

Skills Coach

Job Description

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| 1. JOB TITLE | Skills Coach |
| 2. GRADE | Scale 4/5 |
| 3. SUPERVISED BY | |
| 4. SUPERVISION EXERCISED | Directly: Nil
Indirectly: Nil |
| 5. CONTACTS | Internal: Staff and students

External: External agencies, students, parents/carers, schools and colleges. |

The key objectives of this role are to effectively raise the aspirations and ambitions of young people regardless of their past experiences, through innovation, skilled interventions and an approach to behaviour and support that are both compassionate and impactful. It is to promote learning in a safe environment where young people are able to positively engage and make progress, enabling them to re-write their reference recognising their full potential through increased confidence and achievements, leading to progression to further studies, employment through engagement and attendance.

6. To have a caseload of students, meeting with them on an individual basis to become knowledgeable of their interests and any intervention required to support their progress
7. Develop a holistic approach to meeting their Social, Emotional and Mental Health needs, enabling learners to make good progress by working with teachers, other support staff, families and external agencies
8. To monitor and track attendance, timekeeping, behaviour etc. liaising with teaching staff to coach students who are not performing to required standards
9. To attend Child in Need (CIN) and review meetings of students who have been assigned to the Skills Coaches' caseload under the guidance of the Designated Safeguarding Lead.
10. Establish positive compassionate relationships with students that are non-punitive, interacting with them according to their individual needs
11. To hold regular meetings to support goal setting and personal skills development that can be evidenced and measured
12. To actively lead on the induction programme for your cohort of young people
13. Be a champion for good reports and behaviour outcomes for students
14. To actively promote The Skills Hub policy and deliver programmes that address bullying, harassment and all forms of discrimination. To deliver sessions which address personal safety issues
15. To facilitate and deliver weekly tutorial programmes and workshops that assist students to develop their self-confidence, enterprise qualities and skills required for progression
16. To promote health and well-being and deliver appropriate sessions, organising and delivering sexual health events and drop in services
17. To participate in the recognition and celebration of student achievements through an array of award programmes
18. To support careers education information and guidance in promoting progression
19. Where appropriate, to seek opportunities for work experience and work-based learning for students
20. To help learners initiate and manage either by themselves or jointly with community organisers, a range of organised activities in school and in the community
21. Demonstrate a team approach to meeting outcomes amongst colleagues.

22. Promote equality of opportunity and diversity in all aspects of the job and challenge inequality and discrimination and/or report concerns as appropriate.
23. Support the Senior Leadership Team in all health and safety matters and take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
24. Undertake any other duties consistent with the objectives and level of responsibility of the post as may be required by the Senior Leadership Team and/or OHC&AT.

Skills Coach

Person Specification

This person specification will be used for recruitment to the Skills Coach role.

It will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

QUALIFICATIONS (list)	ESSENTIAL	DESIRABLE	TESTING METHOD
Educated to GCSE standard in English and Maths	√		Checked certificates/ Interview process
STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE	TESTING METHOD
Safeguarding training		√	Pre-application question
EXPERIENCE (describe)	ESSENTIAL	DESIRABLE	TESTING METHOD
Working with vulnerable students	√		Interview
Experience of working with students with challenging behaviour in an urban setting	√		Interview
Experience of successfully planning and delivery of a range extra-curricular activities e.g. Young Enterprise, Duke of Edinburgh, Sports Leadership		√	Interview
Experience of student target setting and tracking of progress	√		Interview
Able to establish good collaborative relationships and networks	√		Interview
KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE	TESTING METHOD
Good interpersonal skills to enable you to assist with liaison between student and school or other agencies	√		Interview
Excellent presentation and communication skills; able to motivate and convey information effectively to students, parents and colleagues	√		Interview

Ability to deal with challenging behaviour firmly but with compassion	√		Interview
Excellent report writing and analysis skills; able to critique CVs and job applications and provide formative feedback to students	√		Interview
COMPETENCES	ESSENTIAL	DESIRABLE	TESTING METHOD
"Can do" positive attitude Enthusiastic and committed, remains motivated, even when under pressure, to ensure that a high standard service to the customer is maintained	√		Scored application question
Takes responsibility and delivers results Maintains focus when dealing with a variety of tasks or priorities, seeking early guidance and support when necessary, and responding to that guidance to ensure that daily tasks are completed	√		Scored application question
Takes ownership of personal development Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences	√		Scored application question

As part of Orchard Hill College & Academy Trust's pre appointment checks, current and past employers will be contacted for short listed candidates

Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.