable
Commitment to equality of opportunity and the safeguarding and welfare of all students	<input type="checkbox"/>	
To undertake, within reason, other various responsibilities as directed by the Deputy Head teacher	<input type="checkbox"/>	
This post is subject to an enhanced Disclosure & Barring Service check	<input type="checkbox"/>	