



# ROYAL ALEXANDRA AND ALBERT SCHOOL

## JOB DESCRIPTION

### Job Holder:

**Job Title:** Learning Coach

**Responsible to:** Inclusion Manager/Assistant Head - Inclusion

### Role of the Learning Coach

1. To demonstrate the highest possible standards of personal and professional conduct and behaviour and consistently act with honesty and integrity. To treat pupils, parents and the wider community with dignity and respect at all times.
2. Work flexibly with all other members of the Enhanced Learning Team (Assistant Head Inclusion, Inclusion Manager, Pupil Premium Coordinator, 121 Coordinator, HPA Coordinator, EAL Coordinator and Learning Coaches) to ensure a coherent approach to Inclusion takes place within the School.

## MAIN DUTIES

### Support for pupils

- Use specialist skills, training and experience to support pupils.
- Make a contribution to the development and implementation of Learning Plans.
- Establish highly effective relationships with pupils, acting as a role model and setting high standards.
- Promote the inclusion and acceptance of all pupils.
- Support students with consistency whilst recognising and responding to their individual needs.
- Encourage and promote students to interact and work cooperatively with others.
- Promote independence and employ strategies to recognise and reward self-reliance.
- Provide regular feedback to pupils and their parents/carers in relation to progress and achievement.

### Support for the teacher

- Work with the teacher to establish an appropriate and effective learning environment.
- Use strategies, in liaison with teachers, to support pupils to achieve targets.
- Monitor and evaluate pupils' responses to learning activities through observation and recording of achievement against learning objectives and targets.

- Provide detailed and regular feedback to teachers on pupil achievement, progress, problems etc.
- Be responsible for keeping and updating records as agreed with the teacher, contributing to the reviews of systems/records as requested.
- Liaise sensitively and effectively with parents/carers and participate in meetings with parent/carers, communications with regular staff.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established whole school policy and encourage students to take responsibility for their own behaviour.
- Administer and assess routine tests, invigilate exams, support access arrangements, undertake marking of pupils' work and accurately record achievements/progress.
- Support teaching/senior staff/other professionals with routine administration e.g. administration of coursework, produce worksheets, visual supports and resources.

### **Support for the curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil needs/responses.
- Implement programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3 strategies.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Help pupils to access learning activities through specialist support.
- Determine the need for, and maintain, general and specialist equipment and resources.

### **Support for the school**

- Be aware of, and comply with, policies and procedures relating to child protection and safeguarding, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
- Support the aims and ethos of the school as defined in the staff handbook and school prospectus and the aims and ethos of the Enhanced Learning Team as defined in policies related to the resource provision, as applicable.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Arrange, prepare for and actively participate in relevant meetings.
- To continually update knowledge and understanding of specific specialist areas.
- Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.
- Attend regular team meetings as required.

- Participate in training and other learning activities/ professional development as required and agreed.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Supervise students as required.

### **Qualifications**

- Excellent numeracy and literacy skills, with a good level of education.
- Training in, or experience of, current learning strategies e.g. literacy or numeracy and/or in a particular curriculum or learning area.

### **Knowledge and skills**

Able to:

- Have an excellent rapport with students and adults.
- Work on your own initiative without supervision.
- Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
- Self-evaluate learning needs and actively seek professional development opportunities.
- Apply a working knowledge of the National Curriculum and other learning programmes/strategies.
- Understand principles of child development and learning and have a detailed understanding of how SEN may impact on development and learning.
- Develop a working knowledge of relevant policies/codes of practice and awareness of current legislation, including the new SEN framework.
- Create and evaluate resources to promote access to the curriculum for students.
- Effectively manage students' learning and behaviour in a school setting.
- Demonstrate effective use of ICT to support learning and record keeping, including monitoring of data and tracking of progress.
- Demonstrate an excellent knowledge of ICT programmes and apps.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

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.

The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check.