

Job Description and Person Specification

Job Title:	Senior Pupil Coach
Service Provision:	Melksham House School
Job Family:	Support Staff
Line Manager:	Class Teacher
Salary Grade:	C Grade 1 – 5
Annex:	Please ensure you refer to Annex 1 with this job description

Deliver adapt and interpret the education work programmes through individual, small group or whole class learning activities in order to further the educational development of pupils. To follow the Trust's Safeguarding policies and procedures and undertake any mandatory training as directed.

Key accountabilities, duties and responsibilities

Support for Pupils

- To organise work with individuals and groups delivering specified work under the direction and / or supervision of a Teacher.
- The role of the Senior Pupil Coach is to provide tailored support (individuals and groups of) to pupils to enable them to gain, learn from, develop and maintain their work and living skills and to make a positive progression on to the next stage of education or paid sustainable employment
- To ensure the safeguarding of all pupils, by operating with the school's safeguarding practice & policy, reporting to the Safeguarding team any concerns and record information on the school's safeguarding system
- To provide simple medical aid as and when necessary and take all reasonable measures to ensure health and safety policy within and outside the school.
- To provide care as required, which may include personal care and support for mental health and well-being
- Undertake activities necessary to meet the physical, emotional and educational requirements utilising a wide range of skills, with support and supervision from the teaching team and other professionals
- Supervise the activities of individual and small groups of pupils, with SEND/SEMH, in order to ensure their safety, facilitate their education development and develop a supportive, safe and caring relationship within and outside the learning setting
- To support all pupils to access the curriculum and promote progress and achievement

Support for Teaching & Learning

- To observe pupils, monitor and report back, using verbal or written methods, to the teaching team on problems, progress and possible developmental needs
- To prepare resources and undertake any other simple practical tasks to support learning
- To plan, organise and undertake related duties to fully support and underpin learning, personal and social development
- Under the direction and support of the Classroom Teacher or Lead Professional, ensure that all learning resources and materials are appropriate and relevant to student level of need. This includes the preparation, setting out and clearing away of teaching aids, during and between lessons

- Under the direction of a Teacher or other Lead Professional undertake a range of teaching and learning activities with whole classes, specified groups, or individual pupils, in accordance with the curriculum requirements and learning profiles for that group
- In agreement with the Headteacher, Senior Leadership Team (SLT) or Classroom Teacher, and where appropriate, communicate with parents and other designated carers about the care and education of their children, (including progress and achievement)
- Use teaching and learning objectives to plan, evaluate and adjust lessons / workplace as appropriate with agreed systems of supervision
- Deliver and plan where required specified work to individuals, small groups and whole classes, modifying and adapting activities as necessary
- Work with pupils on therapy or care programmes, designed and supervised by a Specialist
- Assess the needs of pupils, using knowledge and specialist skills to support student learning
- Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews (under the direction of class teacher)
- To report and record evidence of pupils progress and achievement on the school's monitoring system
- Attend additional meetings relating to specific areas of responsibility or T&L
- To run targeted interventions for identified pupils, recording and reporting on progress
- Lead the class team in the absence of the class teacher
- To inform the Teacher or lead of any safeguarding concerns they have raised
- To undertake other relevant duties allocated at the discretion of the Teacher, or SLT
- When needed, drive and/or act as escort in the transportation of pupils to and from sessions
- Plan how and which learning activities will be implemented
- As a Senior Pupil Coach you would be expected to plan learning activities for a class or small group, under direction of the Teacher or Lead professional

Task/Duties	Essential Skills	Desirable Skills
Qualifications and Training	<ul style="list-style-type: none"> Level 2 Literacy/ Numeracy (or NVQ equivalent) Any Level 3 Qualification can be vocational and not specific to role Positive attitude to training and continuous professional development Willingness to undertake Level 3 vocational level qualifications 	<ul style="list-style-type: none"> Level 3 Teaching Assistant NVQ Level 2 Literacy & Numeracy Grade 5 or above equivalent Any further relevant training or qualification to support the role Higher Level Teaching Assistant
Knowledge and Experience	<ul style="list-style-type: none"> Strong communication skills Experience of working with pupils in a care or education setting, including Safeguarding best practice Experience of working with pupils with SEND 	<ul style="list-style-type: none"> Leading groups of employees and pupils SEND Qualifications or detailed subject knowledge Experience with the use of technology and in particular of inputting information into a recording system
Skills and Abilities	<ul style="list-style-type: none"> Essential Digital ICT skills Punctual, polite & professional Be motivated, able to use initiative and work independently To meet challenges positively 	<ul style="list-style-type: none"> Strong ICT/Digital Skills difficulties Openness to taking on further responsibilities To use own skills and interests to enhance the offer for pupils Be aware of how to support own well-being and the well-being of others