



Achievement Coach Job Description

POST TITLE: Achievement Coach (English)	
DEPARTMENT: Centre for Student and Community Engagement (CenSCE)	DATE COMPILED: 28/09/2018
WAGE: £7.83 per hour basic pay, plus £0.95 per hour holiday supplement	HOURS PER WEEK: 5 hours per week (combination of delivery and planning time)
DURATION: 10 weeks starting January	
IMMEDIATE LINE MANAGER: Danielle Sample (Outreach Coordinator)	
JOB PURPOSE: To provide supplementary academic coaching to support the attainment of identified key stage 4 pupils in English Language.	
PRINCIPAL DUTIES AND RESPONSIBILITIES:	
<ol style="list-style-type: none"> 1. To help identified pupils raise their standards of performance so that they can achieve at a higher level in their key stage assessments. 2. To plan, prepare for and deliver one-to-one coaching sessions to support individual academic needs. 3. To plan, prepare for and deliver a programme of small group coaching sessions to support pupil attainment. 4. To share pupil progress with School contacts following each session and with the Outreach Coordinator in a timely manner. 5. To support pupils' self-esteem, motivation, confidence, persistence and application. 6. To help pupils see the connection between studies in which they are currently engaged and the future stages in their development. 7. To be a positive role model for pupils, acting responsibly and appropriately when in the presence of participating young people and school staff. 8. To network with other coaches and staff to share best practice. 9. To complete all training, induction and evaluation activities as requested. 10. To submit all timesheets in a timely manner. 	
ADDITIONAL INFORMATION:	
<ol style="list-style-type: none"> 11. Students are expected to make their own travel arrangements to and from their school placements. Reasonable travel expenses can be claimed for this, subject to prior approval by CenSCE. 	
SPECIAL REQUIREMENTS:	
<ol style="list-style-type: none"> 12. All applicants must have no spent or current convictions relating to children and must be willing to undergo Disclosure and Barring Scheme (DBS) application with satisfactory results. Applicants must agree to this information being shared with partner schools. 13. All applicants must be current HE students of Nottingham Trent University or the University of Nottingham. 	
All participants are expected to comply with the University's Health and Safety, Safeguarding Children and Equal Opportunities policies, along with those of the school in which they are performing their duties.	
N.B. The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.	
JOB DESCRIPTION DRAWN UP BY: Danielle Sample Date: 28/09/2018	



Achievement Coach Person Specification

NOTTINGHAM TRENT UNIVERSITY	PERSON SPECIFICATION
POST TITLE: Students in Classrooms Achievement Coach (English)	
DEPARTMENT: Centre for Student and Community Engagement (CenSCE)	

ATTRIBUTES	ESSENTIAL	DESIRABLE
SKILLS	<ol style="list-style-type: none"> 1. Excellent communication skills to include; active listening, the ability to influence others and tailor information to suit the relevant target audience. 2. Excellent team work skills. 3. Ability to empathise with others and build productive working relationships. 4. Ability to plan effectively and take responsibility for the quality and delivery of own work. 	
ATTRIBUTES	<ol style="list-style-type: none"> 5. A positive attitude to dealing with challenging situations. 6. An adaptable approach to new situations, approaching them flexibly and with enthusiasm. 7. A positive attitude to Learning and educational opportunities. 8. Reliability. 	<ol style="list-style-type: none"> 10. Knowledge of educational and social issues facing children and young people, particularly those we aim to target for Widening Participation. 11. An understanding of the current National Curriculum.
EXPERIENCE		<ol style="list-style-type: none"> 12. Experience of working with Children and Young people. 13. Experience of communicating with people from diverse backgrounds.
QUALIFICATIONS	<ol style="list-style-type: none"> 9. A current student of Nottingham Trent University or University of Nottingham. 	<ol style="list-style-type: none"> 14. A relevant Post-16 qualification at grade C or above