Progress and Aspiration Coach
Job Description

Key role/functions:

Support the raising of aspirations of students in our Inclusion Base, the Element Centre, by removing the barriers to learning through developing strategies in order to secure more rapid student progress.

Develop and maintain effective and supportive relationships with students and those engaged with them.

Provide personal, social and learning support and guidance to individuals and groups of students.

Address the needs of students with behavioural or social issues.

Liaise with relevant professionals both internal and external including Head of Year, Senior Leadership Team, Educational Psychologists, and paediatricians, SENDCO, CAMHS, Safeguarding Officer and Social Workers

Specific Duties and Responsibilities

1. **Support for Students**

- To meet with students regularly to produce a high quality progress and aspiration plan aimed at raising levels of progress and supporting the identification and achievement of ambitious personal goals.
- Establish productive, supportive, working relationships with students acting as a role model and setting high expectations.
- Maintain regular contact with parents/carers to encourage home/school relationships.
- Support the teachers in developing a culture of positivity, respect and achievement within the student body in the Element Centre.
- Good knowledge of a range of activities, courses, opportunities and organisations that can offer support for student achievement.
- Undertake daily supervision duty at lunchtime.
- Support the re-integration of students following fixed term exclusion.
- Assist students to make successful transition at key stages in their learning.

2. **Support for The Element Centre Teachers/Leaders**

- Support the teachers in preparing for and attending parental meetings and any other centre events relevant to each cohort of students.
- Play a key role in the securing of improved attendance, reduced persistent absence and excellent punctuality in each cohort.
- Assist in the compiling and quality of student reports.

- Provide progress data to support the reintegration of the students back to school and assist Year Teams, Form Tutors and Subject Teachers in the progress of student's achievement and raising of aspiration.
- Attend meetings including Core Group meetings, Child in Need meetings and Team around the Family meetings, preparing and submitting reports as necessary and take Lead Professional role as appropriate.
- Play a key role in implementing the college Anti-bullying Policy.
- Play a crucial role in ensuring the welfare of the students in each cohort.
- Regularly update student records to ensure consistency and accuracy.
- Support the teachers in ensuring accuracy of registers / reports.
- Communicate effectively with parents / carers regarding student welfare and progress.
- Respond quickly and effectively to students displaying challenging behaviour.
- Attend Pastoral Support Meetings (PSM) fortnightly.
- Responsible for budgetary accounting and planning of rewards, trips/visits and retreats for specified year group.

3. Support for College

- Support the realisation of the Element Centre's Mission statement and its value statements.
- Contribute to the overall ethos/work/aims of the Element Centre.
- Point of initial contact for Operation Compass team.
- Recognise own strengths and area of specialist expertise and use to lead, advise and support members of the Pastoral Team.
- Undertake relevant training and Continuous Professional Development opportunities.
- Comply and assist in the development of policies and procedures relating to child protection, safeguarding, health and safety, confidentiality and data protection.
- Liaise with appropriate colleagues at all levels.
- To undertake any other duties and responsibilities as may be assigned from time to time which are commensurate with the grade of the post.

RELATIONSHIPS

Responsible to the Strategic Element Centre Manager / Assistant Headteacher Student Progress and Welfare

GENERAL

To be called upon to perform other duties that the Headteacher considers reasonable that are commensurate with the grading and description of this post.

SIGNATURES:
The school 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.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed .....
(P & A Coach)
Dated .....
(P & A Coach)

Signed .....
(Headteacher)
Dated .....
(Headteacher)