

 **JOB DESCRIPTION**

**Role**: Academic Coach

**Grade**: Local Government Services (NJC) Scale points **12 – 22**

**Terms/Hours:** Maternity Cover*,* term time only (37 hours per week)

**Reporting to**: Appropriate Head of Department (English)

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**Main purpose and object of the role:**

To work in innovative ways with individuals or small groups of identified underachieving students, assisting them to fulfil their potential

**Key Responsibilities:**

Work with school staff, and the individual students to be coached, by working in the classroom during Boosters, Intervention sessions and Year 7 catch up.

Develop one to one coaching relationships with students to support them in key skills that will enable them to close the gaps in English Language and Literature.

Develop and deliver programmes of study that enhance the learning of the identified students by working with them in small groups inside and outside formally timetabled classes. This could take place by withdrawal from classes, at lunchtimes, after school or during school holidays.

Contribute to the management and delivery of study support programmes in English.

Develop contact with parents to update them on progress of their child

Keep careful records of coaching sessions, undertake assessment, track students’ progress and prepare reports, as requested by the designated member of the Senior Leadership Team.

Undertake training, networking and professional development as required by the school.

Collaborate closely with Senior Leadership Team and the appropriate curriculum leader to share best practice, monitor progress and evaluate the coaching initiative.

Participate in and contribute to in-school professional development programmes.

Any other duties which may be deemed appropriate by the Headteacher for the smooth running of the school

**Knowledge Skills and Experience:**

Excellent communication and relationship building skills at all levels

Communicate sensitively and effectively both verbally and in writing with a wide range of people

To uphold the highest levels integrity with key personal information

**Qualifications:**

Ideally educated to degree level or relevant role experience

This is a description of the job as it is at present, it is the practice of this school periodically to examine employees’ job descriptions and to update them to ensure that they relate to the job as then being performed, or to incorporate whatever changes are being proposed.

This procedure is jointly conducted by each manager in consultation with those working directly to him or her.  You will therefore be expected to participate fully in such discussions. It is the school’s aim to reach agreement to reasonable changes, but if agreement is not possible management reserves the right to insist on changes in your job description after consultation with you.

All posts at the school are subject to a 6 month probationary period.  Confirmation of the position is subject to satisfactory completion of this period.