



# JACK HUNT SCHOOL (TRUST)



## A Specialist Language and Sports College

Bradwell Road, Peterborough, PE3 9PY  
Tel: (01733) 263526  
web: [www.jackhunt.net](http://www.jackhunt.net)  
email: [info@jhs.pkat.co.uk](mailto:info@jhs.pkat.co.uk)

CEO Peterborough Keys Academies Trust and Headteacher: Ms P J Kilbey, BEd (Hons) PG Dip Ed NPQH  
Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH  
Deputy Headteacher: Ms A M Ford, MA (Hons) Cantab MEd PGCE AST

***"A securely good school" – Ofsted January 2017***

## Academic Mentor

We require an Academic Mentor to deliver a tailored programme to support students who may have encountered barriers to learning as a result of COVID-19. The programmes will focus particularly on accelerating progress in literacy.

As an Academic Mentor you will play a key role in the country's recovery from COVID-19, as part of the government-backed National Tutoring Programme. Duties include leading literacy interventions to small groups of students, promoting reading and vocabulary development across the curriculum and offering be-spoke support to students to develop their confidence and resilience.

The appointment is full-time - 37.5 hours, 52 weeks.  
(to be worked between the hours of 8am – 4.30 pm as agreed with Line manager) This will largely be term time work but will involve some pre agreed holiday intervention work.

Salary £19,000 - £21,000 based on qualifications and experience.

The role is linked to and subject to external national funding therefore will be fixed term until 31 August 2023 in the first instance. The role could be extended into future fixed terms subject to ongoing funding.

**Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.**

**The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.**

***The Governing Body of Jack Hunt School is committed to safeguarding and promoting the welfare of children and young people.***

**Application form and further details available on the Trust website: [www.PKAT.co.uk/Vacancies](http://www.PKAT.co.uk/Vacancies)**

**Closing date: Wednesday 24 August 2022 at 9.00 am**



Our Head Prefect Team 2021-2022



A founder member of the Peterborough Keys Academies Trust registered in England and Wales as Company Number 1108321



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CEO Peterborough Keys Academies Trust and Headteacher: Ms P J Kilbey, BEd (Hons) PG Dip Ed NPQH  
Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH Deputy Headteacher: Ms A M Ford, MA (Hons) Cantab Med PGCE AST

## Welcome Letter from the Headteachers

July 2022

Dear Applicant

### Application for post of Academic Mentor

***The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Thank you very much for your interest in the above vacancy. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

Our priorities as a school are to continue the laser sharp focus on raising attainment and improving progress whilst providing a caring and aspirational environment for our students where they are given a range of opportunities to experience and excel in. We are an inclusive, truly comprehensive school committed to achieving the best outcomes for all our students. We want them to achieve more than they themselves thought possible.

We have won a number of Awards for our work, especially the exceptional progress our students make from their starting points; our students attend Russell Group Universities; represent England and Great Britain in a range of Sports; and contribute positively to the school and wider community. The successes we have had and the excellent reputation we have in the City has been as a result of the relentless hard work of the entire staff body.

In this post we are seeking someone who is keen to develop professionally and who is prepared to work in a collaborative way with colleagues. Individual contribution to teamwork and a positive 'can do' outlook is essential.

Our selection criteria for the post are clearly outlined in the documents on the school website for applicants. If you do truly want to make a difference to the lives and aspirations of our students and if you aspire to work in a supportive, professional environment with a learning and reflective culture, we would be very pleased to receive an application from you.

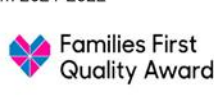
Yours sincerely

Ms P J Kilbey  
Headteacher  
CEO for Peterborough Keys Academies Trust

Ms K Simpson-Holley  
Headteacher



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## **PETERBOROUGH KEYS ACADEMIES TRUST JOB DESCRIPTION**

***The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

<b>Post :</b>	<b>Academic Mentor</b>
<b>Salary:</b>	<b>£19,000 - £21,000</b>
<b>Hours of Work:</b>	<b>37.5 hrs per week, 52 weeks</b>
<b>Accountable to:</b>	<b>Assistant Headteacher – Pupil Premium</b>
<b>Date reviewed :</b>	<b>June 2022</b>

### **Purpose of Job:-**

To play a key role in the country's recovery from COVID-19, as part of the government-backed National Tutoring Programme. To accelerate student progress by delivering programmes to develop literacy skills and improve confidence and resilience and so raise standards of achievement and to help students to reach their full potential.

### **Specific Duties:-**

- Lead small group interventions to accelerate progress in literacy for key identified students, including, but not limited to:
  - Phonics
  - Reading comprehension
  - Vocabulary expansion
  - Grammar for writing
  - Spelling
- Support with the regular assessment of literacy skills
- Contribute to the planning and preparation of adapted learning resources.
- Assess the needs of individual students and small groups and use specialist skills to support student learning.
- Make use of student attainment data in the monitoring of student progress and achievement within groups taught or individual students where responsibility is held.
- Provide feedback to students in relation to their progress and level of achievement.
- Provide detailed and regular feedback to the teacher on student achievement, progress and factors that could affect learning.
- Organise and manage an appropriate learning environment.
- Develop appropriate materials and resources which take into account students' individual needs.
- Support individuals or small groups of students to overcome additional barriers which maybe preventing them from accessing the full curriculum.

- Contribute to behaviour management and apply the correct procedures to ensure good behaviour as outlined in the school's Positive Behaviour Policy.
- To reward good behaviour and achievement in accordance with the school's Reward Policy.
- To ensure that mutual respect, self-discipline, mature behaviour and good work habits are encouraged.
- Liaise with key stage teachers to promote continuity and progression within the courses taught. Feeding back to the Curriculum Area leader.
- Contribute to delivering planned activities after school
- Undertake training as and when required.
- Attend and participate in regular meetings as required.

### **Other**

- To participate in the school support staff appraisal scheme and in training courses as and when necessary.
- Other duties which may from time to time be required under the direction of the Assistant Headteacher – Pupil Premium.

This job description will be reviewed periodically.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



## **APPOINTMENT OF ACADEMIC MENTOR**

***The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

### **The Post**

We require an Academic Mentor to deliver a tailored programme to support students who may have encountered barriers to learning as a result of COVID-19. The programmes will focus particularly on accelerating progress in literacy.

As an Academic Mentor you will play a key role in the country's recovery from COVID-19, as part of the government-backed National Tutoring Programme. Duties include leading literacy interventions to small groups of students, promoting reading and vocabulary development across the curriculum and offering be-spoke support to students to develop their confidence and resilience.

### **Person Specification**

Applicants will be judged against the following criteria:-

#### **Essential:-**

- GCSE English and Maths grade 5 or equivalent qualification
- evidence of a broad and successful secondary education
- experience in working with young people
- works well as a member of a team
- committed, caring and reliable
- uses initiative to make decisions and deal with incidents as they occur
- willing to undertake further training
- strong use of academic English.

#### **Desirable:-**

- A levels / other relevant Level 3 qualifications
- HLTA Qualification
- a degree
- experience of improving students' phonics ability
- experience of teaching small groups and planning activities
- experience of reading a wide range of texts
- understanding of grammatical structures

**You are invited to demonstrate how you fulfil these skills and qualities in your application**



### Pay and Conditions of Service

The appointment is full-time - 37.5 hours, 52 weeks.

(To be worked between the hours of 8am – 4.30 pm as agreed with Line Manager) This will largely be term time work but will involve some pre agreed holiday intervention work.

Salary £19,000 - £21,000 based on qualifications and experience.

The role is linked to and subject to external national funding therefore will be fixed term until 31 August 2023 in the first instance. The role could be extended into future fixed terms subject to ongoing funding.

The Board of Trustees have their own pay, policy for all staff. If appointed you will be automatically enrolled to the Local Government Pension Scheme unless you chose to opt out.

Your conditions of service will be those agreed nationally for Local Government Employees. The Governors of the school fully recognise appropriate Trade Unions and a mechanism is in place for consultation with union representatives whenever necessary.

If you are appointed to the post, it will be on the understanding that you are prepared, to undergo an Enhanced DBS (Disclosing Barring Services) check and if necessary, a medical examination.

The school has an appraisal system for its employees.

### Application Procedure

To apply you will need to go the Careers Page on our Trust website [www.PKAT.co.uk/Vacancies](http://www.PKAT.co.uk/Vacancies) and click on the relevant post and then click on apply now button. As part of the application, you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed above.

The closing date for the post is **Wednesday 24 August 2022 at 9.00 am.**

Interviews will be held shortly after the closing date.

Thank you in advance for your application. If you have had no response by Friday 9 September 2022, please assume that on this occasion your application has not been successful. **We are unable to reply to all candidates who apply for positions in the school to inform them that they have not been shortlisted.** However, I hope you will obtain a suitable appointment in the very near future.