

## MATRIX ACADEMY

### Job Description – Numeracy/Literacy Coach

Reports to:	Assistant Headteacher
Salary:	Scale Group 2 Spine Point 5-8
Responsible for:	<ul style="list-style-type: none"> <li>• Engaging pupils with the curriculum in Numeracy or literacy.</li> <li>• Providing a secure and engaging learning environment to deliver learning to small groups or individual pupils.</li> <li>• Ensuring pupil progress in numeracy or literacy.</li> </ul>
Main Purpose:	<ul style="list-style-type: none"> <li>• Supporting pupils who are identified as underachieving, disadvantaged or in need of additional support in making progress towards surpassing their baseline levels/grades.</li> <li>• Give pupils support in catching up and/or progressing with the rest of their year.</li> </ul>
Main Activities:	<ul style="list-style-type: none"> <li>• Working with small groups of pupils to deliver sections of the curriculum.</li> <li>• Give 1 to 1 tuition to pupils where the need is identified.</li> <li>• Identifying pupils in need of support, given the appropriate data.</li> <li>• Set up weekly schedules of pupils in need of additional support.</li> <li>• Monitoring the progress of those pupils who receive support and intervention.</li> <li>• Provide support through breakfast clubs.</li> <li>• Run homework clubs to support pupils in their independent learning</li> <li>• Prepare and research engaging and innovative small group work and 1 to 1 resources to impact on the learning of the pupils.</li> <li>• Assess pupils' progress and impact of support through testing before and after support</li> <li>• Reporting to senior staff on the pupils identified, detailing the progress made and the impact of the interventions.</li> <li>• Develop skills and knowledge of the curriculum through training and personal research.</li> <li>• Plan, deliver and evaluate summer schools and numeracy/literacy camps during summer holidays.</li> <li>• Attend and deliver no more than 5 evening sessions throughout the academic year to parents.</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community and to support its distinctive mission and ethos.</li> <li>• Promote and safeguard the welfare of children and young persons you are responsible for or come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> </ul>

	<ul style="list-style-type: none"> <li>• Contribute to the overall ethos/work/aims of the school and supports its distinction mission</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Participate in training and performance development as required</li> <li>• Any other duty as deemed appropriate to the post by the Headteacher.</li> </ul>
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This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

**MATRIX ACADEMY TRUST**  
**Person Specification – Coach**

Factors	Essential or desirable	Measured by A - application S - selection method I - interview
<b>Qualifications</b>		
Adequate level of literacy and numeracy (GCSE grade C or equivalent in English & Maths).	E	A/I/S
Well qualified in your specialist subject area (e.g. A Level, Degree or equivalent qualifications).	E	A/I/S
<b>Experience and Knowledge</b>		
Working with or caring for children of relevant age	D	A/I
Supporting children's learning in a school or tuition environment	D	A/I/S
Computer and keyboard skills and to be able to operate relevant office equipment and IT packages to support learning	E	A/I
General understanding of national curriculum and other basic learning programmes and strategies	E	A/I/S
Basic understanding of child development and learning	E	A/I/S
<b>Practical Skills, Personal Qualities and Behavioural Attributes</b>		
Excellent verbal and written communication skills	E	A/I/S
Good time-management, organisational skills and work-planning	E	I/S
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	I
Excellent inter-personal skills, with both children and adults	E	I/S
Self-motivated and enthusiastic	E	A/I/S
An open, honest and active listener	E	I
An ability to remain calm when under pressure	E	I/S
A friendly, professional and respectful approach which demonstrates support and a commitment to providing a quality service	E	I/S
Confidence to work independently with small groups of pupils and on a 1-to-1 basis	E	I/S
Committed to the needs of the pupils, parents and other stakeholders and challenge barriers and blocks to providing an effective service	E	A/I
Ability to motivate and enthuse pupils and instill a love of learning	E	A/I/S

*Matrix Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All posts within Matrix Academy Trust are subject to pre-employment and vetting checks as required by Keeping Children Safe in Education, including satisfactory references and enhanced criminal record checks with the Disclosure and Barring Service (DBS).*