**EASTBURY COMPREHENSIVE SCHOOL**

**Job Description**

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| **Post Title:** |  | **6th Form Academic Mentor** |
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| **Purpose:**  **Duties**  **And**  **Responsibilities** |  | The Learning Mentor will provide a complimentary service to existing teachers and pastoral staff in a school setting, addressing the needs of pupils who need to overcome barriers to learning, both inside and outside school, in order to achieve their full potential. S/he will work as part of a team including school staff and other agencies to ensure progress and achievement for pupils.  **Duties**  Work closely with teaching staff in identifying pupils at risk of underachieving  To take responsibility for identified pupils and supporting them to achieve their targets, utilising a range of motivational and practical strategies, including remote support for work and well-being.  In consultation with teaching staff, to draw up and implement an individual action plan for each pupil with whom work is undertaken – with a clear start and finish point.  To develop a 1 to 1 relationship with pupils in order to monitor their progress towards agreed goals and to monitor and support their well-being during this process.  To develop a knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for pupils.  To develop positive relationships and maintain contact with families and carers and facilitate the development of family support for the pupils- as a key worker.  To be the focus point between various agencies where a multiple agency approach is required for a target (eg ESWS, Social Care and Health, Community Health and Young Offending Team) so that the needs of the young person are met in a focused and integrated way – if required.  To use pupil tracking performance data in to support the identification, planning and implementation of intervention strategies to support the achieving of targets and goals.  To work in a variety of ways to support, motivate and challenge pupils to raise levels of achievement. These may include support in-class, one to one counselling, helping individuals and groups with work and developing skills, as well as developing and implementing Individual Action Plans.  To keep a detailed monitoring and progress record and to make it available to the Link Learning Mentor and the designated line manager in the school (s) worked in.  To undertake necessary administrative tasks relating to the duties of the post.  To keep abreast of new developments and initiatives relevant to the Key Stage 5 curriculum and provision.  To contribute to the continued development and monitoring of 6th form provision.  Where required to provide support during public examinations, this will include invigilating as well as scribing and reading. |
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| **Reporting to:** |  | Head of 6Th Form/SLT Link |
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| **Responsible for:** |  |  |
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| **Liaising with:** |  | Staff and students, parents, outside agencies, local authority. |
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| **Working Time:** |  | 35 hours per week |
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| **Salary/Grade:** |  | Scale 5 |
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| **Disclosure level** |  | Enhanced |
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| **Communications** |  |  |
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| **Proposed Other Specific Duties**: | | |
| To undertake personal professional development as agreed with the Headteacher and attend nominated training courses for professional development when necessary.  Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.  Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description  Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.  The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. | | |
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| This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. | | |

Headteacher: ………………………………………………….

Learning Mentor: …………………………………………

Date issued: ………………………………………………….