



KING EDWARD VI BALAAM WOOD ACADEMY

Educational excellence for our City

Job Description

~ Graduate Coach ~

King Edward VI Balaam Wood Academy, New Street, Frankley, B45 0EU

Title	Graduate Coach - English
Grade	SCP 9 FTE £27,254 (Actual Salary £23,938)
Hours	36.5 hours per week, Monday to Friday, term time only
Reports to	Head of English
Disclosure level	Enhanced
Purpose	To work collaboratively with teaching staff to raise the learning, progress and attainment of pupils in English. To provide targeted academic support through in-class, small-group and 1:1 intervention, helping pupils to develop their knowledge, skills and confidence in English. To identify and help pupils overcome barriers to learning, promoting independence, resilience and high expectations. To support the planning and delivery of targeted English interventions and monitor their impact on pupil progress. In carrying out the role, the postholder will model and promote the academy's core values of being Bold, Ambitious, Collaborative and Kind.
Duties and responsibilities	<u>Teaching & Learning</u> • Work alongside English teaching staff to support pupils' learning, progress and attainment. • Provide targeted in-class, small-group and 1:1 academic support to pupils in English. • Deliver planned English interventions designed to address identified gaps in pupils' knowledge, skills and understanding. • Reinforce key literacy, reading, writing, speaking and listening skills as appropriate to individual pupil needs.

- Encourage pupils to develop confidence, independence and resilience in their learning.
- Adapt support and intervention strategies according to pupils' individual needs and barriers to learning.
- Promote high expectations and encourage pupils to take an active role in their learning.
- Use effective behaviour management strategies consistently in line with academy policies and procedures.
- Support teaching staff in maintaining a positive, purposeful and safe learning environment.
- Observe pupil engagement and performance and provide appropriate feedback to teaching staff.
- Use ICT and appropriate resources effectively to support pupils' learning.
- Work towards measurable outcomes within interventions and contribute to the tracking of pupil progress.

Planning, Assessment & Pupil Progress

- Contribute to the monitoring, recording and reporting of pupil performance and progress in English.
- Familiarise themselves with relevant lesson plans, curriculum content, pupil information and agreed support strategies.
- Work with teaching staff to identify pupils requiring additional support and appropriate areas for intervention.
- Prepare appropriate resources and materials for intervention sessions as required.
- Maintain appropriate records of interventions and provide feedback on pupil engagement, progress and areas for further development.
- Use assessment information and feedback from teaching staff to help adapt subsequent support and intervention.

Working with Colleagues and Other Relevant Professionals

- Work collaboratively with English teaching staff and other colleagues to provide effective academic support for pupils.
- Communicate effectively and professionally with pupils, colleagues and, where appropriate and under the direction of academy staff, parents and carers.
- Share relevant observations and information about pupil engagement and progress with teaching staff.
- Develop and maintain positive professional relationships with colleagues across the academy.
- Liaise with SEND and pastoral colleagues where pupils require additional or specialist support.
- Contribute positively to the wider life, ethos, values and development of the academy.

Safeguarding, 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 academy's Safeguarding Policy. • Look after children who are upset or have had accidents. • Provide personal care if required for pupils with specific physical and medical needs. • Ensure appropriate training in positive handling and basic first aid. <u>Professional Development</u> • Help keep their own knowledge and understanding relevant and up to date by reflecting on their own practice, liaising with academy leaders, and identifying relevant professional development to improve personal effectiveness. • Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the academy. • Take part in the academy's appraisal procedures. • Personal and professional conduct • Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the academy. • Have proper and professional regard for the ethos, policies and practices of the academy, and maintain high standards of attendance and punctuality. • Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the academy community. • Respect individual differences and cultural diversity. • Safeguard and promote the welfare of children and young people, follow academy policies and the staff Code of Conduct.
This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. Postholder: Postholder Signature: To be reviewed on an annual basis. September 2026	

