

NORTHFLEET SCHOOL FOR GIRLS CO-OPERATIVE LEARNING TRUST

JOB DESCRIPTION

Post: Academic Life Coach

Responsible to: Deputy Headteacher

Post Level & Grade: Kent Scheme KS6

Purpose:

Through this role you will support a targeted group of students (Year 10-13) to make improved progress by;

* Meeting regularly to identify and address underlying engagement issues, including understanding next career steps
* Support in planning time, work and wider activities to make best possible progress in school and through homework
* Liaise closely with teachers, parents and school leaders on progress being made by the target group

Main (Core) Duties:

Identifying and addressing engagement

* Meet regularly with the target group of students to identify reasons for low engagement or falling behind with work
* Develop strategies to increase engagement based on needs, including use of target setting, addressing careers aspirations (with Careers advisor) and rewarding for progress
* Develop reward strategies as appropriate
* Supporting in the move to the next stage of education as appropriate (including College, Sixth Form, Apprenticeships and University)
* Working closely with parents and teachers to ensure all are aware of engagement issues and strategies to improve

Support in improvement planning

* Work with teachers of the target group of students to identify gaps in attainment and strategies for improvement
* Work with the students to develop actions plans to address issues and monitor the completion of plans/targets
* Liaise closely with parents to ensure a clear 3 way partnership between the school, student and parent
* Feedback to teachers on action plans and how this can link in with class learning

Liaising with parents, teachers and school leaders

* Provide regular updates for parents on their child’s targets and progress
* Where appropriate meet with parents in person and with the child to develop continuity with work at home
* Produce reports and updates for school leaders/Governors on progress made by the target student group
* Supervising after school study sessions.

Other Duties

* To take responsibility for own professional development, including developing subject

 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.

Knowledge, Skills & Personal Qualities:

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| --- | --- |
| Essential | Desirable |
| Enthusiastic and motivational | Experience of working effectively with young people in education or another related area |
| Ability to motivate young people by establishing empathetic and supportive relationships | Experience of educational environment |
| Excellent team player but able to take initiative and act independently where required  | Knowledge of the principles involved in giving advice and guidance to young people |
| A positive and enthusiastic approach | Willing to experiment |
| Committed to own development | Understanding of Child Protection procedures |
| Good communication skills both oral and written |  |
| Willing to learn |  |
| ICT Literate |  |
| DBS |  |

PROFESSIONAL VALUES AND PRACTICE:

* High expectations of all students, respecting social, cultural, linguistic, religious and ethnic backgrounds and commitment to raising achievement.
* Treat students consistently, with respect and consideration.
* Demonstrate and promote positive values, attitudes and behaviour by example.
* Work collaboratively with all colleagues as part of a professional team, knowing when to seek help and advice.

ORGANISATION:

Deputy Headteacher

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Academic Life Coach

Agreed by:

Postholder: Date:

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

Headteacher: Date: