

Job Description

Academic Mentor (National Tutoring Programme)

CONTEXT

To contribute to the development of a strong, effective Academy with an emphasis on high aspirations and attainment. Demonstrate belief in the role of the Academy in developing citizens for the future. Have a commitment to education and the needs and rights of all pupils. To develop supportive relationships with staff, parents, partner Academy's and the broader community.

The overriding aspect to this role is about ensuring equity amongst pupils.

The purpose of the role:

To work with staff, parents and students to enable all students to achieve their full potential and progress to appropriate and exciting destinations.

There is an expectation that the post-holder will support the ethos of the academy and will work towards the academy's aims as expressed in the academy improvement plans and other relevant documentation.

Key Duties:

- Provision of support for mentees that meets their specific needs of the programme. This support may be made available through individual or group based tutoring sessions.
- To organise and deliver advice and resources to students that help them achieve their educational, professional and/or personal goals.
- Work closely with subject teachers to identify what support would assist targeted students to achieve or exceed their target grades
- Prepare individual intervention plans for focus students in conjunction with the Leader of Learning
- Run before school, after-school and lunch time study support and independent learning sessions for students
- Conduct interviews with students to identify barriers to learning
- Provide in-class support for underachieving Pupil Premium students
- Analyse student data in order to monitor the progress of identified individuals and report to the Leader of Learning on the impact of the intervention
- Ongoing communication with Leader of Learning and pastoral staff
- Complete case studies for selected students
- Attend Raising Achievement meetings and produce reports for these meetings
- Regular contact with parents and carers regarding pupils progress and achievement.

Other Responsibilities

- To establish and maintain suitable record keeping systems that will demonstrate the scope and effectiveness of this initiative
- Research and analysis; to keep up to date with information and resources relevant to these areas of work

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