

Appointment of Personal Coach

Required for September 2018
37 hours per week, all year round

£20,541 to £23,211 pa



Introduction from the Principal

Dear Applicant

Thank you for your interest in the role of Learning Coach at Studio West. Further details including a detailed job description and person specification are enclosed for your information. Studio West is an exciting studio school which opened in September 2014. As part of Kenton Schools Academy Trust which incorporates Kenton School, Studio West currently caters for around 200 students. Our mission will be to make sure that every student who leaves Studio West does so with a university or college place, an apprenticeship or a job.

Initially opening to students aged 13-19, in September 2017, we became a full secondary school expanding to open from age 11. We are over-subscribed for year 7 and expanding rapidly due to our success. We are committed to the studio school concept of offering mainstream qualifications (including GCSEs, A Levels, and Occupational and professional qualifications), combined with an innovative and personalised curriculum for every student focused on developing key employability and life skills required by employers.

We know the key to our success is having a strong team committed to the ethos of the school with the skills, dedication and passion to motivate and instill high expectations in every student to achieve their potential regardless of the barriers they face. Our team of Personal Coaches work with individual and groups of students to develop individual learning plans and ensure that students curriculum and work related learning needs are met.

The Personal Coach is a challenging and varied role that places pastoral care at the heart of students' learning. Our Personal Coaches act as a key link point between all aspects of the curriculum, working with students and Learning Coaches to ensure that the curriculum is holistic, personalised and fully compliant with all relevant National Curriculum requirements. They play a central part in shaping core projects to meet students' needs and goals, working with students and Learning Coaches to adapt the project and ensure that the students have the support that they require and will support students through the work placements, providing them with personalised support, training and tracking on a frequent and regular basis. And they also actively guide and advise students on the progression routes available to them.

We are seeking applications from candidates with significant experience working with children and young people in learning environment, with the ability to manage and motivate students to ensure positive learning outcomes. Candidates must possess an understanding of the barriers to learning for children and young people and a working knowledge of strategies to overcome them combined with excellent interpersonal skills with the ability to form effective, professional relationships with all stakeholders. And most importantly, candidates must have the ability and flexibility to adapt to ensure the needs of all students are met. In return, you will play a key role in embedding Studio West as a school of choice in the local community with the support of not only the Studio West team, but the wider Academy Trust.

If you feel you have the experience, skills and attributes to succeed as part of our team, please complete and return your application form by post or by email to hr@kenton.newcastle.sch.uk no later than 12.00 Noon on 20 July 2018. We look forward to receiving your application.

Val Wigham
Principal

Job Description

Payscale: N5

Responsible to: Principal

Job Purpose: To act as a key link point between all aspects of the curriculum, working with students and learning coaches to ensure that the curriculum is holistic, personalised and fully compliant with National Curriculum requirements.

Main responsibilities:

The following list is typical of the level of duties which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. To negotiate core project delivery by working with students at the beginning of projects to tailor them to meet their goals and training requirements.
2. To plan and co-ordinate personalised learning plans and routes for allocated students.
3. To support students to reflect on and evaluate their progress, setting personalised targets.
4. To liaise with staff within the studio school and local businesses to monitor and observe students' progress and to put strategies in place to address any under performance.
5. To work with learning coaches to provide support for core projects and single lesson sessions, helping to ensure that all National Curriculum requirements are delivered.
6. To make students aware of progression routes available to them and how their learning relates to them.
7. To act as the primary link with parents, building relationships with parents to ensure that they are aware of the progress that their children are making.
8. To work with other personal coaches on a whole school strategy for effective pastoral care.
9. To work with students and staff to create links with local community leaders, businesses and organisations.
10. To participate in the professional and collegiate work of the school.
11. To contribute to the formation and implementation of school and departmental improvement plans.

12. To promote and implement the School's equal opportunities policies in all aspects of employment and service delivery and the postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

Personal Coach

Person Specification	Essential or Desirable	Assessed A: Application I: Interview
Education/Qualifications Effective literacy and numeracy skills (level 2 qualification or above including mathematics and English).	E	A
Experience Previous experience working with secondary school age students in a paid or voluntary capacity.	E	A
Previous experience working with secondary school age students in a learning environment.	D	A
Experience of advancing students learning through mentoring or tutoring, including working with individuals and small groups.	D	A/I
Experience designing coaching sessions.	D	A/I
Experience using a range of behaviour management strategies.	D	A/I
Evidence of improved student outcomes.		A/I
Skills/Knowledge Understanding of the principles of child development and learning processes.	E	A/I
Understanding of the barriers to learning and strategies to put into place to overcome those barriers.	E	A/I
Understanding of the use of assessment to inform planning.	D	A/I
Good knowledge of effective and engaging teaching methods and current planning and assessment procedures.	D	A/I
Ability to plan lessons and sessions with clear objectives and to ensure progression for all students.	E	A/I
Able to create a motivating learning environment and programmes of work which take account of individual students' needs.	E	I
Ability to set consistently high expectations for all students through class work and homework.	E	I
Personal Attributes		
Excellent interpersonal and oral and written communication skills.	E	A/I
Able to work flexibly as part of a team and using own initiative.	E	I
Ability to persuade, negotiate, influence and gain co-operation.	E	I
Commitment to the principles and ethos of Studio West.	E	I
Maintains high professional standards at all times.	E	I
Committed to own professional development.	E	I
Additional Requirements Satisfactory Disclosure and Barring Service check at Enhanced Level and Children's Barred Persons List Check	E	
Satisfactory medical clearance	E	
Proof of qualifications	E	
Two satisfactory references from current and previous employers (or education establishment if not in employment)	E	

Additional Information for Applicants

Terms and Conditions

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

Working Hours

The working hours for this post are 37 hours per week. Normal working hours are Monday to Thursday 8 am to 4 pm and Fridays 8 am to 3.30 pm with a 30 minute unpaid lunch break each day.

Annual Leave Entitlement

The annual leave entitlement for the post is 23 days plus 8 public holidays rising to 28 days plus 8 public holidays on completion of 5 years' or more continuous Trust or local government service.

Pay and Grading

The grade of the post is N5, equivalent to local government pay spine points 21 – 25, with current corresponding full time salary of £20,541 to £23,211 pa.

Probationary Period

New entrants to Kenton Schools Academy Trust are subject to a six month probationary period.

Safeguarding

Kenton Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people in all our schools and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

Equal Opportunities

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

Pension Scheme

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at www.twpf.info.

Application Process

Completed application forms should be forwarded by email to hr@kenton.newcastle.sch.uk or by post to: Human Resources, Kenton Schools Academy Trust, Drayton Road, Newcastle upon Tyne, NE3 3RU. Tel: 0191 214 2200

Closing date: 12.00 Noon on 20 July 2018