**JOB DESCRIPTION**

Job Title: Learning Coach

Responsible to: Associate Assistant Headteacher, Deputy Headteacher

Staff Responsible for: N/A

Salary: Grade 6 SCP 22-26 pro rata

Hours: Full time – Term time only

Disclosure Level: Enhanced

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**Aim:**

At Lathom High School our drive is to provide an inclusive education so that all students can successfully access education in the classroom. Therefore, the role of the learning coach plays a crucial part in ensuring that the most vulnerable students in school can successfully overcome barriers and develop emotionally, socially and academically in order to make successful progress as a Lathom learner.

The learning coach will work as part of the learning support team and this facility promotes the highest possible standards and expectations of attainment and behaviour. Responsibilities include adopting a trauma informed approach when dealing with students, parents, staff and outside agencies; proactively responding to individual needs of students; tracking and monitoring students through one to one meetings and school systems such as Schools’ Synergy, and reviewing the day to day of the school’s culture and ethos through learning support. The learning coach will have a clear focus on ensuring that the most appropriate supportive provision is in place for students referred into learning support. The post will involve working with students to remove barriers to learning, liaising with appropriate staff to ensure levels of support are adhered to and undertaking any other duties to facilitate the work of the learning support facility.

**Objectives:**

**1. To establish, in consultation with the line manager, a realistic job schedule to enable the delivery of high quality provision.**

**Evaluation Criteria:**

1. To be negotiated individually through appraisal objectives.
2. **Specific Responsibilities**

* Ensure school safeguarding policies are at the core of all practices including the use of CPOMs
* Participate in the daily attendance meeting with the school attendance officer and Assistant Heads of Year
* Contribute to the home visit team, visiting students and families in the local community to address and remove barriers for attendance or learning to school
* Support tutoring students in ensuring intervention and adaptations are put in place to reintegrate them in to full time education where possible
* Support the admissions team in ensuring new starters and families are supported in the transition in moving to Lathom High School
* Deliver daily intervention to a cohort of students who have referred to learning support
* Address areas of concern with referred students, removing barriers to ensure learning is accessible for all
* Work alongside the Assistant Headteacher and Associate Assistant Headteacher to liaise with feeder schools to ensure that the school is ready to meet student needs upon admission
* Work alongside the Associate Assistant Headteacher to liaise with alternative provision providers to further support students where needed
* Ensure that staff are fully aware of referred student needs and changing profiles over time
* Maintain a system for monitoring and reviewing students who are referred into learning support including in class support if required
* Monitor the effectiveness of intervention activities for students
* Maintain regular dialogue with parents of referred students around students’ developments
* Use Schools’ Synergy to track progress for referred students on their behaviour and attendance ensuring appropriate and timely intervention is carried out
* Under the direction and with the support of the Associate Assistant Headteacher, provide analysis as required to ensure the Headteacher, Leaders and Governors are well informed about referred students

1. **General Responsibilities**

* Provide a facility that creates a truly supportive, innovative and high challenge culture
* Implement strategies for continued improvement, celebrate success and challenge underperformance
* Contribute to the effective operation of the school, including attendance at meetings, events and activities as required
* Contribute to whole school self-evaluation
* Propose strategies which will contribute to whole school improvement
* Engage in continuous professional development
* Be fully aware of national, LA and whole school initiatives, their aims in delivering school improvement and the educational philosophy underpinning them
* Maintain effective relationships with external agencies and associated schools and represent the school at external meetings
* Lead and chair designated meetings ensuring effective communication, consultation and delegation.
* Manage resources creatively, effectively and efficiently to meet the priorities of the school.
* Work to ensure the health, safety and welfare of staff and students
* Promote excellent levels of behaviour and high standards of work
* Investigate and deal with incidents of inappropriate behaviour
* Support colleagues involved in disciplinary matters and ensure that staff and students are treated equitably and fairly
* Be responsible for maintaining a calm purposeful environment in learning support
* Be responsible for being part of the home visits team
* Be responsible for completing duties in learning support at social time
* Uphold the values and ethos of the school and all stakeholders
* Maintain high professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with students, parents, colleagues and Governors at all times

1. **Staffing**

**Evaluation Criteria:**

1. Promote team work to motivate staff, in order to ensure effective working relationships
2. Contribute to effective team working and self- motivation
3. **Quality Assurance**

**Evaluation Criteria:**

1. Ensure that school policies and procedures are effectively implemented
2. Contribute to the school and team self-evaluation process
3. Develop plans and policies appropriate to area of responsibility
4. **Communication**

**Evaluation Criteria:**

1. Develop clear and effective communication systems to ensure that all members of the school and external providers/organisations are kept informed of developments and issues
2. **Marketing and Liaison**

**Evaluation Criteria:**

1. In line with School standards to take an active part in creatively promoting and marketing the school effectively
2. **To perform any other duty perceived as being relevant to this post after full consultation with the Headteacher**

**Evaluation Criteria:**

1. Use initiative
2. Seek for continuous improvement in own performance
3. Prepare for enhanced responsibility and career promotion

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**School Ethos and vision**

All staff are expected to contribute to the school’s mission of ‘**PROUD’**

**Appraisal**

We are committed to providing a relevant performance management process for all staff. We expect all employees tocontribute to the Appraisal Process.

**Equal opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

**Safeguarding Commitment**

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Absence Management**

It is expected all staff adhere to the schools Absence Management Programme.

**Contribute to the induction and training of new staff**

It is expected all staff assist in the induction of new staff, following where relevant direction by their line manager.

**To assist in the evacuation of the buildings in the event of emergencies**

It is expected all staff adhere to and keep up to date knowledge of the evacuation procedures.

**Other commitment requirements**

All staff are expected to use clear and effective tools to aid communication with students and staff. In addition, it is expected all staff contribute to the school and team self-evaluation process

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| Agreed/prepared by: MKS  Signed off by: JM |