

CITY ACADEMY NORWICH JOB DESCRIPTION

ACADEMIC MENTOR FOR ENGLISH AS AN ADITIONAL LANGUAGE

Line Managers job title:	EAL Coordinator / SENDCO
Salary:	Scale Point 12-17 Support Staff Scale FTE: £26,421 – £28,770 per annum Pro Rata: £23,834 - £26,423 per annum, including an allowance for holiday pay
Tenure:	Permanent
Contract type:	Term-time plus 2 weeks
Hours per week:	37.5

THE POST

City Academy Norwich is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 10 primary and 7 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as an Academic Mentor for English as an Additional Language.

As an Academic Mentor for English as an Additional Language you will be expected to deliver support and provision for English as an Additional Language students to ensure their smooth integration into school and academic progress. This will involve working closely with the EAL Coordinator and SENDCO to deliver intervention programmes for students with English as an additional language and supporting staff to implement reasonable adjustments in lessons to help overcome any barriers to accessing learning. This will also include responsibility for identifying, tracking and reviewing student progress, running intervention and demonstrating the impact of intervention programmes and providing advice and support to teaching colleagues.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

PERSON SPECIFICATION

- The ability to communicate clearly and tactfully using appropriate methods and

- an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

Personal Qualities

- Enjoyment of working with children
- Sensitivity and understanding, to help build good relationships with pupils
- A commitment to getting the best outcomes for all pupils, and promoting the ethos and values of the school
- Commitment to maintaining confidentiality at all times
- Commitment to safeguarding pupil's wellbeing and equality
- Resilient, positive, forward looking and enthusiastic about making a difference
- Capacity to inspire, motivate and challenge children and young people

Qualifications & Experience

The qualifications and experience required of an Academic Mentor for EAL are:

- A good level of literacy and numeracy;
- Courses completed, or a commitment to complete recognised training in EAL;
- Experience with EAL in an educational setting either Primary or Secondary;
- Experience of delivering intervention programmes.
- Experience of mentoring students with EAL.
- Degree (Not essential)

JOB SPECIFICATION

General Responsibilities

The Academic Mentor for EAL is responsible to the EAL Coordinator / SENDCO for delivering intervention programmes for students with EAL needs. This will include responsibility for identifying, tracking and reviewing student progress and demonstrating the impact of intervention programmes. Additionally the post holder will be:

- Communicating effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher
- Communicating their knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision
- Contributing to meetings with parents and carers by providing feedback on pupil progress, attainment and barriers to learning, as directed by teachers

- With the class teacher, keeping other professionals accurately informed of performance and progress, or concerns they may have about the pupils they work with
- Understanding their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers
- Collaborating and work with colleagues and other relevant professionals within and beyond the school
- Developing effective professional relationships with colleagues

Specific Responsibilities

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

Teaching and Learning:

The professional competencies expected of an Academic Mentor for EAL are:

- Experience of working with students who are EAL in either a Primary or Secondary setting;
- Experience of, or a willingness to carry out research and maintain a current knowledge of all areas of EAL, in order to identify and advise purchase of suitable resources;
- The ability to handle, track and analyse data;
- To have excellent interpersonal skills;
- To be approachable, courteous and able to present a positive image of the school to learners, parents and others;
- The ability to work constructively as part of a team;
- A willingness to be trained in other areas of need;
- To observe confidentiality, sensitivity and a commitment to providing the best possible opportunities to the learners;
- Strong organisational skills.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role
- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons
- Use their area(s) of expertise to contribute to the planning and preparation of learning activities, and to plan their role in learning activities
- Use allocated time to devise clearly structured activities that interest and motivate learners and advance their learning
- Plan how they will support the inclusion of pupils in the learning activities

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation.

They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

HOURS OF WORK

Paid Weeks per year	Term Time plus 2 weeks
Hours per week	37.5 hours per week
Normal working Pattern	Days & times to be discussed at interview / to fit the needs of the department
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
Annual leave entitlement	<p>Until 31st March 2024</p> <p>Annual holiday entitlement for full-time support staff is 36 days (including bank holidays), rising to 40 days after 5 years' service.</p> <p>From 1st April 2024</p> <p>Annual holiday entitlement for full-time support staff will reduce to 34 days (including bank holidays), rising to 38 days after 5 years' service.</p> <p>Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.</p>
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

REMUNERATION

- Point 12-17 of the Support Staff Salary Scale
- FTE Salary: £26,421 – 28,770 per annum
- Pro rata salary: £23,834 - £26,423 (subject to holiday entitlement)

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at 17.4% and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff.

DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

PRE-EMPLOYMENT CHECKS

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.