**JOB DESCRIPTION**

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| --- | --- |
| **Job Title:** | Leadership Programmes Development Coach |
| **Base:** | Home |
| **Reports to:** | Head of Leadership Development | **Grade:** | NA |
| **Staff Responsibility for:** | None | **Salary:** | Negotiable |
| **Additional:** |  | **Term:** | 12 month contract with option to renew |

**JOB PURPOSE AND SUMMARY**

To provide development coaching to participants on our leadership development programmes to an exceptional standard, to be an advocate for Star Institute, part of Star Academies and to ensure high quality learning outcomes for all participants.

**KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

# Provide coaching and mentoring support to an exceptional standard

## Contract an effective coach/coachee relationship at the start of the process, maintain during the arrangement and effectively conclude.

## Be an advocate of Star Academies representing our values: Service, Teamwork, Ambition & Respect.

## Demonstrate a range of listening and questioning skills, model and engage coaches in dialogue and provide an appropriate balance of challenge.

## Deliver coaching sessions, whether remote or face-to-face, to a high standard that supports participants.

## Always being fully prepared for the session being delivered, arrive promptly, managing the time and ensuring a high quality learning experience for all participants

## Ensure coaching is responsive to the coachee, show empathy and encourage reflection, maintain confidentiality.

## Be open to receive feedback and give appropriate feedback including strengths and development needs.

## Feedback regularly to Star about concerns, attendance and any other issues as appropriate.

## Liaise effectively with, and support the work of the Star Institute to enable it to ensure the effectiveness of all its Leadership Programmes

# Other responsibilities

## Promote the Trust’s vision of ‘nurturing today’s young people, inspiring tomorrow’s leaders’.

## Champion the Trust’s values of ‘Service’, ‘Teamwork’, ‘Ambition’ and ‘Respect’.

## Contribute to the wider life of the Trust and the Star community.

## Carry out any such duties as may be reasonably required by the Trust.

# Records management

## All staff who create, receive, and use records in the course of their job are responsible for ensuring that records are managed appropriately. It is therefore likely that this post-holder will have responsibility for record-keeping as part of the role. Employees are required to be conversant with the Trust’s policies and procedures on records management.

This appointment is with the Trust on a contract basis and assessors will be set up as consultants. The job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be reviewed in negotiation with the employee in the future.

**PERSON SPECIFICATION**

|  |  |  | **Assessed by:** |
| --- | --- | --- | --- |
| **No** | **CATEGORIES** | **Essential/ Desirable** | **App****Form** | **Interview/Task** |
| **QUALIFICATIONS** |
|  | Degree-level qualification and Qualified Teacher Status | **E** | 🗸 |  |
|  | Evidence of training and relevant qualifications in educational and school leadership and management. | **D** | 🗸 |  |
| **EXPERIENCE** |
|  | Experience of leadership and management within and across school settings. | **E** | 🗸 | 🗸 |
|  | Experience of coaching to support leadership development or training programmes ideally in the education sector | **E** | 🗸 | 🗸 |
|  | Experience of coaching school leaders at all levels | **D** | 🗸 | 🗸 |
| **ABILITIES, SKILLS AND KNOWLEDGE** |
|  | An ability to employ a variety of coaching techniques, adapting the approach in accordance with the needs of the individual | **E** |  | 🗸 |
|  | Knowledge of what constitutes outstanding coaching and mentoring. | **E** |  | 🗸 |
|  | Knowledge and understanding of the current education sector and the challenges faced by school leaders at all levels | **E** |  | 🗸 |
|  | Excellent organisation and time management skills | **E** |  | 🗸 |
|  | Effective communication and IT skills | **E** | 🗸 | 🗸 |
| **PERSONAL QUALITIES** |
|  | Ability to work flexibly and to deadlines | **E** | 🗸 | 🗸 |
|  | Understanding of the need for confidentiality | **E** | 🗸 | 🗸 |
|  | Understanding of the significance of assessing a national qualification | **E** | 🗸 | 🗸 |
|  | Commitment to high standards of school leadership and educational excellence | **E** |  | 🗸 |
|  | Commitment to equality of opportunity | **E** |  | 🗸 |
|  | Ability to work efficiently and maintain high professional standards | **E** |  | 🗸 |
|  | A passionate belief in the Trust’s vision of ‘nurturing today’s young people, inspiring tomorrow’s leaders’. | **E** |  | 🗸 |
|  | A strong commitment to the Trust value of ‘Service’. | **E** |  | 🗸 |
|  | A strong commitment to the Trust value of ‘Teamwork’. | **E** |  | 🗸 |
|  | A strong commitment to the Trust value of ‘Ambition’. | **E** |  | 🗸 |
|  | A strong commitment to the Trust value of ‘Respect’. | **E** |  | 🗸 |
|  | Commitment to support Star Academies Trust’s agenda for safeguarding and equality and diversity. | **E** |  | 🗸 |
|  | Sympathetic to and supportive of the Mixed Multi-Academy Trust Model and ethos of the Establishment. | **E** |  | 🗸 |