

**MATRIX ACADEMY TRUST**  
**Job Description – Numeracy/Literacy/Science Coach**

Reports to:	Deputy Headteacher
Responsible for:	<ul style="list-style-type: none"> <li>• Engaging pupils with the curriculum in numeracy or literacy or science.</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 or science</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/science camps during summer holidays.</li> <li>• Attend and deliver no more than 5 evening sessions throughout the academic year to parents.</li> <li>• Any other reasonable direction from the Headteacher</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example</li> <li>• Any other duties as directed by the Headteacher</li> </ul>