

Job Description Academic Coach

Job Title:	Academic Coach
Responsible to:	Deputy Headteacher
Salary:	Unqualified Teacher – 1-6
Hours:	Full time
Contract:	Permanent

Responsible for:

- Upholding and promoting the Catholic ethos through form tutor responsibilities.
- Junior Apprenticeship Programme — Planning, managing and delivering skills programme elements.
- Providing mentoring, behaviour support and academic intervention and safeguarding across Key Stages.
- Evaluating transition quality for pupils with behavioural or emotional needs.
- Monitoring behaviour outside lessons and implementing interventions.
- Working with Heads of Key Stage, Pastoral Managers, SENCO, SLT, SMT and external agencies.
- Managing and delivering targeted lunchtime sport activities.

Main Purpose:

- To contribute to high-quality teaching, learning and pastoral care across the school.
- To deliver targeted academic and behavioural interventions that support pupil progress.
- To act as a key point of contact for parents regarding behaviour and academic performance.
- To fulfil the professional expectations of a Class Teacher and meet the Teaching Standards.
- To fulfil Deputy Designated Safeguarding Lead duties and promote a safeguarding culture.

Main Activities:

- Plan and teach timetabled lessons in line with school needs and policies.
- Lead the Junior Apprenticeship Programme, ensuring high-quality learning experiences.
- Provide mentoring and intervention for pupils across both Key Stages.
- Act as initial contact for parents regarding behaviour and academic concerns.
- Monitor behaviour outside classrooms and apply appropriate intervention strategies.
- Carry out Deputy Designated Safeguarding Lead duties
- Create and deliver programmes in Self-Esteem, Anger Management and Academic Progress.
- Evaluate and support transition for pupils with behavioural/emotional difficulties.
- Work with school leaders and external agencies; measure and report intervention impact.
- Cover lessons in the absence of teachers and teaching assistants.
- Maintain high teaching standards and fulfil all Teaching Standards relevant to the role.
- Attending meetings and acting upon information provided.
- To respond to day to day issues constantly displaying professionalism.
- Work collaboratively and sharing good practice with staff members.
- Promoting a stimulating and inspiring learning environment that ensures the engagement of pupils
- Continuing to develop and improve skills and knowledge through attending CPD training and personal research.
- Providing a professional role model for pupils.
- Monitoring the progress of pupils and acting upon this information.
- Contribute to the extra curricular programme to enrich learning

TO BE A FORM TUTOR, IF NEEDED AND AVAILABLE, RESPONSIBLE FOR:

1. Supporting, guiding and promoting academic and personal excellence for a designated group of pupils
 - Creating a positive identity consistent with the school's Catholic mission
 - Praying with the form and leading them in assembly preparation and participation
 - Attending Whole School Masses and other liturgical celebrations with the form

- Promoting and reporting on pupils' personal, social, spiritual and academic progress
- Delivering if required Citizenship or General Studies
- Supporting the relevant Head of Key Stage
- Promoting high standards of attendance, punctuality, dress and behaviour
- Implementing the schools' Code of Behaviour with pupils
- Taking an active role in addressing individual pupil issues and needs
- Accepting responsibility for creating a sense of community ensuring form members are happy and safe, and able to learn in school

2. Daily procedures with a designated group of pupils

- Completing the daily register for the tutor group
- Requiring pupils to account for absence and lates, and liaising with the Year Head as appropriate
- Dealing with returns and requests for information about pupils in the tutor group
- Ensuring that pupils comply with school expectations on personal appearance and the School's Code of Conduct
- Informing pupils of relevant information and daily notices

Other

- To maintain personal and professional development to meet the changing demands of the post, participating in appropriate training activities.
- To support, at all times, the Catholic ethos of the school/Multi-Academy Company by promoting the agreed vision and aims and setting an example of personal integrity and professionalism.
- To adhere to the Schools' policies
- Other duties as may be determined from time to time within the general scope of the post. Duties and responsibilities outside of the post will only be required with the agreement of the post holder.

The MAC reserves the right to require you to work at such other place or places as it may reasonably require from time to time subject to the provision of reasonable notice.

The Our Lady of the Magnificat Multi-Academy Company is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post-holder's professional responsibilities and duties, all individual tasks undertaken may not be identified.

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher / Principal to reflect or anticipate changes in the job commensurate within the grade and job title.