Crowmoor Primary School & Nursery

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**Headteacher: Mr A J Parkhurst JP**

**Deputy Headteacher: Mrs J Parkhurst**

**School Business Manager: Miss H Cave**

**Crowmoor Primary School Job Description**

Job Title: Academic Mentor

This post is fixed term until 31st August 2022 and is linked to

specific and targeted government funding.

Hours of Duty: Full time 37 hours per week

Salary: up to £19,000 per year

Responsible to: Line Manager Mrs Dowell or as agreed with Randstad

Approach the job at all times using the Co-operative and UNICEF Right’s Respecting school values.

**The Role**

Academic mentors are graduates or teachers who undergo intensive training before being placed in a school. Becoming an Academic Mentor allows you to make a real difference to pupils who have experienced disruption to their education due to the pandemic and who often have many additional barriers to learning. They need people who are passionate about education to give them the best chance. The post will make you an ‘in school’ resource, working alongside the pupil’s teacher to provide 15-hour blocks of targeted support to at least 70 pupils overall. Crowmoor’s Academic Mentors cover subjects including literacy, numeracy, and science across all age groups. They provide support tailored to our pupils, including subject-specific work, revision lessons and additional support. Focusing on small group (up to 6).

You will be in a unique position to build relationships, raise confidence and shape the future of these pupils.

If you’re a recent graduate this is an excellent opportunity to consider a vocational career in teaching, developing skills and experience in a school for your future career or you may be a qualified teacher looking to return to work after a career break.

**Responsibilities of the Role:**

* Working with Senior Leadership Team (SLT) in the school to identify the support each pupil needs
* Identify learning gaps and helping to shape bespoke intervention programme for pupils
* Plan and facilitate a programme of intervention to ensure that 1:1 pupils or groups of pupils make accelerated progress towards expected level of attainment
* Developing and delivering engaging sessions to support a range of learning styles with clear learning objectives, considering any barriers to learning or additional needs.
* Academic mentors will ensure that pupils make accelerated progress towards their expected level of attainment.
* Establish good working relationships with pupils, acting as a role model, showing them empathy and respect
* Provide feedback to pupils in relation to progress and achievement
* Use and adapt strategies appropriate for children with additional needs. Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
* Differentiate sessions in line with pupil’s ability. Providing specific individual support to pupils dependent upon their needs.
* Promote the inclusion and acceptance of all pupils
* Promote pupil’s self-esteem, resilience and independence
* Delivering measurable outcomes from each session to track progress. Ensuring that all pupils worked with have a baseline/input and output score to show progress.
* Returning the data required by the DFE or Randstad.
* You will provide additional support to help the pupils’ whose education has been most affected by lockdown. You will provide small group (1:3 up to 1:6) support both in school and for remote learning or after school revision sessions.
* Mark work and provide feedback in relation to progress and achievement of 1:1 pupils or groups in line with school marking policy
* Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
* In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
* Report pupil achievements, progress and issues as appropriate in agreed format.
* Undertake pupil record keeping to ensure there is clear evidence trail of pupil progress and report to line manager and class teachers. Maintain a register of intervention compliant with GDPR
* Effectively manage the behaviour of pupils Promote good behaviour, dealing promptly with conflict and incidents and
* Encouraging pupils to take responsibility for their own behaviour in line with the established school behaviour policy especially oink slips.
* Demonstrate secure and consistent safeguarding practice in all activities.
* Establish constructive relationships with parents/carers

**Interaction with Teachers**

* Liaise with class teachers to ensure that own planning is in line with the identified learning outcomes for individual children/groups.
* Discuss with teacher pupils’ individual needs and progress to ensure continuity in learning inside and outside the classroom
* Monitor pupils progress and ensure that teachers receive timely feedback and assessment data recording this on share-point as directed by Mrs Dowell.
* One-hour developmental/reporting meetings must take place with the line manager fortnightly to discuss pupil progress and to plan next steps

**Support for the Curriculum**

* • Plan and deliver structured and agreed learning activities/learning programmes, taking
* into consideration pupil learning styles
* • Undertake literacy/numeracy (agreed during appointment) programmes, recording
* achievements and progress and providing appropriate reports and feedback for the
* teacher
* • Support the use of IT in learning activities and develop pupils’ competence and independence in its use
* Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use
* The Postholder may be required to attend evening meetings to feedback on pupil progress

**CONTROL OF RESOURCES**

* To work in accordance with Financial Regulations and procedures of the School.

**Equipment/Materials**

* To be responsible for the safe use and maintenance of equipment/materials used by the postholder.
* To adhere to the School’s rules and regulations relating to the use of IT, e-mail and intranet/internet access.

**Health/Safety/Welfare**

* Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School’s Health & Safety policies and procedures and current legislation.

**Equality and Diversity**

* To work in accordance with the Authority’s/School’s Policy relating to the promotion of Equality and Diversity.

**Performance Management /Training and Development**

* The post holder will be responsible for assisting in the identification and undertaking of their performance management, training and development requirements in accordance with the School’s Policy.
* Attend staff meetings and training, plus Ranstad training days.
* You will additionally benefit from a custom program of online training via Liverpool Hope University. This will be one week of training for qualified teachers and two weeks for Graduates. During the training you will take part in live group sessions covering modules including: Behaviour Management, Peer Assessment, Planning and Assessment as well as subject specific content.

**Randstad Support**

* As part of the aftercare programme you will have access to a dedicated Recruitment Partner who will act as your single point of contact during your placement. Your Recruitment Partner will schedule time with both you and your school to support your onboarding and invite you to join peer support groups to share best practice as well as accessing sessions on mental health and wellbeing. Academic mentors must not be used as additional teaching assistants or learning support staff in the general classroom.

Drawn up September 2021

Review date September 2022