



LEAD SKILLS COACH

Job Description

1. JOB TITLE	LEAD SKILLS COACH
2. GRADE	SO/1
3. SUPERVISED BY	ASSISTANT PRINCIPAL
4. SUPERVISION EXERCISED	Directly: SKILLS COACHES Indirectly: Nil
5. CONTACTS	Internal: Staff and students External: External agencies, students, parents, schools and colleges.

Key objective of the role:

The key objective will be to effectively lead the skills coach team to work with students, teaching staff and parents to raise aspirations, confidence, retention and achievements for progression to further studies or employment, and to promote full attendance.

To promote a compassionate approach that supports, build and sustains positive relationships. To plan and deliver a range of activities and interventions for students, who may require additional support with the development of their personal skills, to enable them to fully participate in learning and to make progress.

- Develop strong relationships with curriculum in order to foster an environment that supports a proactive approach to student welfare and to staff and students.
- Under the guidance of the Assistant Principal to ensure the effective team working and line management of the skills coaches in promoting high levels of professional conduct and the effective use of resources.
- To provide individual support and feedback to newly recruited skills coaches and to colleagues on training programmes, acting as a mentor if required.
- To disseminate information to skills coaches and ensure that they are deployed effectively.
- Coordinate aspects of the school's induction programmes actively promoting and instilling our core values for students in conjunction with the Assistant Principal. This will include the use of formal and informal tools to gather information needed to identify academic and pastoral support.
- Coordinate the keeping of written records of individual students; check the communication logs (SIMS based), student passports and risk assessments as appropriate.
- To supervise the management of the caseload of students, ensuring each student receives 1:1 coaching sessions to discuss their progress, and to devise specific personalised programmes/or behaviour interventions.
- Develop a solution focused approach to meeting Social, Emotional and Mental Health needs, enabling learners to make good progress by working with teachers, other support staff, families and external agencies.
- To supervise and monitor the tracking of attendance, timekeeping etc. liaising with the Attendance Officer, targeting students whose attendance and timekeeping is a cause for concern.
- The ability analyse data to identify trends for target setting and informing strategies.
- Fully participate and contribute to professional discussions at weekly safeguarding team meetings, encouraging the sharing of good practice in order to continually improve on support processes and practices within the school.
- To attend Child in Need (CIN) and review meetings of students who have been assigned to the skills coaches' caseload under the guidance of the Designated Safeguarding Lead.
- Ensure that teachers are fully aware of students' individual problems and health difficulties.
- Establish positive relationships with students and to interact with them according to individual needs.
- To hold regular structured meetings to support goal setting and personal skills development.

- To establish and maintain a resource bank of appropriate materials for personal skills development for either individual or group use.
- Ensure that students' individual achievement folders (containing certificates, feedback, merits etc.) are properly kept as evidence for Families Days
- To actively promote The Skills Hub policy and deliver programmes that address bullying, harassment and all forms of discrimination.
- To ensure the facilitation and delivery of workshops that promote our values and assist students to develop their self-confidence, enterprise qualities and skills required for progression.
- To promote health and well-being and deliver appropriate sessions, organising and delivering sexual health events and drop-in services.
- To work with the careers/or transitions officer to coordinate the careers and employment programme, promoting progression and developing a holistic pre-employment programme for students that focuses on developing their practical employability skills (e.g., life plans, CV writing etc.)
- To help learners initiate and manage either by themselves or jointly with community organisers, a range of organised activities in school and in the community.
- To ensure that students understand their rights, complaints procedures and responsibilities.
- To participate in the recognition and celebration of student achievements through an array of award programmes.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Additional duties:

- Provide outreach to those students unable to access the curriculum within school.
- To ensure each activity is planned and adequately resourced assessed on the intent, implementation and impact of the activity.
- To ensure all students have chosen extended learning curriculum in advance of planned activities.
- Able to supervise afterschool clubs/programmes.
- To maintain appropriate records, including evaluation sheets from all activities and interventions for monitoring purposes.
- To be a reflective practitioner, evaluating and improving own practice.

- To take full advantage of any relevant training and development available and undertake any necessary professional development as identified in the School Development Plan and the performance management process.
- Support the Senior Leadership Team in all health and safety matters and take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- Support the marketing of courses both inside and outside the OHC&AT including attendance at open events. This will involve flexible working (i.e. occasional evenings).
- Undertake all duties and responsibilities in accordance with OHC&AT policies and relevant legislation, inclusive of Equal Opportunities, Health & Safety, Data Protection, Child and Vulnerable Adult Protection, Financial regulations and Quality frameworks. To report any concerns to the appropriate person.
- Undertake any other duties consistent with the objectives and level of responsibility of the post as may be required by the Senior Leadership Team and/or OHC&AT.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Data and Barring Service (DBS) as part of Orchard Hill College & Academy Trust's pre-employment checks

Person Specification and selection process

This person specification will be used for recruitment to the lead skills coach role. It will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

QUALIFICATIONS (list)	ESSENTIAL	DESIRABLE	TESTING METHOD
GCSE grade C or Level 2 equivalent functional skills in English and Maths	✓		Checked certificates
Foundation degree or Level 5 relevant qualification/skills		✓	Application form and certificates
STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE	TESTING METHOD
Level 3 Safeguarding qualification commitment to gaining within the first 3 months of employment	✓		Application form and certificates
KNOWLEDGE AND EXPERIENCE	ESSENTIAL	DESIRABLE	TESTING METHOD
Experience of working with students with social, emotional and mental health needs.	✓		Application/Interview
Interest in working with vulnerable students.	✓		Application/Interview
Experience of working with students with challenging behaviours in an educational setting.	✓		Application/Interview
Demonstrable effectiveness in promoting equality and diversity through challenging discriminatory behaviour and attitudes	✓		Application/Interview
Experience of successfully planning and delivery of a range extra-curricular activities e.g., Young Enterprise, drug awareness, Sports Leadership	✓		Application/Interview
COMPETENCES	ESSENTIAL	DESIRABLE	TESTING METHOD
Remains motivated, even when under pressure, to ensure that a high standard service to the customer is maintained	✓		Application/Interview
Excellent communication and facilitation skills with all stakeholders.	✓		Application/Interview
Evidence of staff development relating to supporting students	✓		Application/Interview

Excellent team-working skills with a record of working co-operatively to achieve individual and team goals	✓		Application/Interview
Highly developed written and oral communication skills and the ability to communicate effectively, both verbally and in writing, with all stakeholders	✓		Application/Interview
Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences	✓		Application/Interview
A solution focused thinker who is able to prioritise and manage time effectively	✓		Application/Interview
A high level of tolerance and an entirely non-judgemental compassionate approach to children whose behaviour may be challenging	✓		Application/Interview
Adopt a reflective and restorative and compassionate approach.	✓		Application/Interview

As part of Orchard Hill College & Academy Trust's pre-appointment checks, current and past employers will be contacted for short listed candidates

Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.