

JOB DESCRIPTION

Post:	Sixth Form Academic Coach and KS5 Fast Track Leader
Reporting To:	Fast Track Leader (Whole school)
Post Level & Grade:	Kent Scheme D
Hours:	37 hours per week / 39 weeks per year (term time only) Mon - Thurs 8:30am to 16:30pm, Friday 8:30am to 16:00pm

Role 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
- Leading on the Fast Track Programme in the Sixth Form

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 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
- Co-ordinate widening participation activities in conjunction with the wider Sixth Form team.

Sixth Form Fast Track Programme

- Promote the programme to the Sixth, developing a process to identify and recruit the most appropriate students
- Support the Fast Track Leader and AHT to develop the KS5 Fast Track programme for the identified students which meets the aims stated in the vision document
- Support with the design and co-ordinate the delivery of the programme to ensure KS5 students meet the aims shown in the attached document and in promotional literature. Where appropriate, work with the Sixth Form Dream Big Leader on links with the Dream Big Programme
- Work with Fast Track Leader and AHT to identify cohort of KS5 students based on the most appropriate range of data, including GCSE results and application to further education. Identified students on the trajectory to attend Russell Group/Oxbridge universities
- Monitor the progress and engagement of KS5 students within the Fast Track group, where appropriate making recommendations where students may leave the programme and others join
- Work closely with students to ensure they have the right support to maximise their application to university. Ensure students are supported with entry requirements for their subjects. Liaise with parents where necessary regarding how they can support or concerns
- Work with our Marketing and Publicity Leader to develop promotional literature and celebrate successes through both social media and newsletters
- Meet weekly with the Fast Track Leader to discuss progress of the programme
- Share good practice to sixth form staff based on what is happening within the Fast Track programme, specific to students and/or activities
- Ensure co-ordination of the activities in the programme
- Evaluate the effectiveness of the programme through tracking KS5 data as well as student, staff and parent voice. Report back to Fast Track Leader
- Undertake targeted mentoring of KS5 Fast Track students to ensure they fully engage with its aims and that they are supported with their mental well-being
- Co-ordinate personalised development plans for each student on the programme at KS5 to push academic attainment to university
- Work closely with parents through targeted meetings and support events so that all are fully aware of how to support high attainment at home
- Be responsible for leading sessions for Year 12 and Year 13 students outside of their normal learning hours focused on the development of advanced study skills, super-curricular experiences and leadership opportunities
- Support the Sixth Form Leadership in KS5 celebration events, including events celebrating student attainment/progress on the programme, including organising Headteacher breakfast
- Where concerns are raised about progress for KS5 Fast Track students in specific subjects liaise with the relevant Sixth Form leader to address issues.

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

- 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 National Curriculum, the school's aims, objectives and schemes of work and any policies of the Governing Body
- 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.

Person Specification:

	CRITERIA
QUALIFICATIONS	<ul style="list-style-type: none"> GCSE in English and Maths at a minimum of a Grade C – or equivalent
EXPERIENCE	<ul style="list-style-type: none"> 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 & ABILITIES	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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 Arbor Understanding of Child Protection procedures Awareness of Data Protection and confidentiality issues
BEHAVIOURS	<p>Behaviours which are compatible with our school vision, including:</p> <ul style="list-style-type: none"> We achieve the best outcomes when all staff work together in a supportive and collaborative environment High expectations in all aspects of our work Staff and students can 'enjoy the journey'. <p>In addition, we expect the following:</p> <ul style="list-style-type: none"> 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.

Organisation



Signed (Postholder): _____

Dated: _____

Print Name: _____

Headteacher: _____

Dated: _____