**Pond Meadow School**

**Job Profile: Academic Mentor**

**JOB DESCRIPTION**

**Organisational Relationships:**

Responsible to: Upper and Lower School Curriculum Leads, Maths and Literacy Leads

**Job Purpose:**

Under the guidance and supervision of the line manager:

* In line with the school vision and values: promote learning, equality, respect and independence.
* Enable access to learning for all pupils and assist class teachers in delivering targeted interventions to identified groups of pupils.
* Undertake learning, care or support programmes for individuals or groups of pupils.
* Deliver programmes for teaching communication, literacy and numeracy as well as to work with pupils on their Individual Education plans, assisting pupils to access the full curriculum.
* Help organise personalised classroom activities, prepare resources and maintain the learning environment.
* Monitor pupil progress and contribute to future planning as part of a team. Maintain records and pupil files.
* Provide support for pupil’s emotional and social development by encouraging and modelling positive behaviour in line with the school’s vision and values, Behaviour Policy and individual Positive Behaviour Support Plans/Risk Assessments.
* Ensure the physical welfare of pupils and assist them with physical needs adhering to manual handling guidelines as appropriate and agreed.
* Use skills and talents to lead small group and one-to-one targeted interventions for students.
* Communicate and liaise with other members of the school staff and the multi-disciplinary team to carry out therapy programmes and ensure the most effective academic, emotional and social provision.
* Lead lunchtime clubs for small groups of students, such as Bookworms and Brick Club.
* Supervise students from transport in the morning and on again in the afternoon, relaying any messages from parents or escorts to the relevant professional.
* Support pupils in any personal care programmes, including dressing, feeding and toileting for those where this is applicable. To clear up hygienically after any toileting or illness mishap.
* Support students during transitions in their lives working with colleagues to support students through difficult times.
* Participate in policy review and in giving feedback on documentation.
* Promote equal opportunities within the school
* Be responsible for promoting and safeguarding the welfare of children.
* Maintain confidentiality in and outside the workplace.
* Undertake any other reasonable duties from time to time as may be directed by the head teacher or his / her nominee.

**Assessment**

* Observe and report on student performance both through verbal and written means, adhering to agreed formats.
* Contribute to maintaining student records with the class teacher ensuring they are updated at agreed time intervals and that contributions are accurate and up to date.
* Contribute to the school’s assessment and monitoring processes to support pupil progress.

**Personal and Professional Conduct**

* Actively promote and demonstrate the school vision and values, policies and practices of the school and maintain high levels of attendance and punctuality.
* Lead by example and be a positive role model to all colleagues.
* Work flexibly across the school in the best interests of the children as deemed necessary by the Senior Leadership Team.

**Teaching and Learning**

* Model targeted routines/strategies/interventions to other members of support staff.
* Assist with the delivery of the curriculum and activities as planned by the class teacher. To use initiative to extend and assess activities as appropriate.
* Contribute to the planning of learning activities, including discussing expected learning outcomes with the teacher, agreeing upon success criteria and providing feedback for the teacher on progress towards outcomes.
* Plan and deliver specific curriculum subjects or interventions under the supervision of the class teacher and other professionals (Literacy and Maths Leads, Speech and Language Therapists, Occupational Therapists).
* Use specialist skills and training to implement strategies identified in pupil’s IEP’s that will benefit the children and raise standards.
* Create a positive working relationship and environment conducive to effective learning for students with severe learning disabilities.
* Utilise ICT and specialist communication devices and resources to support student’s learning effectively.

**Developing and Supporting Others**

* Take an active role in developing and supporting colleagues in their delivery of specific interventions. Encourage colleagues to develop their skills and work to improve the performance of all.

**Health and Personal Care**

* To support students in their learning by carrying out personal care routines.

**Wider School Responsibility**

* Work collaboratively with the Literacy Lead to develop and manage the library area in school.
* Provide positive and supportive feedback to students, Class Teachers and Senior Leaders.
* Communicate with therapists and contribute to and follow pupil’s individual therapy programs.

**Safeguarding and Behaviour**

* Organise and manage the classroom environment and learning activities in a way that keeps pupils safe.
* To follow class risk assessments for activities on and off-site.
* To follow and contribute to the school’s safeguarding systems in a timely and accurate manner, ensuring that all concerns are raised and followed up whilst adhering to confidentiality.
* To support pupils in their learning while working consistently to implement strategies in the individual behaviour risk assessment and support plans.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all the tasks that you may be required to carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the class teacher, Subject Leaders or members of the Senior Leadership Team.

This job description and person specification may be amended at any time in consultation with the postholder.

Last Review:

Next Review:

Headteacher/Line Manager’s Signature: ………………………………………………………

Date: ………………………………………………………

Postholder’s Signature: ……………………………………………………….

Date: ……………………………………………………….