

English Coach Job Description

Job Title: English Coach

Reports to: Director of English (or delegated representative)

Hours: 37 hours per week, 47.15 weeks per year

8am - 4pm Monday - Thursday

8am - 3.30pm Friday

Contract type: Fixed Term

Salary: LGA Scale 5

Patcham High is committed to teacher training and coaches who decide to pursue a career in education will be supported in their applications for PGCE and Schools Direct courses.

Purpose of the Job

- To support teaching and learning within English under the supervision of the class teacher
- To deliver student intervention programmes to raise levels of attainment and achievement in English

Principal Accountabilities

1. To take a lead role in developing and maintaining resources to assist in teaching.
2. To deliver planned programmes of student intervention to small groups of targeted students.
3. To monitor progress of named students and provide feedback.
4. To work alongside teachers within the classroom to support students with their learning.
5. To encourage students to interact with others in the classroom and engage in activities led by the teacher.
6. To contribute to the planning of teaching and learning for whole classes and/or individual students on a short, medium and long-term basis.
7. To prepare, develop, maintain and deploy appropriate learning aids, materials and equipment, including ICT, to assist in teaching.
To assist with the provision and delivery of extra-curricular support sessions.
8. To actively support the promotion of English across the school and to the wider school community.
9. To promote the inclusion and acceptance of all students.

10. To set challenging and demanding expectations and promote self-esteem and independence
11. To contribute to the development of a purposeful working atmosphere within the English Department.

General Accountabilities

- To work in accordance with the principles of the Children's Act and to adhere to the schools child protection policy at all times.
- To embrace the schools Equalities Policy and adhere to the Health & Safety policy.
- To adhere to the schools/council health and safety policies and to attend training courses when required.
- To assist with the supervision of students out of lesson times, including before and after school and at lunchtime.
- To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- To participate in training and other learning activities and performance development as required.
- Understand that keeping children safe is paramount in our school and that all employees must take responsibility for ensuring that any safeguarding concerns are quickly reported to the appropriate person.
- Undertake all safeguarding training required by the school.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

The list of duties in the job description should not be regarded as exclusive or exhaustive.

There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

PERSON SPECIFICATION

Job title: English Coach

Criteria: ESSENTIAL = E
DESIRABLE = D

Job related education, qualifications, knowledge	<input type="checkbox"/> Graduate D
Experience	<input type="checkbox"/> Experience in working in a similar environment e.g. school or voluntary sector D <input type="checkbox"/> Experience of working with children D <input type="checkbox"/> Experience in the use of ICT to support learning D
Skills and Abilities	<input type="checkbox"/> Excellent communication skills E <input type="checkbox"/> Strong literacy skills E <input type="checkbox"/> Ability to work on own initiative E <input type="checkbox"/> Ability to work with pupils and teachers E <input type="checkbox"/> Ability to self-evaluate learning needs and actively seek learning opportunities E <input type="checkbox"/> Ability to work constructively as part of a team E <input type="checkbox"/> Knowledge and awareness of English curriculum issues within schools D
Personal qualities	<input type="checkbox"/> A passion for English E <input type="checkbox"/> Proactive, motivated, team-focussed and has a 'can do' attitude E
Equalities	<input type="checkbox"/> To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with Council's Equalities Policy E