



Job description

Student Progress Coach (Non-Teaching)

Responsible to: Assistant Principal (Impact)

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Summary of Role

To support identified students in improving their engagement, organisation and independent learning skills by delivering targeted mentoring and intervention programmes, working under the direction of teaching and leadership staff. The postholder is not responsible for evaluating teaching, curriculum provision, or whole-cohort performance, and does not hold leadership or line management responsibilities.

In addition, the postholder will be expected to support the delivery of student progress events as directed

Detailed responsibilities:

1. Student support and mentoring

- Provide 1:1 and small group mentoring to identified students
- Support students in developing:
 - study habits
 - organisation
 - resilience and motivation
- Build positive relationships to encourage engagement with learning

2. Intervention delivery

- Deliver structured intervention programmes designed by teaching staff or leaders
- Support revision sessions, study skills workshops and independent learning activities
- Monitor student engagement and participation in interventions

3. Use of data (support role)

- Use student data provided by teachers/SLT to identify pupils requiring additional support
- Track progress of students within intervention programmes
- Maintain accurate records of support provided

4. Communication and liaison

- Communicate with parents/carers regarding student engagement and participation
- Work closely with:
 - form tutors
 - pastoral leaders
 - teaching staff
- Share relevant updates on student engagement, participation and development

5. Classroom and school support

- Support students during independent learning or study periods
- Help reinforce expectations around behaviour and learning routines
- Contribute to a positive learning environment

Accountability

- Regular scheduled meetings.
- To regularly report to line manager on student engagement, attendance and participation in interventions.
- Monitor student progress within interventions
- Highlight students requiring additional support to relevant staff

Special Conditions

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.
- Given the religious designation of the school, teachers are expected to uphold the school's Christian ethos at all times.

Safeguarding Children

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Disclosure and Barring Service (DBS). If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name:

Signed:

Date:

Personal Characteristics:

Personal Qualities

- A genuine enthusiasm for supporting Sixth Form students to succeed
- Experience of working with students who require additional academic or pastoral support
- Ability to adapt support approaches to meet a range of learning needs
- A creative and flexible approach to engaging students
- A strong commitment to improving outcomes for young people
- Good organisational and time-management skills
- Clear and effective communication skills, both verbal and written
- Patience, resilience and a positive sense of humour
- Willingness to learn and engage in ongoing professional development
- Ability to build and maintain positive working relationships with students, staff and parents
- Ability to work independently and as part of a team
- Respectful, inclusive and student-centred approach

Supporting Student Learning and Progress

- Ability to prioritise workload effectively when supporting multiple students
- Willingness to reflect on own practice and adapt support strategies accordingly
- Flexibility in responding to the changing needs of students
- Ability to set clear expectations for student engagement, attendance and independent study
- Ability to motivate and encourage students to take responsibility for their learning
- Commitment to supporting students in developing confidence, independence and resilience

Working with Others

- Ability to work collaboratively with teaching, pastoral and support staff
- Ability to develop positive, professional relationships with students
- Sensitivity to the needs and circumstances of individual learners
- Willingness to share relevant information appropriately to support student progress
- Ability to contribute positively to a team environment

Supporting Student Development

- Act as a positive role model for students in behaviour, attitude and engagement
- Support students in developing effective study habits and organisational skills
- Encourage participation in intervention and support programmes
- Help students to overcome barriers to learning through consistent encouragement and guidance

Professional Reflection and Development

- Willingness to act on feedback from line managers and colleagues

- Ability to manage time effectively and maintain a sustainable workload
- Commitment to developing skills and knowledge relevant to the role

Motivating and Engaging Students

- Ability to encourage students to aim high and meet expectations
- Positive, proactive approach to supporting student engagement
- Confidence to take initiative in responding to student needs within the scope of the role