

English Coach Job Description

Job Title: English Coach

Reports to: Director of English / KS3 Coordinator

Hours: 37 hours per week, 47.15 weeks per year
8am - 4pm Monday - Thursday
8 – 3.30pm Friday

Contract type: Fixed Term

Salary: LGA Scale 5

Commencement: October/November 2021

Expiry date of fixed term: 31st August 2022

Patcham High is committed to continuous professional development. We welcome applications from teachers who hold QTS. Coaches who decide to pursue a career in education will be supported in their applications for PGCE and Schools Direct courses too.

Purpose of the Job

- To support teaching and learning within KS3 and KS4 English under the supervision of class teachers.
- 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 (before school / during the school day / after school).
3. To monitor progress of target students and provide feedback to students, colleagues and parents.
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.
8. To assist with the provision and delivery of extra-curricular support sessions.
9. To actively support the promotion English across the school and to the wider school community.
10. To promote the inclusion and acceptance of all students and staff, supporting well-being.
11. To set challenging and demanding expectations and promote self-esteem and independence.
12. 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	<ul style="list-style-type: none"> ○ Graduate D
Experience	<ul style="list-style-type: none"> ○ Experience of working in a similar environment e.g. school or voluntary sector D ○ Experience of working with children D ○ Experience in the use of ICT to support learning D ○ Experience of working in upper KS2 English D
Skills and Abilities	<ul style="list-style-type: none"> ○ Excellent communication skills E ○ Strong literacy skills E ○ Ability to work on own initiative E ○ Ability to work with pupils and teachers E ○ Ability to self-evaluate learning needs and actively seek learning opportunities E ○ Ability to work constructively as part of a team E ○ Knowledge and awareness of the English curriculum D
Personal qualities	<ul style="list-style-type: none"> ○ A passion for English E ○ Proactive, motivated, team-focussed and has a 'can do' attitude E ○ Strong work ethic E ○ High expectations, clear boundaries E ○ Ambitious for student progress E ○ Patient E
Equalities	<ul style="list-style-type: none"> ○ 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