


Name		<h1>Alec Reed Academy</h1> <h2>Job Description</h2>
Date drafted	January 2022	
Date reviewed		
		<p>The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at the ARA. It is not intended to be a comprehensive listing of every task that a ARA employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.</p>
<h3>MANAGEMENT DETAILS</h3>		
Job Title	Academic Mentor	
Location/work base	Alec Reed Academy Secondary Phase	
Grade		
Reporting to:	The Board of Governors through the Principal & CEO	
Line Manager	Assistant Principal	
Posts directly supervised:		
Staff or contractors indirectly supervised		
<h3>THE MAIN PURPOSE OF THE JOB</h3>		
<p>The main purpose of the job is to help ensure continuous improvement in the quality of tutoring for small groups along with the occasional support of teaching larger groups.</p> <p>Performance Targets will be set and agreed as part of the annual cycle of Appraisal and review.</p>		

SPECIFIC DUTIES AND RESPONSIBILITIES

To be read with reference to the ARA employment contract terms and conditions, a copy of which is available from the HR department.

1. Tutoring

The Academic Mentor shall carry out the professional duties of a tutor at Alec Reed Academy as circumstances may require, under the reasonable direction of the Principal and CEO of the Academy.

In each case having regard to the curriculum for the Academy, and with a view to promoting the development of the abilities and aptitudes of the students in any group as assigned:

- Planning and preparing course and lessons;
- Tutoring, according to their educational needs, the students assigned to him/her, including the setting and marking of work to be carried out by the student in school and elsewhere;
- Assessing, recording and reporting on the development, progress and attainment of students, including records on student attendance at lessons together with class and homework set and undertaken.

2. Other Activities:

- Promoting the general progress and well-being of individual students and of any group of students assigned to him/her;
- Providing guidance and advice to students on educational and social matters and on their future education and future careers, including information about sources of more expert advice on specific questions, making relevant records and reports;
- To carry out the function of Form Tutor as required, including the taking of an accurate and up-to-date form register and following the school procedures on student attendance, checking diaries, student uniform and issuing of notices, letters home and accompanying the form to appropriate assemblies;
- Making records and reports on the personal and social needs of students;
- Communicating and consulting with the parents of students;
- Communicating and co-operating with persons or bodies outside the school;
- Participating in meetings arranged for any of the purposes described above.

3. Assessments and Reports:

- Providing or contributing to oral and written assessments, reports and references relating to individual students and groups of students.

4. Professional Development:

(a) Appraisal:

- Participating in arrangements as adopted by the Academy for the assessment and review of his/her performance and that of other teachers.

(b) Review, Induction, Further Training and Development:

- Reviewing from time to time his/her methods of teaching and programmes of work;
- Participating in arrangements for his/her further training and professional development as a teacher including undertaking training and professional development which aims to meet needs identified in Appraisal objectives and targets or in Appraisal statements.

5. Educational Methods:

- Advising and co-operating with the Principal, Vice Principals, Assistant Principals and other teachers (or any one or more of them) on the preparation and development of courses of study, teaching materials, teaching programmes, methods of teaching and assessment and pastoral arrangements.

6. Discipline, Health & Safety:

- Maintaining good order and discipline among the students and safeguarding the health and safety of students and others authorised to be on the school premises and when they are engaged in authorised school activities elsewhere in line with the Academy Health and Safety Policy.
- Responsibility for his/her tutoring areas with regards to good order, health and safety, appearance and display.
- Ensure up to date knowledge and understanding of the Academy's Child Protection and Safeguarding Policy.

7. Staff Meetings:

- Participating in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements;

8. Cover:

- Supervising and, so far as practicable, teaching any students whose teacher is not available to teach them as requested by the member of staff in charge of cover in line with the cover policy.

9. Public and Internal Examinations:

- Participating in arrangements for preparing students for public and internal examinations and in assessing students for the purposes of such examinations and recording and reporting such assessments; and participating in arrangements for students' presentation for and any subject specific supervision during such examinations.

10. Management:

- Undertake whole school duties in accordance with published rotas, assist in the management of students when not in timetabled lessons;
- Taking such part as may be required of him/her in the review, development and management of activities relating to the curriculum, organisation and pastoral functions of the school.

11. Administration:

- Participating in administrative and organisational tasks related to such duties as are described above, including the management and supervision of persons providing support for the teachers in the school and the ordering, allocation, and best use of resources, minimising waste;
- Attending assemblies, registering the attendance of students and supervising students, whether these duties are to be performed before, during or after school sessions.