

Job Description and Person Specification

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

The Pupil Coach works under the direction of the Teacher, to carry out a range of duties to support the pupils attending Melksham House School. On occasion there is a need to cope with some demanding conditions to enable a pupil's positive engagement and participation. The Pupil Coach must be able, willing and enthusiastic about taking an active part in activities sited in a range of different physical environments. These may include supporting within a social skills group, sharing responsibility with other colleagues for an activity, working one to one with a pupil taking part in a range of activities, sometimes physical.

The Pupil Coach must be a role model and exemplar of good SEND/SEMH support practice and have knowledge and understanding of the strengths and difficulties of an individual pupil affected by their SEND/SEMH needs. They will be able to creatively and sensitively deploy a range of strategies and approaches to enable a child's inclusion and participation.

Key accountabilities, duties and responsibilities

- To promote the inclusion and participation of all pupils, ensuring they have equal opportunities to learn and develop.
- To support teachers and leaders to make reasonable adjustments to accommodate the unique needs of the learner to access intervention/therapy programmes and the curriculum.
- To contribute specifically to the creation of a supportive, nurturing environment for pupils.
- Use SEND/SEMH specific specialist skills to facilitate access where appropriate, access to the curriculum and maximise the independence of the pupils.
- To keep records, contribute to reports; carry out assessments using a variety of media and evaluation strategies.
- Comply and contribute to the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to the named/appropriate person.
- To work under the direction of the Class Teacher, working in a team and well and individually.

Support for Pupils

- Support pupil participation in learning activities and modify methods if appropriate.
- Supervise and provide specific support for pupils, ensuring their safety and access to all learning activities.
- Establish constructive relationships with pupils and interact with them appropriately
- Promote the inclusion and acceptance of all pupils ensuring motivation and engagement.
- Encourage pupils to interact with others and engage in activities led by staff.

- Set challenging but reasonable expectations aimed at promoting self-esteem and independence.
- Assist with the development and implementation of Individual Plans and documentation.
- Encourage all pupils to show respect for each other, staff and visitors.
- Support pupils in recognising, developing and celebrating their skills, talents and achievements.
- Deal promptly with conflict and incidents in accordance with policies and procedures.

Support for Teachers

- Liaise with teaching staff to ensure interventions are in place enabling pupils to maximise their achievement and progress.
- Assist the teaching staff in implementing the advice provided by specialists.
- Support the administrative work required for SEND management.
- Create and maintain a purposeful, orderly and supportive environment.
- Assist with the display of pupils' work through the use of ICT and non-ICT means.
- Provide feedback to teachers on pupils' achievement, progress & areas of difficulty.
- Monitor pupils' responses to learning activities and accurately record achievement/progress as requested.
- Establish constructive relationships with parents/carers.
- Assist with the planning of learning activities where appropriate.

Additional Responsibilities

- Assist in the development of excellent working relationships throughout the provision.
- When needed, drive and/or act as escort in the transportation of pupils to and from sessions.
- To be involved in support for parents and families on SEND/SEMH related issues in the Bespoke/school setting and the home where required.
- To take advantage of training and professional development opportunities
- Take responsibility for Health and Safety of yourself and of others.
- Commit to maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- Undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- Carry out any other reasonable duties associated with the post.

Task/Duties	Essential Skills	Desirable Skills
Qualifications and Training	<ul style="list-style-type: none"> Level 2 Literacy/Numeracy (or NVQ equivalent) Basic ICT skills Positive attitude to training & continuous professional development 	<ul style="list-style-type: none"> Basic SEND training/ experience Level 3 Teaching Assistant NVQ A clean driving licence and own transport with business cover insurance for working use ELSA Qualification
Knowledge and Experience	<ul style="list-style-type: none"> Experience of working with children and young people Be an effective communicator with good written and spoken English Have some knowledge and understanding of the autistic profile or need 	<ul style="list-style-type: none"> Experience of working alongside children and young people with neurodevelopmental difficulties
Skills and Abilities	<ul style="list-style-type: none"> Have good organisational and time management skills Be able to work as part of a team and independently Have the ability to quickly establish good relationships with children and young people, staff, colleagues, parents and family members Flexibility and adaptability Empathy Sensitivity, kindness and caring towards working with children and young people 	<ul style="list-style-type: none"> Understand the key issues as they apply to pupils with SEND/SEMH e.g. equal opportunities, disability rights and inclusion Ability to understand the needs of parents and carers of vulnerable children affected by SEND/SEMH and to be able to give effective advice and support where appropriate