Wymondham High School
Job Description

Name:	
Job Title:	Academic Coach
Salary range / job grade:	National Joint Council SCP 12-17 depending on experience
Responsible to:	Assistant Headteacher
Responsible for	Working with pupils, parents, teachers and other members of staff to help underachieving pupils to improve their attitude to learning and reach their full academic potential.
Effective Date:	

Role and Context

Purpose:	To raise pupils' achievement by setting aspirational academic targets and holding pupils to account in ensuring these are achieved.
Duties and Responsibilities:	• To work with senior leaders, Subject Leaders and pastoral leaders to identify pupils who are at risk of underachievement and who would benefit from a programme of assertive mentoring. • To identify barriers to learning that are leading to underachievement. • Lead a process of mentoring for pupils requiring particular support to ensure they make progress. • Identify and analyse data, specific to the requirements of the role, to develop strategies to improve pupils' commitment to learning. • To deliver proposals for improvement to affected parties, e.g. teaching staff, SLT, parents and gain commitment. • To work with pupils, teachers and parents to set aspirational academic targets for individual pupils, principally relating to effort, behaviour, homework, revision, punctuality and organisation. • To hold pupils to account and support them in meeting these targets. • To liaise with parents, pupils, teachers and other school staff to create a supportive team around each pupil on the academic mentoring programme. • Interview / survey pupils, teachers, other school staff and parents to establish precise barriers to learning for individual pupils • Work with pupils to set targets to overcome these barriers to learning and raise their achievement. Targets should be specific, measurable, achievable, realistic and timebound. • Organise and manage weekly / fortnightly meetings, (depending on individual pupils' needs and as agreed with Vice Principal Outcomes with pupils to discuss progress,

	challenge excuses, provide support and develop strategies for overcoming barriers to learning. • Proactively seek weekly / fortnightly feedback, depending on individual pupils' needs and as agreed with Vice Principal Outcomes from members of staff and parents to establish whether progress is being made. • Proactively seek support from other members of staff where more complex barriers to learning are identified (e.g. SEND, safeguarding, financial, mental health and wellbeing) • Recognise and celebrate pupils' achievements • Provide information to SLT, LGB and Trust regarding the progress of pupils within the scope of the role.
General Duties:	• To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority • To be a trained first aider and fire marshal • To maintain Staff and Pupil confidentiality • To undertake training as appropriate • To participate in the performance management programme

General Information and review:

- The job specification details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes for the job. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post-holder.
- All work performed/duties undertaken must be carried out in accordance with relevant school policies and procedures, within legislation, and with regard to the needs of our customers and the diverse community we serve.
- Post holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Signature: **Date:**