Skills Coach

Job Description

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

The key objectives of this role are to effectively raise the aspirations and ambitions of young people regardless of their past experiences, through innovation, skilled interventions and an approach to behaviour and support that are both compassionate and impactful. It is to promote learning in a safe environment where young people are able to positively engage and make progress, enabling them to re-write their reference recognising their full potential through increased confidence and achievements, leading to progression to further studies, employment through engagement and attendance.

6. To have a caseload of students, meeting with them on an individual basis to become knowledgeable of their interests and any intervention required to support their progress

7. Develop a holistic approach to meeting their 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 positive compassionate relationships with students that are non-punitive, interacting with them according to their individual needs

11. To hold regular meetings to support goal setting and personal skills development that can be evidenced and measured

12. To actively lead on the induction programme for your cohort of young people

13. Be a champion for good reports and behaviour outcomes for students

14. To actively support the reintegration of young people back into mainstream education

15. 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

16. To facilitate and deliver generic and targeted individual and group intervention programmes

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

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

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

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

21. 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

22. Demonstrate a team approach to meeting outcomes amongst colleagues.

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/ Interview process
STATUTORY or ROLE SPECIFIC REQUIREMENTS	**ESSENTIAL**	**DESIRABLE**	**TESTING METHOD**
Safeguarding training		√	Pre-application question
EXPERIENCE (describe)	**ESSENTIAL**	**DESIRABLE**	**TESTING METHOD**
Working with vulnerable students	√		Application/Interview
Experience of working with students with challenging behaviour in an urban setting	√		Application/Interview
Experience of successfully planning and delivery of a range extra-curricular activities e.g. Young Enterprise, Sports Leadership		√	Application/Interview
Experience of student target setting and tracking of progress	√		Application/Interview
Able to establish good collaborative relationships and networks	√		Application/Interview
KNOWLEDGE & SKILLS	**ESSENTIAL**	**DESIRABLE**	**TESTING METHOD**
Good interpersonal skills to enable you to assist with liaison between student and school or other agencies	√		Application/Interview
Excellent presentation and communication skills; able to motivate and convey information effectively to students, parents and colleagues	√		Application/Interview
Ability to deal with challenging behaviour firmly but with compassion	√		Application/Interview
Excellent report writing and analysis skills; able to critique CVs and job applications and provide formative feedback to students	√		Application/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	√		Application/Interview
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	√		Application/Interview
Takes ownership of personal development Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences	√		Application/Interview

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.