English ACADEMIC COACHES – KS3 (Year 7 and Year 8) & KS4 (Year 10 and Year 11)

Grade/Scale: Salary Scale 4 (pro-rata Term Time only plus 3 weeks)

Responsible to: The Academic Coaches will be line managed by a member of the Leadership Team, but will also work to the post holder(s) in English.

Hours: These posts are term time only plus an extra three weeks made up of days during the school holidays or on Saturdays or when extended days are required. These additional days will be negotiated with the successful candidate.

Responsibilities

1. To work on a predominantly 1:1 basis with targeted pupils in Year 11 on identified aspects of their work, particularly relating to English GCSE.

2. To work on a predominantly 1:1 basis with Year 7 and Year 8 pupils on developing literacy skills.

3. To improve attainment and build confidence.

4. To work with teaching staff in the development of appropriate resources for use in individual/group sessions to support the learning of targeted pupils.

5. To liaise closely with subject teachers and the English Intervention teacher to support pupil progress.

6. To work flexibly, prioritising aspects of the work throughout the academic year as appropriate.

7. To develop timetables and action plans for the targeted pupils. Coaching sessions are 30 minutes long during the school day and there can be up to 9 sessions on some days. Coaches will be expected to work with pupils before and after school as well. There will be time allocated for planning and feedback during the week.

8. Coaches will be expected to work from 8am to 4 pm.

9. To keep records, registers and other relevant documentation as required by the school and to follow up issues re attendance, punctuality and behaviour.

10. To communicate with parents/carers and staff regarding pupils' work and progress.

11. To attend relevant training and take part in professional development including observations.

12. To write feedback for targeted pupils on a weekly basis.

13. To attend Individual Tutorial days and Parents' Evenings as appropriate.

14. To contribute to the evaluation of the Academic Coaches initiative.

Selection Criteria

1. Good honours degree in English with a high level of academic literacy.

2. The ability to support pupils up to Year 11 (GCSE) in English.

3. The ability to communicate effectively, both orally and in writing, with pupils, families and staff.

4. The ability to work independently and as a member of a team.

5. Effective record keeping and administration skills.

6. Willingness to undertake relevant training and professional development.

7. Good record of attendance and punctuality.

8. Commitment to the protection and safeguarding of children and young people.