

Swindon Academy Job Description

Post Title:	Learning Coach (LC)- Pastoral Support
Purpose:	Under the leadership and direction of the Senior Deputy Headteacher lead on the pastoral support for pupils, particularly those with social, emotional and mental health difficulties, to access learning and fulfil their potential.
Reporting to:	Senior Deputy Headteacher

MAIN (CORE) DUTIES	
Support the day-to-day management of the Early Intervention Hub, On-call processes and delivery of pupil interventions.	• Support the school's holistic approach to meeting pupils needs, particularly those with SEMH. • Support the day-to-day management of the activities of the Early Support and Intervention Hub (R-Zone) and pastoral on-call processes in line with school systems and processes. • Maintain accurate daily records on pupils that have accessed R-zone and provide updates and feedback to college managers, staff and parents/carers. • Support with the undertaking of early assessment to identify pupil need and report on the progress pupils make in targeted interventions. • Support the delivery of targeted support and interventions for groups based on pupil need and as identified in early assessment e.g. Mental Health First Aid, ELSA, Zones of Regulation. • Assist with the development and implementation of bespoke Learning Plans and Risk Assessments (when required) for identified pupils. • Provide advice and guidance to teachers where appropriate.
Support for the Pupil	• Support pupils to develop resilience and independence as well as positive relationships with staff and peers so that they can access learning in the classroom.
Support for the School	• Promote the inclusion of all children • Support the implementation of targeted intervention for identified pupils • Attend and participate in relevant meetings when required • To attend trips and visits within contracted hours
Other	• Any other duties as required by Senior Staff • To play a full part in the life of the academy community, to support its distinctive mission and ethos and to encourage the community, staff and pupils to follow this example
Health and Safety	In accordance with the provisions of the Health and Safety at Work Act 1974, to take reasonable care for the Health and Safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the Academy so far as is necessary to enable the Academy to perform or comply with their duties under statutory Health and Safety provisions.
Other Specific Duties	

- To play a full part in the life of the Academy community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To promote actively the Academy's policies
- To continue personal professional development
- To comply with the Academy's Health and Safety Policy and undertake risk assessments as appropriate
- To comply with the Academy's procedures concerning safeguarding and to ensure that training is accessed

To attend all key Academy events out of hours as detailed in the Academy Calendar at the request of the members of Senior Leadership Team (SLT) responsible for Student Support and Development.

Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection; reporting all concerns to an appropriate person.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to maintain a standard of dress conducive to their position as professionals and in setting an example to students.

This job description is not necessarily a comprehensive definition. It will be reviewed periodically and when appropriate to reflect or anticipate changes in the job commensurate with the grade and job title. It may be subject to change or modification at any time after consultation considering the circumstances of the Academies and their implications.

Updated: May 2025