Embleton View

Learning Coach

Job description	
Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
Summary of role:	To support learning from our person-centred curriculum, with a focus on overcoming barriers to learning.
Responsible to:	Headteacher
Salary:	£17,000 - £19,000
Main duties and responsibilities:	• Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact • Understand the needs of students and use methods accordingly to support students to overcome barriers to learning • Provide visual support to learning, structured activities and clear routines • Establish productive working relationships with students, acting as a role model and setting high expectations • Promote the inclusion and acceptance of all students within the learning environment • Support students consistently whilst recognising and responding to their individual needs • Encourage students to interact and work cooperatively with others (where practicable) and engage all students in activities • Promote independence and employ strategies to recognise and reward achievement of self-reliance • Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour • Participate in comprehensive assessment of students and recording of their progress • Challenge and motivate students, promote and reinforce self-esteem • Work with the Learning & Development Coordinator to establish an appropriate learning environment • Work with the Learning & Development Coordinator in session planning, evaluating and adjusting sessions/work plans as

	appropriate • Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives • Gather evidence of learning • Provide students with constructive feedback in relation to progress, achievement and behaviour and record this • Accompany students on offsite trips and educational visits, evaluating and assessing each student's performance against set learning objectives • Implement and support extra-curricular activities • Regularly monitor the safety, well-being and education of students in the School • Support students within their timetable, supporting them to work towards accredited qualifications • Input into relevant documentation (ILP/EHCP/Care plan etc.) • Communicate with families and relevant stakeholders regarding student progress or issues as appropriate • Contribute to the management of safeguarding issues, reporting concerns and incidents to the relevant authorities and to the Designated Safeguarding Lead • Prepare various reports ensuring monitoring of incidents/overviews are completed against deadlines set • Ensure deadlines are met throughout the School • Attend meetings relating to the students when required. Attend staff meetings within the agreed periods of directed time • Monitor students' punctuality and attendance • Report any safety concerns • Understand and follow all policies and procedures • Act within professional codes of practice • Undertake relevant training, including a minimum of 30 hours CPD yearly in line with management targets set at appraisals • Undertake any other duties and responsibilities in relation to your role
Health & Safety in Work Environment	• The post-holder will be expected to ensure that the learning environment is safe, reporting any safety concerns immediately to the Headteacher. This will extend to company vehicles. The post-holder will risk-assess any offsite environments that will be used for delivery of education.

Professional Conduct	• The post-holder will be expected to act in a professional manner at all times.
Decisions	• The post-holder will be aware that their decisions and actions regarding how they deal with students may be investigated by external agencies for justification.
Mental & Physical Demands	• The post-holder will need to react to incidents as they occur and follow School policies and procedures in relation to behaviour management and safeguarding. The post-holder will be expected to maintain an appropriate level of fitness to cope with the demands of working in a dynamic learning environment where incidents can occur which may need the use of approved restraint techniques.
General	• The duties and responsibilities of this job description are not restrictive and the post-holder may be required to undertake any other duties deemed necessary. Any such duties should not however substantially change the general character of the post. • The post-holder is not permitted to use ALD Group Ltd.'s or Embleton View's name, logo or any other identifying features on any social networking or media platform. • The post-holder will work within all of Embleton View's policies and procedures. • The post-holder will be expected to drive and must hold a current UK driving licence, with access to own vehicle with business insurance.

Person Specification

Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	*The professional, technical or academic qualifications that the Applicant **must have** to undertake the role or the training that they **must have** received* • Level 2 English, ICT and Maths qualifications	*The professional, technical or academic qualifications that the Applicant **would ideally have** to undertake the role or the training that **they should ideally have** received*	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
Experience	*The categories of work or organisations, types of achievements and activities that would be likely **to predict** success in the role* • Experience of supporting young people with SEN • Experience within an SEMH or ASD setting • Experience or knowledge of positive behaviour management strategies • Experience of liaising with families and professionals • Experience of safeguarding processes	*The categories of work or organisations, types of achievements and activities that would be likely to **contribute to** success in the role* • Experience of Team Teach or similar behaviour management programme	Contents of the application form Interview Professional references

Skills	*The skills **required** by the Applicant to perform effectively in the role* • Ability to work in a way that promotes the safety and well-being of children and young people • Ability to contribute to, and work as part of a team effectively • Ability to lone work responsibly and effectively • Ability to deliver concise reports • Ability to promote diversity, equality and inclusive practice • Ability to motivate students and promote high expectations • Effective communication skills and strong interpersonal skills • Ability to use a range of ICT software including word processing and spreadsheets as well as online cloud software • Proven ability to help plan, implement, record and evaluate work for students with SEN	*The skills that would **enable** the Applicant to perform effectively in the role*	Contents of the application form Interview Professional references
Knowledge	*The knowledge **required** by the Applicant to perform effectively in the role* • Can demonstrate a clear understanding of, and commitment to safeguarding students • Knowledge of the support needs of students with SEN, particularly SEMH and ASD • Knowledge of PREVENT agenda • Awareness of Single Equalities and Health & Safety	*The knowledge that would **enable** the Applicant to perform effectively in the role* • Awareness of legislation relevant to working with children and young people with SEN, including the Code of Practice • Understanding of the National Curriculum framework	Contents of the application form Interview Professional references

Embleton View is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. It is our aim that all students fulfil their potential.

Personal competencies and qualities	*The personal qualities that the Applicant **requires** to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people* • motivation to work with children and young people • ability to form and maintain appropriate relationships and personal boundaries with children and young people • emotional resilience in working with challenging behaviours • positive attitude to use of authority and maintaining discipline • To demonstrate a positive and nurturing approach towards developing the skills of students with SEN, specifically SEMH and ASD • To maintain an approachable and professional demeanour when dealing with challenging situations • A positive ethos, resilience and a high level of personal commitment • A committed approach to supporting students to achieve outcomes • To represent Embleton View and ALD Group Ltd and its interests in a positive manner	*The personal qualities that would **assist** the Applicant to perform effectively in the role*	Contents of the application form Interview Professional references