

Salary:	NJC Pay Scale,
Responsible to:	Assistant Headteacher (SENDCo/DSL), Designated Teacher (Assistant SENDCo)
Date of Job Description:	November 2023

Purpose of the Role:

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To challenge educational and social disadvantage by closing the academic gap and achieving the highest possible standards to prepare all Our Children (in care) to lead successful lives.

Specific:

We recognise that Our Children are significantly disadvantaged by the trauma they will have faced in their lives. National data informs us that this disadvantage is growing. The role of ATM will be to use mentoring skills to boost students' aspirations, confidence, self-belief and motivation.

The role of an ATM is primarily to provide meaningful intervention to further the academic progress of their identified students. ATMs will liaise with classroom teachers to create the most effective plan to support their students in either withdrawal (1-1) or in-class support.

Main Tasks and Responsibilities

General Duties:

- To act in accordance with FCAT's policies and procedures.
- To act as a role model and work in accordance with the Trust values: pride, ambition, respect, resilience, integrity and excellence.
- To encourage and promote non-discriminatory behaviour and ensure equality and diversity is sustained within FCAT and our academies.

- To ensure compliance with the General Data Protection Regulations and maintain confidentiality in your working practices each day. To ensure compliance with FCAT's Health and Safety Policy at all times.
- To adhere to FCAT's Safeguarding policy and procedures to ensure that the duty of care for all staff, including yourself to protect children and young people is maintained.
- Any other tasks and responsibilities reasonably appropriate to this post and grade.
- To attend mandatory training and participate in performance development as required.
- To work in support of the Team FCAT Work and Wellbeing Charter.

Key duties:

- Act primarily as tutor for each of identified cohort
- To provide in-lesson support when key concepts are being introduced and has been agreed as a priority to enhance outcomes.
- To liaise directly with classroom teachers to get learning materials to enhance understanding of key concepts and practise them.
- To establish an academic plan for each child using baseline data and specific objectives from each teacher
- To liaise directly with school Designated Teacher to provide regular (1/2 termly) academic progress reports
- To liaise directly with Virtual School staff regularly and provide a termly progress report.
- Closely liaise with Virtual School team members throughout the academic year.
- To provide direct input into Personal Education Plans (PEPs) around academic progress.
- Attend PEP meetings, with and on behalf of the Designated Teacher.
- Contribute to the setting of PEP (SMART) targets in collaboration with teaching staff.
- Attend Our Children Reviews, with and on behalf of the Designated Teacher.
- To provide 1-1, 1-2 and small group withdrawal work on the key subjects for each of the identified cohort.

- Provide weekly academic mentoring meetings that provide support and guidance to students to promote their academic resilience
- Having time limited (SMART), focused conversations with students, identifying the issues affecting their academic achievement and giving guidance to support academic achievement, great attendance and positive mental wellbeing.
- To discuss grades with students and to track, monitor and record achievement
- Implement strategies to build & develop the confidence of students and develop their academic progress and identify students' particular talents and encourage their excellence and engagement with wider enrichment opportunities.
- To assist curriculum delivery by providing assistance and coaching to individuals and small groups of students.
- To work closely with teaching staff to develop students' academic and organisational skills
- To undertake targeted one to one interventions and small group support for students as directed by curriculum staff and the Designated Teacher for Our Children as well as those on Child Protection and Child in Need Plans for Blackpool.
- Identify and refer to leadership when further targeted academic intervention or specialist/support might be needed.
- Be part of network of ATMS in Blackpool to share good practice and learning.
- Maintain confidentiality and adhere to safeguarding procedures
- Completion of all related administration or those asked for by a senior colleague