

NORTHFLEET SCHOOL FOR GIRLS

JOB DESCRIPTION

Post: Sixth Form Study and Academic Coach

Responsible to: Assistant Headteacher - Sixth Form and Fast Track

Post Level & Grade: Kent Scheme KS5

Hours: 17.5 Hours per week

Purpose:

Through this role you will work closely with Sixth Form students to further develop a culture of high achievement, including the following:

* Supervising the Sixth Form study area at agreed times
* Working as an Academic Coach for a caseload of students

This role has a large scope to ensure all our students are able to develop positive learning behaviours, overcome barriers and achieve excellent results.

Main (Core) Duties:

Sixth Form Study Support

* Registering Sixth Form students in study support sessions
* Working with students to ensure a productive environment in which students make good progress in their self-study
* Follow up on students who are not attending study sessions or engaging appropriately, working with Sixth Form Engagement Support Leader and Base Leaders as required
* Support Sixth Form Leaders in ensuring an ongoing professional environment in the study area

Academic Coach

* Liaise with the Assistant Headteacher - Sixth Form and Fast Track to identify students who would benefit from coaching support over an agreed period
* Meet regularly with the target group of students to identify reasons for low engagement/achievement
* Liaise with teachers on reasons for underachievement for the target group of students
* Develop strategies to increase engagement/achievement based on needs, including use of target setting, addressing careers aspirations (with Careers and Progression Leader) and rewarding for progress
* Work with the students to develop actions plans to address issues and monitor the completion of plans/targets
* Working closely with parents and teachers to ensure all are aware of engagement issues and strategies to improve
* Routinely review the impact of strategies and adapt as required

Other Duties

* To take responsibility for own professional development, including developing knowledge as required to deliver sessions
* Take part in school meetings and CPD sessions as per the school calendar
* To undertake any duties that the Headteacher may reasonably request.

Note:

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school’s aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

ORGANISATION:

Assistant Headteacher - Sixth Form and Fast Track

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Sixth Form Study and Academic Coach

Agreed by:

Postholder: Date:

Print Name: \_\_\_\_\_\_

Headteacher: Date:

Person Specification

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| Qualifications | * GCSE in English and Maths at a minimum of a Grade C – or equivalent |
| Experience | * Working effectively with young people in education or another related area * Working with the public and dealing with confidential issues * Working in an educational environment or setting |
| Skills and Abilities | * Ability to motivate young people by establishing empathetic and supportive relationships * Ability to demonstrate a positive and enthusiastic approach * Ability to organise and prioritise workload to achieve deadlines * Good communication, interpersonal and administrative skills * Being friendly and welcoming at all times to students, staff, parents and visitors * Ability to effectively use ICT and other specialist equipment/resources. * Ability to work under pressure and work efficiently to meet deadlines * Ability to work effectively in a team but also take initiative and work independently where required * Ability to work confidentially * Display commitment to the protection and safeguarding of students |
| Knowledge | * Knowledge of the principles involved in giving advice and guidance to young people * Knowledge of a range of applications and software commonly used in schools including SIMs * Understanding of Child Protection procedures * Awareness of Data Protection and confidentiality issues |
| Behaviours | Behaviours which are compatible with our school vision, including:   * We achieve the best outcomes when all staff work together in a supportive collaborative environment * High expectations in all aspects of our work * Staff and students can ‘enjoy the journey’   In addition, we expect the following   * A ‘can do’ attitude where all possible avenues are explored to achieve the best outcomes for students * Flexibility to work as required to achieve the best outcomes for students * Integrity and professional pride to do the job properly * Rigorous, consistent and logical approach to ensuring all procedures and policies are followed * Good sense of humour and ability to relate to colleagues, parents and students |