

JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Performing Arts & PE Coach	Location	Caister Academy
Salary	Scale D, points 5-6 £25,583 - £25,989 (Actual £22,569 - £22,927)	Hours	37.5 hours, 40 weeks. 08:00 - 16:00, Monday – Friday
Department	Educational Support	Reports To	Faculty Leader

JOB PURPOSE:

To support leaders and teachers within the agreed subject area through a range of duties including providing support in lessons, administrative support, First Aid, administration, and lesson cover as required. To take an active part in the enrichment offer of the Performing Arts and PE departments. To provide targeted support and interventions for vulnerable students, as part of our wider provision.

Report to the Head of Performing Arts and/or Head of PE. Work alongside class teachers to deliver high-quality teaching and learning support where appropriate.

KEY RESPONSIBILITIES AND DUTIES:

Teaching

- Seek to develop your own practice, and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Seek to represent the Academy and the Trust in the best possible manner at all times.
- Demonstrate consistently high standards of personal and professional conduct:
 - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
 - Treating students with dignity, building relationships rooted in mutual respect, and at all times, observing proper boundaries appropriate to the professional position,
 - Having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
 - Showing tolerance of and respect for the rights of others,
 - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
 - Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
 - Have proper and professional regard for the ethos, policies, and practices of the Academy, following the Academy's policies at all times.
 - Maintain high standards of personal attendance, presentation, and punctuality.
- Model welcoming, sensitive, and constructive communication with all stakeholders at all times.
- Represent the Academy at after school events and evenings relevant to the role, as per the Academy calendar, potentially including PE fixtures.
- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.

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- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.
- Consider and support the wellbeing and safeguarding of all students, adhering to the school's Child Protection Policy and SEND Code of Practice at all times.
- Consider and care for the health and safety of themselves, colleagues, and students.
- Recognise, reward, praise, and promote student success wherever possible.
- Ensure equality for all students by consistently upholding all school policies relating to student conduct, for example, behaviour, mobile phones, uniform, etc.
- Treat information about students and staff with due sensitivity. Adhere to general data protection regulations at all times. Respect confidentiality where appropriate.
- Participate fully in Academy life through involvement in clubs and trips wherever reasonably possible.

Support

- Plan and deliver structured and agreed learning activities in 1:1 and small group settings, adjusting and scaffolding activities according to student responses, whilst promoting independence and rapid progress.
- Take initiative in the development of administrative systems within the agreed subject area, and complete administrative tasks as required.
- Provide targeted learning support for specific students, in liaison with the class teacher and in line with individual Student Passports, to facilitate the achievement of agreed learning outcomes.
- Support in the monitoring and recording of student progress and behaviour, liaising with teachers, students, and parents as required.
- Deliver specific intervention programmes in line with the Academy's provision map.
- Assist with the supervision of students out of lesson times as per the Academy duty rota.
- Support the class teacher in creating and maintaining a purposeful orderly and supportive learning environment, promoting inclusion whilst encouraging independence and constructive relationships within the classroom.
- Prepare, maintain, and use equipment/resources required to meet the relevant learning activity and assist students in their use, including supporting the use of IT in learning activities and developing students' competence and independence in its use.
- Meet with students and parents to establish and improve communication with vulnerable groups when required.

Variation

- Undertake other duties;
 - Commensurate to the post holder's abilities, position, and grade as requested by the Principal or line manager,
 - Of a similar nature to those listed above, even if not individually itemised.
- Support the needs of the Academy, taking into account individual strengths and areas for development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

JOB REQUIREMENTS:		
	Essential	Desirable

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QUALIFICATIONS	<ul style="list-style-type: none"> • Personal ability to coach within at least two of Dance, Drama, Music, or PE. • Excellent numeracy/literacy skills/GCSE including Grade 4 or equivalent in English and Mathematics. • Level 2 qualifications or above relating to Performing Arts subjects or PE. 	<ul style="list-style-type: none"> • Evidence of continuing professional development. • Knowledge and experience of operating technical theatre equipment, such as sound and lighting. • Able to play a musical instrument/sing. • Recent First Aid training or willingness to be trained.
EXPERIENCE	<ul style="list-style-type: none"> • Experience of performing within the Arts or PE. • Flexible approach to way of working. 	<ul style="list-style-type: none"> • Experience of the full age and ability range of an 11-16 school. • Experience in the use of IT in the classroom industry.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> • Good knowledge of the pedagogy associated with Dance, Drama, Music, and/or PE. • An understanding of the social, emotional, and intellectual development of teenagers. • Have an understanding of working with different groups, e.g. the most able, the disadvantaged and SEND. 	<ul style="list-style-type: none"> • Knowledge of Dance, Drama, Music, PE, and/or Health & Social Care exam specifications.
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> • Ability to support teaching to KS3 and KS4. • Ability to work effectively as part of a team. • Ability to independently and show initiative. • Ability to manage workload and keep a work-life balance. • Ability to work under pressure and keep to deadlines. • Willingness to reflect on personal and professional experiences in a critical and constructive manner. • Willingness to share best practice. 	
CREATIVE EDUCATION TRUST VALUES	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> • Empowering Ambition: Supporting personal growth, innovation and high performance. 	

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	<ul style="list-style-type: none">• Championing Equity: Promoting fairness, inclusion and high expectations for every student.• Unlocking Opportunity: Helping create access to knowledge, experiences and networks that broaden horizons. <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.