**Job Title: Academic Mentor**

**Terms/Hours/Weeks:**  NJC terms and conditions, 37 hours per week, Term time.

(Core hours to include the period 8.30am-4pm)

**Responsible to:** Principal/Head of School, or other delegated member of the Senior Leadership Team

**Responsible for:** Identified cohorts of students, as determined by SLT

**Liaison with:** SLT, Heads of Year, subject teachers, school staff, parents, external organisations

**Contract length:** to July 2023, fixed term

**Purpose of the job:** To support a range of pupils to achieve their full academic potential, specifically supporting in English and/or Maths or with Literacy/Numeracy.

Working closely with subject leaders, teachers and senior colleagues, you will assist in identifying barriers to learning and plan and deliver effective academic support in order to address gaps in learning, accelerate progress and raise achievement.

**Specific Responsibilities**

* Work closely with subject teachers to identify what barriers to learning, gaps in knowledge & skills and additional support would assist the identified student(s) to achieve or exceed their target grades.
* Prepare individual intervention plans for focus students in conjunction with the relevant SLT contact and subject leader.
* Liaise with Heads of Year and other relevant staff to identify students in need of additional support
* Provide in class support for underachieving students if required
* Plan and deliver 1:1 and/or small group interventions, adhering to the principles of quality first teaching
* Complete regular formative and interim summative assessments of pupils to determine progress
* Provide formative feedback to students to support their ongoing learning and progress
* Complete required tracking & monitoring sheets to evidence impact of interventions
* Analyse pupil data in order to evaluate the progress of identified individuals and report to the class teacher and SLT lead on the impact of the intervention
* Ongoing communication with teaching and pastoral staff
* Complete case studies for selected students
* Attend meetings relating to raising attainment and produce reports for these meetings
* areas of work
* Any other duties within the scope of the grade as the post develops

*The duties above are neither exclusive nor exhaustive and the postholder may be required by the Principal/Head of School to carry out appropriate duties within the context of the job, skills and grade.*

**PERSON SPECIFICATION -** Academic Mentor

**Experience**

* Successful experience of working with young people, either paid or voluntary (*essential*)
* Successful experience of teaching or tutoring (*desirable*)

**Qualifications/Training**

* GCSE English and Maths at Grade C (5) or above, or equivalent Level 3 Qualifications (*Essential*)
* Qualifications to Level 3 (*desirable*)
* Teaching qualification (*desirable*)

**Knowledge/Skills**

* A wide range of ICT skills, e.g. word processing, excel spreadsheets, email, internet, use of MS Teams/SharePoint/OneDrive etc (*Essential*)
* Knowledge and understanding of the principles of quality first teaching and effective instruction (essential)
* Understanding of the KS3 national curriculum for English and maths, and KS4 English and Maths GCSE specifications (*desirable*)

**Aptitudes**

* To be able to develop a good rapport with young people, parents and colleagues
* A personal commitment to safeguarding and promoting the welfare of young people
* To be aware of confidentiality at all times in relation to paperwork, conversations and discussions
* Ability to keep calm under pressure and use tact and diplomacy
* To be highly organised, with a methodical approach to work
* Ability to manage own workload and work independently when required
* To be capable of working to deadlines and willing to be flexible
* Willingness to learn new skills, and develop with the job
* Effective written and verbal communication skills
* To undertake specific training relating to development of the role, and to be willing to share best practice with colleagues
* Flexibility to participate in school events which may be outside the normal working day
* To acquaint yourself with the school’s policies, and follow procedures and guidelines
* Excellent telephone manner
* Ability to work as part of a team
* Able to cope with change

***The Heath Family (NW) and our Governing Body are committed to safeguarding and promoting the welfare of children and young people, and expect all staff and volunteers to share this commitment.***