

### Job description: Pupil Achievement Coach (SEMH)

<b>Job Title</b>	Pupil Achievement Coach (SEMH)
<b>Salary Scale</b>	NJC Scale 13-17
<b>Responsible To</b>	Assistant Head Teacher
<b>Responsible For</b>	No subordinate staff
<b>Number in Post</b>	1
<b>Date Drafted</b>	Revised August 2024

#### Main purpose

To work with class teachers to raise the learning and attainment of pupils with complex needs. To promote pupils' independence, self-esteem and social inclusion. Give support to pupils, so that they can access the curriculum, take part in learning and experience a sense of achievement.

#### Duties and responsibilities

##### Teaching and Learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of *all* pupils including, where appropriate, those with social emotional and mental health needs and those with special educational needs and disabilities.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Plan, prepare and deliver specified learning activities to individuals, and/or small groups modifying and adapting activities as necessary under the direction and supervision of the Deputy Head Teacher and Assistant Head Teacher
- Plan, prepare and deliver intervention
- Use effective behaviour management strategies consistently in line with the school's policy and procedures
- Support teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment

- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment
- Observe pupil performance and pass observations on to teachers
- Use ICT skills to advance pupils' learning
- Undertake any other relevant duties given by the Deputy Head Teacher and Assistant Head Teacher

### **Planning**

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Prepare resources for lessons/activities

### **Whole-school organisation, strategy and development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision
- Make a positive contribution to the wider life and ethos of the school > Attend relevant CPD / training and feedback new ideas.

### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the teaching team
- Communicate their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- With the teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with
- Understand their role in order to be able to work collaboratively with teachers and other colleagues, including specialist advisory teachers
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

### **Health and safety**

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy
- Look after children who are upset or have had accidents. Be able to provide intimate care when necessary

### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the values, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community

- Respect individual differences and cultural diversity

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Pupil Achievement Coach will carry out. The postholder may be required to do other duties appropriate to the level of the role.

### Person specification Pupil Achievement Coach (SEMH)

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• Relevant Degree level education</li> </ul> Experience of working with children with SEMH needs. Areas of expertise may include: <ul style="list-style-type: none"> <li>- Attachment &amp; Trauma</li> <li>- Mental Health</li> <li>- Autistic Spectrum Disorder</li> <li>- Speech and Language</li> <li>- Occupational therapy</li> </ul> <ul style="list-style-type: none"> <li>• GCSE (or equivalent) in Maths and English A*-C</li> </ul>
<b>Skills and knowledge</b>	<ul style="list-style-type: none"> <li>• Good literacy and numeracy skills</li> <li>• Good organisational skills</li> <li>• Ability to build effective working relationships with pupils and adults</li> <li>• Skills and expertise in understanding the needs of all pupils</li> <li>• Knowledge of how to help adapt and deliver support to meet individual needs</li> <li>• Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils</li> <li>• Excellent verbal communication skills</li> <li>• Active listening skills</li> </ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Enjoyment of working with children</li> <li>• Sensitivity and understanding, to help build good relationships with pupils</li> <li>• A commitment to getting the best outcomes for all pupils and promoting the values of the school</li> <li>• Commitment to maintaining confidentiality at all times</li> <li>• Commitment to safeguarding pupil wellbeing and equality</li> </ul>

**Notes:**

This job description may be amended at any time in consultation with the postholder.

Last review date: 30<sup>th</sup> August 2024

Next review date: September 2025

Line manager's signature:

Date:

Postholder's signature:

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Date:

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