

**FRED LONGWORTH HIGH SCHOOL
JOB DESCRIPTION**



Job Title(s):	Learning Coach
Job Purpose:	<p>To provide support to teaching staff and students and to oversee access to learning and support programmes and to assist in the delivery of literacy and numeracy intervention.</p> <p>To provide support for disadvantaged and SEN pupils providing particular help for those students with learning difficulties and/or behavioural, social or physical disabilities as required.</p> <p>Work may be carried out in the classroom or outside the main teaching area.</p>
Reporting to:	Assistant Headteacher (Inclusion), SENDCO, Inclusion Manager.
Responsible for:	No line management responsibility.
Liaising with:	Headteacher, Senior Leadership Team, teachers and support staff, external agencies and parents.
Working Time:	28.75 hours - 8:30am until 3:00pm. 45 minute break for lunch
Special Conditions of Service:	<ul style="list-style-type: none"> • Annual Leave – Term Time only – this post is employed on a Term Time Only basis and therefore all staff are required to be in school during school term. There is no further annual leave.
Salary/Grade:	Grade G3
Disclosure level:	Enhanced

MAIN DUTIES:

Where directed: To work as a learning coach, assigned to groups of students or individual students.

Where directed: To supervise and provide specialist support to students with barriers to learning on a one to one basis, in small groups or in or out of the classroom.

- To assist with the planning, development and implementation of learning activities in areas where deployed and individual education/behaviour plans and personal care programmes as appropriate.
- To deliver programmes and strategies, in liaison with the teacher, to support students to achieve learning goals.
- To supervise and provide particular support for students, including disadvantaged students and those with special needs, ensuring their safety and access to learning activities.
- To support form tutors. To 'check-in' with assigned students during form-time and ensure that students assigned to them are equipped and ready to learn for the day.
- To boost attendance at homework club and work with vulnerable students in ensuring that they attend. When homework is a significant barrier for a student the learning coach plays an active role in ensuring that a student attends homework clubs/homework detentions and provides guidance and support when required.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To establish constructive relationships with students and interact with them according to individual needs.
- To monitor students' responses to learning activities and accurately record achievement / progress according to agreed procedures when appropriate and when directed to do so.
- To monitor the behaviour, attitude to learning and progress of students within lessons and provide weekly updates to the Assistant Headteacher responsible for the Learning Coach team.
- To manage the behaviour of students, work with them according to their individual needs, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- To support and make good use of the school's disciplinary and reward systems.
- To promote inclusion and acceptance of all students.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To support students with identified personal care needs.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.
- To establish constructive relationships with parents/carers.
- To undertake exam/test invigilation if required.
- Attend and participate in relevant meetings as may be reasonably directed.
- Provide clerical/admin support, for example, photocopying, basic typing, filing, money, administer coursework.
- Accompany teaching staff and students on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably

directed.

ADDITIONAL RESPONSIBILITIES AS NEGOTIATED:

- To supervise whole classes when required in the short-term absence of a teacher and/or to provide support to teaching staff and students.
- Assist with the supervision of students out of lesson times, including before and after school, lunch and break times as may be reasonably directed.

COMMUNICATIONS:

- Co-operate with other team members and colleagues in order to develop and maintain effective working relationships.
- Establish and maintain effective communication with all external contacts as appropriate.
- Follow agreed policies for communications in the school.

STAFF DEVELOPMENT:

- The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with the school's current policies and procedures.
- The post holder will be required to attend staff training and CPD events scheduled on Monday Week Bs.

ETHOS:

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school's corporate policies and procedures.
- Comply with the school's health and safety policy, working at all times in a manner that will ensure your own personal safety and that of other, including reporting of identified hazards and to undertake risk assessments as appropriate.
- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To comply with the school's Code of Conduct and Behaviour Policy.

OTHER:

- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.
- This job description forms part of the contract of employment of the person appointed to the post.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Fred Longworth High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This role requires enhanced Disclosure and Barring Service clearance.

June 2022