

SIR WILLIAM ROBERTSON ACADEMY		
JOB DESCRIPTION		
JOB TITLE: Academic Mentor in English		
REPORTS TO: Assistant Headteacher (Pupil Premium), Head of English or other nominated person		
1.	PURPOSE OF JOB: To support pupils in English through individually tailored programmes and small group tuition. To support pupils to overcome barriers to learning.	
2.	MAIN RESPONSIBILITIES, TASKS & DUTIES	
	i	To plan and provide individual and small group tuition for English.
	ii	To explain and break down tasks for pupils in accordance with their needs; to support their understanding and enable them to overcome barriers to learning.
	iii	To work collaboratively with teachers and other tutors to plan individual/small group intervention sessions to meet student's needs.
	iv	To provide feedback to students on their progress and achievement in collaboration with teachers.
	v	Maintain appropriate records of interventions and evaluate impact.
	vi	To develop knowledge of the range of programmes, activities, courses, opportunities that could be drawn upon to provide extra support for pupils.
	vii	To work closely with school staff who have responsibility for special needs pupils, EAL pupils and Pupil Premium pupils to ensure needs are met.
3.	MANAGEMENT OF PEOPLE None SUPERVISION OF PEOPLE None	
4.	CREATIVITY AND INNOVATION Scope for creativity within procedures, for example identifying ways to break down barriers to learning, innovation in dealing with specific child needs.	
5.	CONTACTS AND RELATIONSHIPS Contact with Headteacher, school employees, parents, pupils and other professionals.	
6.	DECISIONS	
	a) Discretion Work is carried out in accordance with legislation, child protection, behaviour management, policies and procedures.	
	b) Consequences Impact of service to pupil or group of pupils.	

7.	RESOURCES Learning materials.		
8.	WORK ENVIRONMENT		
	a) Work Demands Interruptions are intrinsic to the role but cause no major change to the overall task.		
	b) Physical Demands Some bending e.g. in a school with children's small desks/chairs.		
	c) Working Conditions Work is carried out in a well-ventilated and well-lit school environment.		
	d) Work Context Limited, however, postholder may experience some abuse or aggression from contact with		
9.	KNOWLEDGE AND SKILLS Proven track record of working with children for at least one year. Basic understanding of education system or a willingness to learn. Basic computer skills. Good communication skills both written and oral. Ability to understand the needs of the children and set appropriate targets.		
10	GENERAL		
Job Evaluation - This job description has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme as adopted by the Academy.			
Other Duties - The duties and responsibilities in this job description are not exhaustive The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.			
Equal Opportunities - The postholder is required to carry out the duties in accordance with Academy Equal opportunities policies.			
Health and Safety - The postholder is required to carry out the duties in accordance with the Academy Health and Safety policies and procedures.			
Safeguarding - All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school. The post holder will be subject to Safer Recruitment checks in line with the Keeping Children Safe in Education guidance, which includes an enhanced DBS check. This position will involve contact with children and, therefore, the post holder will be engaging in regulated activity relevant to children.			

	Name:	Signature:	Date:
Job Description written by: [Manager]			
Job Description agreed by: [Postholder]			