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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. | | |
| **Line manager (also responsible for performance management)**   * Associate Assistant Principal for Student Culture | | |
| **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. | | |
| **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.