**Pupil Achievement Coach Job Description**

**Post title:** Pupil Achievement Coach (KS3/4)

Salary/Grade: Scale 6

Reporting to: Vice Principal

Working Pattern: Full time, term time plus 5 days. Flexible hours where required.

**Purpose of the job**

* To support the Vice Principal to monitor and improve the behaviour, attendance, engagement, wellbeing, personal development and academic progress of pupils at the Academy.
* To liaise with classroom teachers to identify underachievement and coach targeted pupils or groups of pupils, to help them find strategies to cope with or overcome barriers to learning, to improve levels of progress and achievement.
* To support the smooth running of the Academy through a pro-active and positive presence during structured and unstructured times, carrying out formal and informal duties to support student wellbeing.

**Key Functions**

1. Contribute to the successful delivery of an annual operating plan which supports the Academy mission, objectives and core values.
2. To research, plan, deliver and source group sessions/workshops/activities with identified pupils on a range of issues that may be hindering their learning.
3. To complete lesson studies to identify barriers to learning and to evaluate interventions that have already been implemented. Share effective strategies with the wider team.
4. To support and challenge pupils to ensure that they conform to Academy standards, particularly with regards to behaviour, punctuality, attendance and personal appearance
5. To actively use data to gain an overview of the academic and pastoral needs of assigned students or students at risk of underachievement, working closely with the SENCO, Senior Programme Leader, classroom teachers and Heads of Faculty to identify any pupils at risk of underachievement, or having additional needs and make appropriate referrals
6. Maintain accurate and effective student intervention and contact records including the effective creation and management of Pastoral Support Plans. To ensure that pertinent information regarding pupils is shared efficiently and appropriately, including ensuring confidential issues are shared and communicated appropriately and sensitively.
7. To prepare for and attend internal and external e.g. multi-agency meetings as requested, championing the needs of the student, reporting the impact of interventions as appropriate.
8. To create and maintain positive links between the Academy and Parents and Carers of pupils. To meet with Parents and Carers as appropriate, to discuss their child’s progress and barriers to achievement.
9. To undertake restart duties, break, lunch, before and after school duties and oversee detentions as required. To attend all out of hours events associated with student achievement.
10. To follow up safeguarding issues in line with Academy policy and practice.
11. To undertake any additional responsibilities as directed by the Principal or your Line Manager commensurate with the level of the role.

**Person Specification – Pupil Achievement Coach**

**Experience**

* Recent experience of working successfully in a coaching or pastoral role in a secondary school setting
* Recent experience of working with disaffected students, and a proven track record of ensuring positive outcomes and improved achievement
* Recent experience of taking responsibility for the behaviour and educational outcomes of pupils
* Recent experience of coaching young people and effecting positive change
* Recent experience of working in an effective team
* Recent experience of organising and leading assemblies
* Recent experience of organising and running afterschool events, such as Parents’ Evenings

**Qualifications**

* Excellent numeracy/literacy skills – equivalent to at least NVQ Level 2 in English and Maths
* Hold relevant qualifications at A level or equivalent to at least NQF Level 3
* Training in TeamTeach Positive Handling (or willingness to undertake)
* Level 2 safeguarding training/commitment to work towards
* Relevant training for working with young people aged 11 to 16

**Knowledge & Skills**

* A clear understanding of the factors which lead to educational disaffection in young people.
* Knowledge and understanding of strategies to remove barriers to learning in young people
* Knowledge of the range of additional support/agencies available for pupils.
* Ability to be proactive and work with minimal supervision
* Ability to plan effective actions and interventions for pupils at risk of underachieving
* Ability to relate well to children and adults
* Ability to work constructively as part of a team
* Ability to act quickly and appropriately when safeguarding issues arise
* Ability to remain calm and solution-focussed, and develop relationships with pupils based on mutual respect
* Excellent interpersonal skills both in working relationship with young pupils and in forming effective professional relationships with a wide range of contacts including Parents, Carers and families
* Enthusiasm, drive and a love for the job
* Committed to high personal standards at all times
* Ability to form and maintain appropriate relationships and personal boundaries with children and young people