

JOB DESCRIPTION

Post title	Academic Coach	Reporting to	Literacy Lead
Location	Thorns Collegiate Academy	Grade	Band D SCP 9 - 17
Contract type	Permanent	Hours of work	1 day a week - flexible to be agreed at interview

Post Summary

We are seeking to appoint an Academic Coach of Literacy.

Successful candidates will:

- Safeguard and promote the welfare of children and young people and follow school and Trust policies including the staff code of conduct.
- Work collaboratively with academic staff to increase student attendance and attainment
- Work with teachers to support individuals and groups of students to agree targets and action plans to improve the rate of progress being made in students learning.
- Support students consistently whilst recognising and responding to their individual needs.

Academic Coach of Literacy

You will be responsible for providing one-to-one and small group intervention, specifically focusing on the delivery of our 'Lexia' intervention and personalised Literacy interventions that plug gaps in knowledge, providing instruction to individuals, helping them to develop their language skills. The successful candidate will be expected to provide a Literacy based lunch club on the day they are working in school, including supporting with the running and improvement of the library area. At times, the successful candidate may be asked to complete assessment tasks with the students they are working with.

The ideal candidate will have a strong background in English education and a passion for helping students succeed. You should have a proven track record of success in working with students to improve their writing, reading, and language skills.

Duties and Responsibilities for All Posts

- Establish productive working relationships and one to one coaching relationships with students, acting as a role model and setting high expectations. Support them in their action plans and to overcome barriers to their learning.
- Promote the inclusion and acceptance of all students within the classroom.
- Encourage students to interact and work co-operatively with others and engage all students in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to students in relation to progress and achievement.
- Provide accurate and objective feedback and reports as required.
- Record progress and achievement in coaching sessions.
- Such other duties as may be appropriate to achieve the objectives of the post or to assist the Academy in the fulfilment of its objectives commensurate with the post holder's salary grade, abilities and aptitudes

Special Conditions of Employment

Rehabilitation of Offenders Act

This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this post is subject to an enhanced DBS disclosure which confirms the appointee is not on the Children's Barred list being obtained. If you are shortlisted you will be asked to disclose any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013) – a failure to do so is likely to result in dismissal should it later be discovered. Any information given will be treated entirely as confidential and will be considered only in relation to this application.

Any arrests, convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the principal by the postholder. Failure by the postholder to do so, or the obtaining by the postholder of a relevant conviction caution or reprimand, may be managed in accordance with Trust Disciplinary Procedure.

Equality and Diversity

Shireland Collegiate Academy Trust is committed to developing, maintaining and supporting a culture of equality and diversity across all aspects of the Trust's work. As such, it is committed to fulfilling its Equality Duty obligations and expects all staff and volunteers to share this commitment. This Duty requires the Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they encounter with dignity and respect and are entitled to expect this in return.

Training and Development

The Trust has a shared responsibility with the postholder for identifying and satisfying training and development needs. The postholder is expected to actively contribute to their own continuous professional development and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

Mobility

The postholder may also be required to work at other establishments of the Shireland Collegiate Academy Trust, whether current or future, either on a temporary or permanent basis, as the Trust may reasonably require for the proper performance and exercise of your duties. There is an expectation of reasonable travel in connection with job role.

Amendments

This job description may be subject to review and / or amendment at any time to reflect the requirements of the role. Amendments will be made in consultation with any existing postholder and will be commensurate with the grade for the job. The postholder is expected to comply with any reasonable management requests.