**St Edmund Campion– Job Description**

**Job Title:** Academic Mentor (maths)

**Grade:** Fixed salary (GR 2 SCP 3)

**1.0 JOB PURPOSE:**

**1.1** This level is applicable to graduates or people with A Level qualifications.

**1.2** To support teaching staff in the development and education of pupils including

the provision of specialist skills as appropriate.

**2.0 DUTIES AND RESPONSIBILITIES:**

**2.1** Support the activities of individuals or groups who need curriculum recovery support by carrying out one to one or small group tuition.

**2.2** Establish and maintain relationships with individual pupils and groups.

**2.3** Contribute to one to one or small group tuition plans within your allocated department.

**2.4** Support pupils during learning activities such as retrieval hour and after school catch up sessions.

**2.5** Promote pupils’ social and emotional development by assisting with their knowledge gaps.

**Support for the teachers:**

* Observe and report on pupil performance.Contribute to the planning and evaluation of learning activities. Contribute to maintaining pupils’ records **regarding tuition and one to one learning.**
* Provide general administrative support, for example complete and mark baseline tests and keep a record of pupil progress for the Head of Departments.
* Liaise with parents as appropriate.
* Work as required across the curriculum and in Key Stages 3 -5 within the school

**3.0 SUPERVISION**

* Left to work within established guidelines subject to scrutiny by supervisor

Terms of post – term time only basis

Hours to be worked: 7hrs 15mins per day – 08:30 till 16:20 Monday to Friday (to include 35min lunch break)