

**Post:** Academic Coaching

**Hours and Basis:** 32.5 hours per week, term time only. This is a one year fixed term appointment in the first instance with the potential to lead to a permanent post.

**Salary:** Unqualified Teacher Scale Point 1-2 (£17,682 - £19,739 per annum), negotiable for the right candidate.

**Accountable to:** Assistant Principal/Vice Principal/Executive Principal

This is an exciting opportunity for anyone considering a career within the teaching profession or in a large business. The role will afford the successful candidate the chance to see all aspects of a successful working school and to be a part of the educational support for the students. We are part of a group of ‘Teaching Schools’ with strong collaborative links working across our local school network.

You will work with and mentor students in small groups with a maximum of five students or individually 1:1. You will also work alongside the main teacher to identify and support students who require further assistance. There will also be the opportunity for occasional cover of lessons for an absent teacher. Full cover work is provided by the teacher and the task would involve ensuring that students learning is not disrupted by the absence and continues seamlessly.

This is a 1 year fixed term contract in the first instance however, the Academy is eager to support those who may wish to move forward into a career in teaching and there is potential for this initial post to lead to a permanent post.

The successful candidate will have the ability to connect with and work alongside students to promote supportive working relationships, enabling them to catch up with any gaps in learning caused by the COVID19 situation. The current situation has highlighted in a much clearer way inequality gaps. We have a diverse student body some from disadvantaged backgrounds some shy or lacking in self-esteem and the role would be to support and encourage their learning potential

- You will have a professional attitude along with a friendly approachable demeanour.
- You will be flexible and able to work successfully in different areas of the Academy
- You will be able to help formulate Ideas to support new learning in the classroom.
- You will be educated to Graduate level in Mathematics, Science, English, Psychology, History, Engineering or a related subject with a minimum of a 2:2
- You will be passionate about supporting students to reach their full potential both academically and personally to enable them to move forward into the world and achieve their full potential.
- You will, as with all staff take a leading role in the development of the Academy moving forward.
- You will possess a keen emotional intelligence along with high levels of Literacy and numeracy and be able to encourage student ‘buy in’ to their learning.

Bexhill Academy is a thriving community of like-minded professionals dedicated to the teaching and learning of local children. We boast a happy working environment with staff wellbeing and career aspirations an important part of Academy life.

If the possibilities of this post excite you and you would like to have a further conversation about it, please contact Executive Principal, Catherine Davies [catherine.davies@bexhillacademy.org](mailto:catherine.davies@bexhillacademy.org)

Further information and an Academy application form may be found on the Academy website [www.bexhillacademy.org](http://www.bexhillacademy.org)

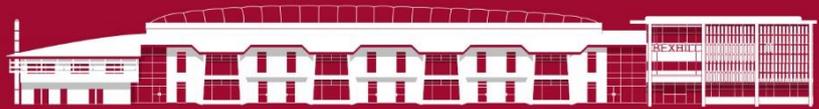
**Closing Date for applications:** 9.00am Thursday 6<sup>th</sup> January 2022

**Interviews** – Tuesday 11<sup>th</sup> January 2022

Please send completed applications directly to Catherine Davies, Executive Principal.

We very much look forward to hearing from you.

***Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).***



**Post:** Academic Coach

**Hours and Basis:** 32.5 hours per week, term time only. This is a one year fixed term appointment in the first instance with the potential to lead to a permanent post.

**Salary:** Unqualified Teacher Scale Point 1-2 (£17,682 - £19,739 per annum), negotiable for the right candidate.

**Accountable to:** Assistant Principal/Vice Principal/Executive Principal

Principal Accountabilities:

**What is the purpose of the job?**

- To mentor students in small groups or 1:1 under the direction of the Teacher
- To assist the class teacher in identifying and supporting students who require further assistance.
- To cover occasional lessons for an absent teacher to ensure student learning is not disrupted.

**What do you have to do?**

- Under the instruction and direction of the classroom teacher, you will take small groups (no more than five students) or one to one with a student to ensure that their learning gaps are successfully filled.
- You will identify the learning style that best suits the students to enable positive learning experiences
- You will pass on your enthusiasm for the subject and encourage and support students who are finding learning difficult.
- You will encourage and support students some from disadvantaged backgrounds and those who are shy or lacking in self-esteem to grow and be more confident in the subject.
- You will at times be asked to cover a lesson for an absent teacher. Cover work will be available and you will cover the lesson ensuring seamless learning for the students.
- You will report back to the absent teacher upon their return and alert them of any issues that may have arisen.
- You will be a fully function member of the Academy community and will be expected to attend staff briefings and any full staff or department meetings as directed.

**STAFFING**

**Staff Development: Recruitment / Deployment of Staff:**

- to take part in the academy’s staff development programme
- to work as a member of a designated team and to contribute positively to the team ethos.

**Quality Assurance:**

- to contribute to the quality assurance procedures and policies of the academy.

**Management Information:**

- to maintain appropriate records and to provide relevant accurate and up-to- date information as appropriate for teaching colleagues/parents and carers and external agencies.
- to be responsible for developing and maintaining personal professional development records.

**Communications:**

- to communicate effectively with colleagues, the parents of students as appropriate
- where appropriate, to communicate and cooperate with persons or bodies outside of the school
- to follow agreed policies for communications in the academy

**Management of Resources:**

- to contribute to the process of the ordering department supplies through the appropriate channel.

**Other Specific Duties:**

- to play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- to continue personal development as agreed
- to comply with the academy's health and safety policy and undertake risk assessment as appropriate

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title. The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

*The successful applicant will be subject to an Enhanced DBS check.*

## PERSON SPECIFICATION

Job title:

Academic Coaching

Criteria	Essential	Desirable
Education	Good 'all round' education High levels of Literacy and Numeracy	
Qualifications	Graduate level in Mathematics, Science, English, Psychology, History, Engineering or a related subject with a minimum of a 2:2	First Aid Qualification
Experience	Varied academic and life experiences	Experience with Students 11-16 years old Experience within an educational setting
Knowledge	Excellent subject knowledge Computer literate	Knowledge of Safeguarding
Skills and Abilities	High levels of Literacy and Numeracy Good telephone manner Excellent Communication Skills	
Personal Qualities	Keen emotional intelligence Excellent communication skills An ability to create an enthusiasm in others for your subject. An understanding of confidentiality Professional attitude Flexible attitude Friendly approachable demeanour	
Commitment and other requirements		