



RESPONSIBLE TO:

- The Curriculum Support Coach has indirect links to the Headteacher, Deputy Headteachers, SLT, Faculty Leaders and teaching staff, working under the general direction of a class teacher when supervising lessons. The post holder may work within Faculty Areas on a long-term basis so as to improve the continuity of education during teacher absence, and increased understanding and familiarity with the Curriculum and the students working within that Faculty Area.

VISION AND PURPOSE:

To deliver tuition through organising and supporting the learning of identified students in order to raise their levels of attainment. To lead on improving rates of progression for identified students by liaising with the key stakeholders about the learning

This job role will provide support in the following key areas

- Small group intervention
- Additional in-class support
- One to one session

KEY RESPONSIBILITIES:

- Undertake specified work with individuals and groups under the direction and supervision of a qualified teacher
- Plan, prepare and deliver specified learning activities to individuals and groups modifying and adapting activities as necessary
- Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision
- Invigilate exams and tests as appropriate
- Accompany students on educational visits as appropriate
- Responsible for the safety and well-being of pupils in the classroom
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Support the role of parents/carers in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement
- Assess, record and report on pupil development, progress and attainment
- Interpret information and situations and respond independently to problems and situations in line with procedures. Refer more unusual/difficult problems to line manager

GENERAL INFORMATION:

- All work performed/duties undertaken must be carried out in accordance with relevant policies and procedures.
- 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.
- Post holders must at all times carry out their responsibilities with due regard to the Academy's policy, organisation and arrangements for Health and Safety at Work.
- Post holders will be expected to participate in the Academy's arrangements for performance management and professional development as required.
- Undertake such other duties as may be delegated or assigned commensurate with the level and grading of the post.

CONTEXT:

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. It is essential that you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences.

This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act. Any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy.

<p><i>The applicant will be required to safeguard and promote the welfare of children and young people</i></p>

This job description forms part of the contract of employment of the person appointed to the post. It reflects the position at the time of appointment only and may be reviewed in negotiation with the employee in the future.

PERSON SPECIFICATION

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application. Candidates failing to demonstrate any of the essential criteria will automatically be excluded.

You should be able to demonstrate that you meet the following criteria, measured by:

A: Application Form

B: Interview

C: References

CRITERIA	Requirement	Assessment
Qualifications		
5 GCSEs (A* to C) including English and Maths or equivalent NVQ Level 2	Essential	A
NVQ Level 3 or equivalent	Essential	A
Graduate in relevant discipline	Desirable	A
Experience		
Experience of working in a support capacity with young people either in small groups or one-to-one	Essential	A
Experience of implementing relevant learning programs	Desirable	A B
Experience of working with staff at all levels	Desirable	A
Skills		
Good numeracy, literacy and ICT skills	Essential	A C
Able to communicate effectively and relate well with staff and students	Essential	A B C
Able to work independently and without direct supervision	Essential	A B C
Able to take direction from different people, and effectively prioritise and manage workload	Essential	A C
Able to work constructively as part of a team, understanding classroom roles and responsibilities, and one's own position within the team	Essential	A B C
Able to implement the Academy's Safeguarding, Equal Opportunities and Behaviour Management policies	Essential	B
Able to encourage students to learn and inspire a strong work ethic	Essential	B
Able to gain the respect engender positive attitudes to learning	Essential	B
Understanding of child development and learning processes	Essential	A B
Understanding of statutory frameworks relating to teaching	Desirable	A B
Has high expectations and aspirations for all students	Essential	B
Able to manage student behaviour and challenge underperformance	Essential	B
Personal Characteristics		
Reflective and solution focused	Essential	B
Calm under pressure	Essential	B
Supportive, patient and non-judgmental	Essential	B
Desire to respond to the needs of CNS with flexibility, commitment and determination	Essential	C
Other Requirements		
Undertake the Academy's Induction Programme	Essential	B
Participate in development and training opportunities	Essential	B
Be able to carry out all duties to a high standard	Essential	A B