



Westhoughton
HIGH SCHOOL

Application Pack

After School Learning Coach (Casual Contract)
Support Staff



Job Description

Job Title	After School Learning Coach (Casual Contract)
Grade	Grade A SCP 2 TO 3 (£12.65 PER HOUR)
Primary Purpose of the Job	To assist with the operation of an out of school study club
Responsible to	Associate Assistant Headteacher

Main Duties

- To assist with the operation of a study club for learners who attend Westhoughton High School under the supervision of teaching staff.
- To prepare activities and assist in programme planning.
- To encourage involvement and support for the study club.
- To ensure the classrooms and resources are looked after and kept in good condition.
- To work within agreed policies and maintain good practice and to carry out all responsibilities within an equal opportunities framework.
- To deliver a reliable and welcoming service, developing excellent relationships with learners and school staff.
- To help to create a purposeful, orderly and productive learning environment.
- To work effectively with other team members.
- Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop.
- Contribute to the overall ethos, work and aims of the school.
- Participate in training and other learning activities.

The post-holder will also be expected:

- ✓ To set a high standard of personal conduct and commitment to Customer Service.
- ✓ To dress and act at all times as an example to the learners and to create a professional image.
- ✓ To be aware of and comply with policies and procedures relating to child protection, health and safety, security, GDPR, data protection and confidentiality, reporting all concerns to an appropriate person.

Date Job Description prepared: July 2025

Job Description prepared by: School Business Manager



Person Specification

Job Title After School Learning Coach

STAGE ONE Disabled Candidates are guaranteed an interview if they meet the essential criteria

MINIMUM ESSENTIAL REQUIREMENTS	METHOD OF ASSESSMENT
1. Skills and Knowledge	
<ul style="list-style-type: none">Understanding of learning at KS3 and KS4.Understanding of a quality service and how to treat learners in a sensitive and responsible way.Ability to respond to and meet individual needs and build professional relationships.Good organisational skills.Understanding and commitment to equal opportunities.Awareness of safeguarding principles and safe working practices.Good interpersonal skills demonstrated by friendly, outgoing manner.An ability to work on own initiative.Work constructively as part of a team, understanding your own position within these.Excellent communications skills, verbal and written, and an ability to relate to learners and to staff at all levels. <p>Competencies The school's competencies, which are considered essential for all roles, are in the attached Core Competencies document.</p>	Application Form/Interview
2. Personal Qualities and Beliefs	
<ul style="list-style-type: none">Excellent organisation and prioritisation skills.Values diversity.Alignment with Westhoughton LEARN ethos.Optimistic outlook – a belief that the work we do makes a difference to others.Honest, reliable, open minded, modest and full of integrity.Excellent time management skills.Able to listen and respond in an emotional intelligent manner.Good attendance and punctuality.	Application Form/Interview
3. Experience/Qualifications/Training etc.	
<ul style="list-style-type: none">GCSE Grade 7-9 in at least one GCSE.	Application Form
4. Work Related Circumstances	
<ul style="list-style-type: none">Willingness to undertake appropriate training.The ability to work on a Wednesday afternoon/evening.This post is subject to an enhanced disclosure and a barred list check from the Disclosure and Barring Service. <p>Note to Applicants: Please try to show in your application form, how best you meet these requirements.</p>	Application Form/Interview

Date person specification prepared: September 2024

Person specification prepared by: School Business Manager



Core Competencies

These core competencies are considered essential for all roles within this school. Please be prepared to be assessed on any of these during the interview process and, for the successful applicant, throughout the probationary period.

Developing Self and Others

Promote a learning environment to embed a learning culture. Support others to develop their skills and knowledge to fulfil their potential. Actively pursue your own development.

Civil Contingencies

Bolton Council has a statutory duty under the Civil Contingencies Act 2004 to respond in the event of an emergency. If the Emergency Management Plan is activated, you may be required to assist in maintaining key council services and supporting the community. This could require working outside of routine working hours and working from places other than your normal place of work.

Equality and Diversity

Uphold the principles of fairness and the Equality Act 2010 in all undertakings as an employee of the school, including providing a fair, accessible service irrespective of customer's race, religion, gender, sexuality, disability or age.

Customer Care

The ability to fully understand, assess and resolve the needs of all customers including those who present with complex situations, in a manner that respects dignity and expresses a caring and professional image.

Health and Safety

Take responsibility for the health and safety of yourself and others who may be affected by your acts or omissions, and comply with all health and safety legislation, policy and safe working practice, including participating in training activities necessary to your post.

Data Protection and Confidentiality

Ensure that any personal data or confidential data you hold is kept securely and is not disclosed, whether electronically, verbally or in writing, to any unauthorised third party. Follow school policies and procedures on dealing with personal information and information assets, including the Code of Conduct, Information Management, and ICT Acceptable Use. Personal or confidential data should only be accessed or used for school purposes.

Fluency Duty

Should you be required, as a regular and intrinsic part of your role, to speak to members of the public in English, you must be able to converse at ease with customers and provide advice in accurate spoken English, as required by the Immigration Act 2016.

Working Hours

The nature and demands of the role are not always predictable and there will be an expectation that work will be required outside of normal hours from time to time.

Safeguarding

This School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Should the role involve working with the above groups, you will be subject to an Enhanced Disclosure and Barred List check by the Disclosure and Barring Service.