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| A close up of a logo  Description automatically generated | **Job Description****Academic Mentor** | A close up of a logo  Description automatically generated |
| **Title of post: Academic Mentor****Salary scale:** Scale 5 Point 13-17 |
| **Contracted working weeks:** Term Time + 5 days.**Hours per week:** 37 hours**Daily working hours**Monday – Thursday 8.15 am – 4.15 pm (to include 30 mins lunch break)Friday 8.15 am – 3.45 pm (to include 30 mins lunch break) |
| **General duties and responsibilities for the Academic Mentor*** To support the academy values and importance placed on academic success.
* To be a role model and champion for a very small group of students who have additional barriers to learning.
* To mentor and support these students with their academic learning.
* To work as a team alongside strategic leaders, other pastoral leaders, subject leaders, teachers and support staff to provide a safe, purposeful learning environment.
* To cover lessons on occasions if needed.
* To welcome students each morning to ensure that they have a smooth start to each day.
* To be highly visible and have a high profile around the academy.
* To support our approach to calm, controlled break and lunch times by providing sporting activities.
* To provide first response/learning call for incidents of student not living our values.
* To investigate and troubleshoot incidents, collecting accounts and referring incidents on where necessary.
* To monitor the punctuality and attendance of the group.
* To be a point of contact for parents and external agencies in relation to their barriers to learning.
* To help in the organisation of enrichment activities, school trips and visits as required.
* To undertake appropriate training and professional development as required
* To follow whole school safeguarding systems.
* To undertake any reasonable tasks commensurate with the title and grade of the post held.
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| **Line manager (also responsible for performance management)*** Associate Assistant Principal for Student Culture
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| **Person Specification*** Understand the importance and value of a good education.
* Have a positive ‘can do’ attitude.
* Be hungry to make a real difference.
* Be humble enough to accept feedback in order to continually improve.
* Be able to work as part of team and buy into the academy’s values.
* Feel empowered to take ownership over the provision for the cohort.
* Have a firm, but fair approach to behaviour.
* Be calm and logical under pressure.
* Be organised.
* Be able to develop positive relationships with parents.
* Be a positive role model through a commitment to high standards and smart, professional appearance.
* To be a confident user of ICT in order to support your role.
* To deal with staff, students and parents with sensitivity and confidentiality.
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| **Review arrangements**This document will be reviewed following end of year performance management reviews. However, either party may raise issues at any time that is appropriate. |

Signed………………………………………………… (Post holder)

Signed………………………………………………….. Principal

Date………………………………………..

An electronic copy of this document will be kept with your personnel records.