

Job Description

Job Title:	Graduate Coach
Responsible to:	Head of Department Principal
Job Purpose:	Working under the guidance of experienced teaching staff, supporting learning across Key Stages 3 and 4 (and potentially KS5, depending on subject specialism).
Salary:	Unqualified Teacher, Scale point 1 £22,601
Hours:	1-year fixed term 32.5 hours per week, term time plus inset days

Main Responsibilities:

- Support students within lessons
- Provide 1:1 and small-group support to help students engage and progress
- Assist teachers with classroom routines and behaviour support
- Cover lessons when required, following pre-prepared work
- Support students with organisation, confidence and learning habits
- Work closely with teaching and pastoral teams to support student success

Catholic life and Mission:

- Draw on the person, life, and teachings of Jesus Christ to create a shared vision and strategic plan, which inspires and motivates pupils, staff, and all other members of the community. The vision should explore Gospel virtues and values, moral purpose and be inclusive of stakeholders' values and beliefs. The strategic planning process is critical to sustaining school improvement and ensuring that the school moves forward for the benefit of its pupils.
- The vision must reflect its distinctive Catholic character, in accordance with the provisions of the Diocesan Trust Deed, based on what it means to be fully human as revealed in the person, life and teachings of Jesus Christ.

Teaching and learning:

- To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This may involve planning, preparing and delivering learning activities for individuals/groups or short term for whole classes, it may also involve progress and monitoring students and assessing, recording and reporting on students' achievement, progress and development.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities
- Support the teaching of a broad and balanced curriculum aimed at pupils achieving their full potential in all areas of learning
- Under supervision organise and manage, the teaching space and resources to help maintain a stimulating and safe learning environment
- Supervise a class if the teacher is temporarily unavailable
- Undertake any other relevant duties given by the Head of Department or subject teacher
- To cover and lead class teaching (under supervision) as and when appropriate
- To maintain good behaviour in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work, homework and dress

Staff Development:

- To continue personal development in your relevant subject areas including subject knowledge and teaching methods
- To engage actively in the Performance Management Review process
- To ensure the effective/efficient deployment of classroom support
- To work as a member of a designated team and to contribute positively to effective working relations within the school

In supporting the school:

- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall Catholic ethos/work/aims of the school.
- Establish constructive relationships and communicate with other staff in liaison with the teacher, to support achievement and progress of students.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Where appropriate, deliver out of school learning activities within guidelines established by the school.

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.

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 to reflect or anticipate changes in the job commensurate within the grade and job title.