

# THE RADCLIFFE SCHOOL

## INSPIRE AND ACHIEVE

### Learning Coach

£24,587.00 per annum full time salary  
£21,336.60 per annum actual salary  
(37 hours per week, 39 weeks per annum)

Candidate Information



# Learning Coach

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We require a Learning Coach to join our busy and vibrant school to work within the school's Learning Support Centre.

The Learning Support Centre (LSC) is an environment designed to reduce the numbers of students receiving a formal Fixed Term suspension. Responsibilities will include implementing agreed work programmes with individuals and small groups of students who have been removed from the school community for a short period in addition to preparing and managing resources. This role will support the reintegration of these students back into the community following their placement within the LSC, and help deliver a programme of after-care, monitoring and mentoring designed to prevent future placements in the LSC or Fixed Term suspensions.

It is essential that the successful candidate will already have at least two years' experience of working with young people. Further training will be provided.

If you are a team player with a flexible approach and a positive, can-do attitude, we would like to hear from you.

To find out more, please go to [www.radcliffeschool.org.uk](http://www.radcliffeschool.org.uk) to download information about the post and an application form, or contact Jo Moloney, HR Manager, on 01908 682 289. The deadline for applications is 9am on Monday 3 June 2024.

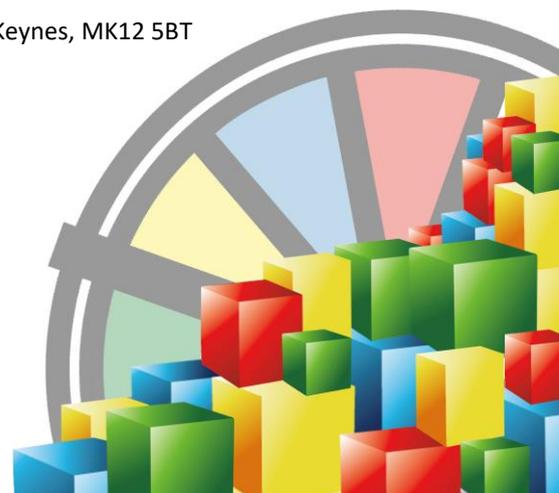
The Radcliffe School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. This post requires an enhanced DBS disclosure. We are an equal opportunities employer.

The Radcliffe School, Christchurch Grove, Wolverton, Milton Keynes, MK12 5BT

Tel: 01908 682 222

[www.radcliffeschool.org.uk](http://www.radcliffeschool.org.uk)

Headteacher: Paula Lawson



### **Objectives of the role:**

- To work under the direction of those staff leading on Behaviour and SEND to provide support to the Pastoral and SEN Teams and contribute to the smooth running of the school.
- To support students to manage their behaviour and access the full curriculum, in mainstream lessons, group or one to one interventions.
- To support students with reintegration into lessons.
- To support behaviour management within the classroom and across the school.
- To work with students, staff and parents/carers to manage challenging behaviour proactively through well-defined routines, highly positive relationships, a restorative approach and use of proportionate and personalised rewards.
- To support students in isolation when not supervising a lesson.
- To be an ambassador for the school presenting the highest standards of respect and confidentiality at all times.
- To assist in the smooth and efficient running of the school.

### **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health and safety, equal opportunities, security and confidentiality, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training and other learning activities as required.
- Create and maintain an up to date Job Handbook.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training and development opportunities.
- Ensure compliance by self and others with all health and safety policies and procedures.
- Ensure safe use by self and others of equipment and materials.
- Establish constructive relationships and communication with staff, parents, students and external agencies.
- Attend and participate in regular meetings, including team briefings.
- Treat all users of the school with courtesy and consideration.
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all.
- Promote and ensure the health and safety of students, staff and visitors at all times.
- Work flexibly when required.
- Maintain an up to date Asset Register where appropriate.



## PERSON SPECIFICATION

Specification	Essential	Desirable	Evidence
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Willingness to work flexibly when required.</li> <li>• Excellent numeracy and literacy skills / GCSE (or equivalent in Maths and English).</li> <li>• Willingness to undertake induction training.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of school/education-related qualification or training.</li> <li>• Qualification in first aid at work, health and safety, fire prevention, IT user certificate (ie ECDL).</li> </ul>	Application form and interview
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with or caring for children or young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience as a Teaching Assistant, preferably in a secondary school.</li> </ul>	Application form and interview
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Willingness to develop knowledge of how to use specialist equipment / resources.</li> <li>• Ability to relate well to children and adults.</li> <li>• Work constructively as part of a team, understanding school roles &amp; responsibilities and your own position within these.</li> <li>• Strong inter-personal skills.</li> <li>• Ability to identify own training &amp; development needs &amp; cooperate with the Line Manager to address these.</li> <li>• Team player.</li> </ul>		Application letter and interview
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent interpersonal skills - ability to communicate well with students, parents and staff.</li> <li>• Ability to inspire, challenge and motivate staff and students.</li> <li>• Ability to ask for advice and support where necessary.</li> <li>• Self motivating with a positive outlook.</li> <li>• Ability to work to deadlines and under pressure.</li> <li>• Commitment and enthusiasm.</li> <li>• Dependability and sound organisational skills.</li> <li>• Understanding of own strengths and areas for development.</li> <li>• Good time management.</li> <li>• Administrative efficiency.</li> <li>• Ability to deal calmly with different situations as they arise.</li> <li>• A good sense of humour.</li> </ul>		Interview and References

The Radcliffe School has a professional dress code for staff and is a non-smoking workplace. We expect our staff to have a professional and positive approach and to actively collaborate with colleagues in providing the best possible learning experience for our students.



## **HOW TO APPLY**

The following guidelines are designed to help you submit a job application in line with our requirements. Please ensure that you comply with the instructions below as, if you do not, the panel will not shortlist you. If you require clarification or have any questions regarding the application process, please contact Jo Moloney, Personnel Manager on 01908 682 289 or [jo.moloney@radcliffeschool.org.uk](mailto:jo.moloney@radcliffeschool.org.uk).

### **Application Form**

Please complete all the sections of the form in full, giving as much detail as possible. Once completed, you must sign and date the application form to confirm that the information and any attachments are correct. Note that CVs will be accepted only if an application form and covering letter are also included in the application.

### **Equal Opportunities Monitoring**

Please ensure that you have completed the online Equal Opportunities Monitoring form or attach the Equal Opportunities Monitoring Form to your application.

Please send these documents to [jo.moloney@radcliffeschool.org.uk](mailto:jo.moloney@radcliffeschool.org.uk), to arrive by the closing date.

### **Shortlisting**

Shortlisting will be completed as soon after the closing date as possible. Shortlisted candidates will be contacted by telephone. We are unable to contact non-shortlisted applicants. If you have not heard from us within three weeks of the closing date you should assume that you have not been shortlisted for interview.

### **Interviews**

Interviews will be held at The Radcliffe School. Candidates may be required to complete a test or exercise relating to point(s) of the job description and criterion/criteria of the person specification.

Candidates who are invited for interview will be required to provide proof of their eligibility to work in the UK by producing verifiable documents. Candidates will be required to bring some photo ID with them on the day of the interview e.g. valid passport, driving licence or identity card.

### **References for shortlisted candidates**

All referees whose details are included on the application form will be contacted before the interview unless you have indicated that you wish otherwise. Appointments will not be confirmed until The Radcliffe School has received two satisfactory references (one must be from your current employer or, if you are not currently in employment, from your most recent employer), confirmation of your fitness for employment, an enhanced Disclosure & Barring Service disclosure and confirmation of your right to work in the UK. Teachers will be required to provide proof of their qualifications (degree certificate(s), QTS).

### **Disabled applicants**

The Radcliffe School welcomes applications from disabled people. If you require any adjustments to enable you to attend the interview please ensure that you have provided this information on your application form. If you are called for interview, please discuss any adjustments you may require to carry out the duties of the role with the interview panel so that the appropriate arrangements and any adjustments can be made if necessary.

(Under the Equality Act, a disability is defined as a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.)

