

1.1 Post Title: Coach Mentor

Responsible to: SLT

Grade: 7, Pt.13 -17

Hours: 37 hrs per week, 39 weeks a year (including 5 inset days)

1.2 Accountabilities:

- To Follow Radcliffe Academy Trust & Meadowbrook College procedures in safeguarding and child protection
- To engage with, support and mentor students who are challenging, disaffected and at risk, both socially and academically
- To support student's learning and positive learning behaviour in lessons and activity sessions
- To support the teaching/training staff in sessions to ensure that students are focussed on learning and good behaviour
- To support the leader of the programme to ensure the smooth day to day running of the programme
- To fully contribute to the staff team's and Meadowbrook's collective responsibility to secure outstanding outcomes for all students
- To key work a small number of students and be the link between home and school for these students
- To support young people (where appropriate) in successfully integrating to mainstream schools
- To play a key part in the planning and delivery of learning, break/lunch activities, group exercises or activity programmes and to contribute to other extended curriculum activities
- To play an integrated role at an appropriate level across Meadowbrook teams

1.3 Specific duties and responsibilities:

- To be committed to safeguarding, child protection and promoting the welfare of children and young people
- To play a key part in mentoring young people and to act as a positive role model, encouraging positive behaviour and thinking in all students
- To work as part of a team supporting students learning during lessons and activity sessions
- To supervise the work being undertaken by individual or small groups of students, some of whom might be deemed to be at most risk and may have challenging behaviour
- To deliver elements of the curriculum, under the guidance of the leader of the programme
- To supervise students from arrival to leaving, through all break times
- To lead and coordinate daily or weekly creative or sports activities. This will include completing relevant risk assessment forms and health and safety checks prior to the activities starting and liaising with external providers
- To ensure that all people involved in any session are supervised and safe whilst under your guidance
- To take part in supporting students during off-site activities, visits, trips including outdoor pursuits and residential educational activities
- To organise - facilitate in school mentoring sessions
- To promote an effective 'learning partnership' and be the main link for and regularly liaise with parents, carers, link staff in school and multi-agency teams as appropriate, to discuss and review students' progress
- To support strategies to maintain high attendance for the students and action non-attendance as advised and appropriate
- To take responsibility for some students on integration/transition programmes
- To assist and contribute to all students assessments student profiles, weekly updates, reviews and reporting
- To support strategies to maintain high attendance for the students and action any non-attendance
- To attend all staff relevant meetings/briefings, training sessions and others meetings as necessary
- To undertake relevant training when and where necessary
- To undertake any other duties commensurate with the post as directed by the Headteacher
- To fulfil all health and safety responsibilities as identified in Meadowbrook H&S Policy
- To participate in Meadowbrook College Performance Management Scheme for staff
- To actively promote Meadowbrook restorative principles and practices

This post holder is responsible for ensuring that all Radcliffe Academy Trust Child Protection Policies are adhered to and concerns are raised in accordance with these policies

The nature of this post will require flexibility to meet urgent work needs as they arise. This will inevitably entail some work outside normal office hours. The job description therefore is not intended to be exhaustive. The post holder will be expected to adopt a flexible attitude to the duties which may have to be varied after discussion, subject to the needs of the Service and in keeping with the general profile of the post.

A review of this job description will be carried out as part of the annual appraisal.

Person Specification

	Essential	Desirable
Experience		
Experience of working with children and or young people in either youth work or school settings	✓	
Experience of working with disaffected challenging and vulnerable young people	✓	
Experience or understanding of work in a multi-racial diverse community and some knowledge of strategies to tackle issues of equality whilst promoting social justice	✓	
Experience of planning and delivering sessions in a small group or 1:1 basis	✓	
Knowledge		
Knowledge of computer functions and word processing	✓	
Knowledge of restorative approaches		✓
Understand the importance of positive role modelling	✓	
Skills/Abilities		
Ability to build positive relationships with young people, their parents and work closely with individuals and organisations	✓	
Ability to resolve problems fairly and without prejudice and recognise discrimination in its many forms	✓	
Ability to work as a team member with a structured, organised approach to work	✓	
Ability to employ strategies to improve a young person's self-esteem and self-worth through a co-ordinated programme	✓	
Ability to offer a specific skill that can further enhance the personal development of our students		✓
Committed to safeguarding, child protection and promoting the welfare of children and young people	✓	
Ability to use initiative in planning structured, varied and interesting sessions that will encourage pupils to enjoy and achieve	✓	
Qualifications		
Maths and English GCSE or equivalent qualifications	✓	
Achievement of, or working towards a recognised teaching, youth work and/or NVQ Level 2 (or equivalent) coaching qualification		✓

Current Driving Licence and a willingness to use own car.	✓	
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