



# Achievement Coach Job Description

<b>POST TITLE:</b> Achievement Coach	
<b>DEPARTMENT:</b> Centre for Student and Community Engagement (CenSCE)	<b>DATE COMPILED:</b> 12/09/2022
<b>WAGE:</b> £9.50 per hour basic pay, plus £1.15 per hour holiday supplement	<b>HOURS PER WEEK:</b> up to 7 hours per week
<b>DURATION:</b> 10 weeks to be undertaken between January and April	
<b>IMMEDIATE LINE MANAGER:</b> Widening Access and Outreach Coordinator	
<p><b>JOB PURPOSE:</b> To provide supplementary academic coaching and/or classroom assistance to support the attainment of identified secondary school pupils.</p> <p><b>PRINCIPAL DUTIES AND RESPONSIBILITIES:</b></p> <ol style="list-style-type: none"> <li>1. To support pupil attainment and engagement with learning.</li> <li>2. To complete and return all necessary monitoring, evaluation and administration in a timely manner.</li> <li>3. To be a positive role model for pupils, acting responsibly and appropriately when working with young people and school staff.</li> <li>4. To support pupils' self-esteem, motivation, confidence, persistence and application.</li> <li>5. To help pupils see the connection between studies in which they are currently engaged and the future stages in their development.</li> <li>6. To network, share best practice and provide peer support to other coaches.</li> <li>7. To complete all training, induction and checks as requested.</li> <li>8. To submit all timesheets in a timely manner.</li> </ol> <p><b>ADDITIONAL INFORMATION:</b></p> <ol style="list-style-type: none"> <li>9. Students are expected to make their own travel arrangements to and from their school placements, except in exceptional circumstances, which require prior agreement by CenSCE.</li> </ol> <p><b>SPECIAL REQUIREMENTS:</b></p> <ol style="list-style-type: none"> <li>10. All applicants must have no spent or current convictions relating to children and must be willing to undergo Disclosure and Barring Scheme (DBS) application with satisfactory results. Applicants must agree to this information being shared with partner schools.</li> <li>11. All applicants must be current Higher Education students of Nottingham Trent University or the University of Nottingham.</li> </ol> <p>All participants are expected to comply with the University's Health and Safety, Safeguarding Children and Equal Opportunities policies, along with those of the school in which they are performing their duties.</p> <p><b>N.B.</b> The postholder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.</p>	
<b>JOB DESCRIPTION DRAWN UP BY:</b> Peter Cassidy <b>Date:</b> 12/09/2022	



# Achievement Coach Person Specification

<b>NOTTINGHAM TRENT UNIVERSITY</b>	<b>PERSON SPECIFICATION</b>
<b>POST TITLE: Students in Classrooms Achievement Coach</b>	
<b>DEPARTMENT: Centre for Student and Community Engagement (CenSCE)</b>	

<b>ATTRIBUTES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>SKILLS</b>	<ol style="list-style-type: none"> <li>1. Excellent communication skills to include; active listening, the ability to influence others and tailor information to suit the relevant target audience.</li> <li>2. Excellent teamwork skills.</li> <li>3. Ability to empathise with others and build productive working relationships.</li> <li>4. Ability to plan effectively and take responsibility for the quality and delivery of own work.</li> </ol>	
<b>ATTRIBUTES</b>	<ol style="list-style-type: none"> <li>5. A positive attitude to dealing with challenging situations.</li> <li>6. An adaptable approach to new situations, approaching them flexibly and with enthusiasm.</li> <li>7. A positive attitude to Learning and educational opportunities.</li> <li>8. Reliability.</li> </ol>	<ol style="list-style-type: none"> <li>10. Knowledge of educational and social issues facing children and young people, particularly those we aim to target for Widening Participation.</li> <li>11. An understanding of the current National Curriculum.</li> </ol>
<b>EXPERIENCE</b>		<ol style="list-style-type: none"> <li>12. Experience of working with Children and Young people.</li> <li>13. Experience of communicating with people from diverse backgrounds.</li> </ol>
<b>QUALIFICATIONS</b>	<ol style="list-style-type: none"> <li>9. A current HE student of Nottingham Trent University or University of Nottingham.</li> </ol>	<ol style="list-style-type: none"> <li>14. A relevant Post-16 qualification at grade C or above</li> </ol>