

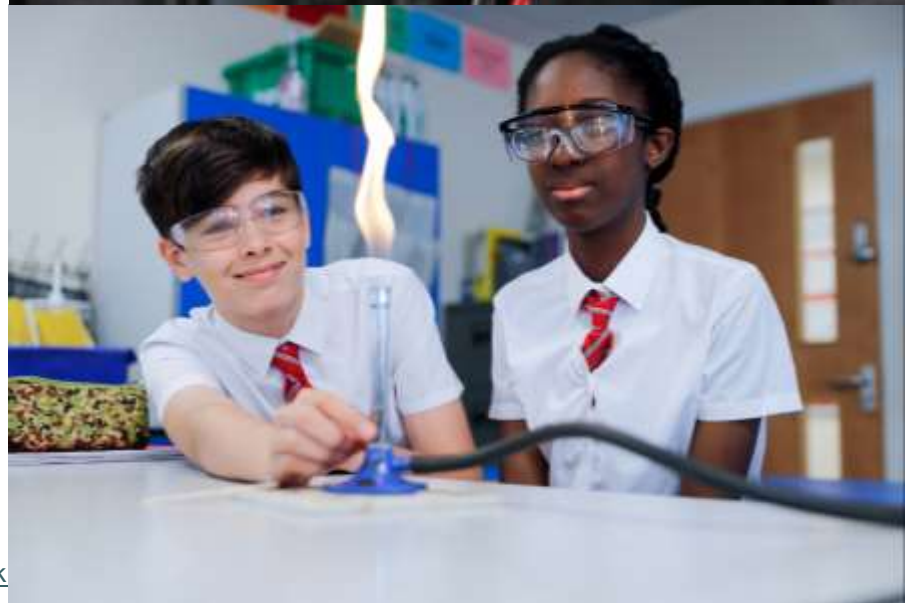
**Robert Clack School of Science**

**Executive Headteacher : Mr R.V.A. Taylor B.Sc., (Econ) (Hons)**



# RECRUITMENT PACK

**ACADEMIC MENTOR**



Tel: 020 8270 4200

Website: [www.robertclack.co.uk](http://www.robertclack.co.uk)

Email: [office@robertclack.co.uk](mailto:office@robertclack.co.uk)

Recruitment queries: [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk)

# Welcome to Robert Clack School

As a former pupil and member of staff for the past 20 years, Robert Clack School and our pupils mean a great deal to me. I believe that Robert Clack is a very special place; we have a strong sense of community and strive for excellence in all that we do.

We are committed to delivering a broad and balanced education, one which appreciates the importance of academic qualifications, but one which also recognises the value of vocational qualifications and the extra-curricular of sport, drama, music, the arts and debate.

Our ethos permeates every aspect of life at Robert Clack School and cultivates the values of mutual respect, compassion, discipline, high expectations and aspirations and hard work. By embracing these values, we believe that our pupils will be able to fulfil their ambitions in life, whatever they may be.

I am delighted that you are interested in pursuing a career at Robert Clack School. Please find enclosed information relevant to the role you may wish to apply for.

Good luck and best wishes.

**Russell Taylor**  
**Executive Headteacher**



# The Recruitment and Application Process

To view the job description, person specification and to download an Application Form please follow this link to the School website: [www.robertclack.co.uk](http://www.robertclack.co.uk)

Please submit completed applications either by e-mail to: [mbrown@robertclack.co.uk](mailto:mbrown@robertclack.co.uk) or through submitting an application on the vacancy which is posted on the TES website.

Please note that CVs will only be accepted if accompanied by an application form.

If you have any queries about the application process, you are welcome to contact the School's HR Manager, Emma Selvon on 020 8270 4200 x 3308 or on the above email address.

## **Safeguarding and Promoting the Welfare of Children and Young People Note:**

*Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers, an online internet search and an enhanced Disclosure & Barring Service check.*

## **Key dates:**

Closing date for receipt of applications: 8am on Monday 22<sup>nd</sup> June 2026.

Interviews to be held: To be confirmed. TBC.

Commencement date in post for successful candidate: 1 September 2026.

# Advertisement

**SALARY:** Scale 5 (£27,985 - £29,234 per annum)

**APPOINTMENT:** 35 hours per week, 8.30am-4.00pm, Monday Friday, term-time only (30-minute unpaid lunch break)

An exciting opportunity has arisen for an enthusiastic, conscientious and hard-working individual to fulfil the post of Academic Mentor at Robert Clack School. You will play a key role in supporting and teaching students that may have or are continuing to experience barriers to learning. This is a unique opportunity to make a significant impact by delivering quality tuition sessions to small groups and to provide one-to-one mentoring to individual students.

You should be pro-active, approachable, possessing excellent communication skills and be capable of building and maintaining positive working relationships. Strong organizational, record-keeping, IT and time management skills are also vital, as well as the ability to work on your own initiative as well as being an effective member of the pastoral team.

You should have experience of working with children or young adults either through work or volunteering. We welcome experience of working with children or young adults within the field of education or social care, as well as having experience of supporting and engaging them to access the whole curriculum. Experience of implementing interventions and carrying out tutoring on a one to one basis or in small group will also be beneficial.

We will provide training to support successful applicants implement the role that will equip them with excellent pastoral and academic skills. This role is suitable for experienced individuals but also candidates at the of start their career in the field of education.

We can offer the successful candidate:

- Free private healthcare.
- Free on-site parking for staff.
- Employee Assistance Programme.
- Free gym membership at Robert Clack Leisure Centre.
- Pension scheme membership.
- Access to purchase school lunches on-site.

# Job Description



<b>Job Title:</b>	Academic Mentor
<b>Working Hours:</b>	35 hours per week, term-time only
<b>Department:</b>	Mentors
<b>School:</b>	Robert Clack School  Although you may be based on one school site, your role is not site specific.
<b>Reports to:</b>	SLT Line Manager
<b>Responsible for:</b>	N/A
<b>Number of Posts Supervised/Managed:</b>	N/A

## 1. Purpose of the Job:

To provide academic support and guidance to a range of students and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and support pupils to achieve their full potential.

## 2. Main Activities:

### Academic

- In liaison with line manager provide mentoring to the students identified as requiring intervention.
- To develop and deliver appropriate intervention strategies, working with subject teachers, to ensure that students make rapid and sustained progress.
- Carry out interventions at least once every two weeks to discuss and monitor progress, agree and set suitable targets to support the pupil to improve.

- Monitor attendance, punctuality, negative referrals and completion of homework in order to support pupils identified, with their areas of development.
- Create and support implementation of action plans.
- To monitor the pupils positive referrals and achievement in order to track their progress and use as appropriate to motivate the pupil.
- Ensure effective communication across all relevant stakeholders to effectively support the pupils progress.
- Support with the coordination of the homework club in order to support pupils with completion of homework and proactive study techniques.
- Create resources to support academic progress as appropriate.
- To inspire, challenge and motivate students.
- Work in a variety of ways to support, motivate and challenge pupils who are experiencing academic barriers in order to encourage them to achieve their targets. This may include one-to-one support in class or in the Mentor room, and helping individuals or groups with their work and developing skills.
- Use assessment data in order to assess progress and identify targets i.e. predicted grades, behaviour, attendance, punctuality.
- Support pupils with revision timetables and revision advice.
- Encourage pupils to attend all relevant revision sessions that take place after school, lunchtimes, Saturdays and Easter School.
- Support with exam invigilation, reading and scribing during exams, when necessary.

## **Pastoral**

- Regular consultation with the Pastoral team and teaching staff to update and further support individual work with pupils.
- Support the Pastoral team with pupils on the mentoring programme, LAC and PP pupils; arrange to have termly meetings with PP pupils, offering support where necessary.
- Discuss any issues raised from speaking to pupils with the relevant staff to engage in strategies for further support.
- Support pupils' emotional well-being if they are having any difficulties or are experiencing barriers to learning and attendance.
- Support pupils who may experience anxiety or any other difficulties during exam periods.
- Maintain contact, where appropriate, with parents/carers of pupils receiving support from the Mentors department in order to promote positive relationships.
- Assist with behavioural management of pupils, intervening when necessary if pupils display challenging behaviour.
- Develop a knowledge of the range of activities, courses, opportunities or organisations that could be involved with providing extra support for pupils.

## **Additional Duties & General Support for Pupils**

- Support and assist with training any new/additional staff in the department.

- Create and update wall displays in the Mentor room to promote skills and high aspirations.
- Produce regular update reports regarding the department for the Headteacher's termly report to the Governing Body.
- In addition to other measures, ensure that evaluation forms are completed from those pupils who have received mentoring support, in order to assist with evaluating the impact of mentoring.
- Provide a presence around the school to facilitate the smooth movement of pupils between lessons, at break and lunch times.
- Undertake the necessary administration tasks relating to the duties of the post.
- Attend meetings as required.
- Attend Parents' Evenings to speak with parents about their child's progress and provide advice.
- Assist with post-16 options, sixth form and college applications. Arrange meetings with the Careers Advisor.
- Support the learning and emotional well-being of pupils.
- Ensure that good relationships are established with pupils; encourage them to conform to the school's expectations in relation to behaviour.
- Interact with pupils in a manner appropriate to their levels of communication and interaction skills; support and encourage pupils.
- Encourage pupils to take responsibility for their own behaviour and to act independently.
- Support pupils to become independent, co-operative and collaborative learners.
- Encourage positive interactions between pupils and groups of pupils.
- Provide immediate care for any minor accidents, upsets or ailments and contact a First Aid member of staff if required.
- Recognise and report any uncharacteristic behaviour patterns in pupils.
- Monitor and report any signs of conflict between pupils.

### **3. Statutory Requirements:**

This post carries a requirement to have an enhanced Disclosure and Barring (DBS) check for Children.

### **4. General Accountabilities and Responsibilities:**

- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution, Financial Rules and other requirements of the Council.
- Promote the development of a high quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Undertake a proactive, committed approach towards the Council's Best Value ethos.
- Ensure compliance with, and actively promote the Council's Equalities and Diversity policies and strategies.
- Ensure compliance with, and actively promote Health and Safety at work legislation, Council and Departmental Health & Safety policies and procedures.

- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Comply with the Data Protection Act 2018 (GDPR).
- Take responsibility for continuing self-development and participate in training and development activities.

*The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the post holder.*

## Person Specification

Post Title:	Academic Mentor	Grade:	Scale 5
Attributes	Criteria	Essential	Desirable
<b>Experience</b>	<ul style="list-style-type: none"> <li>• 1 to 2 years of experience of working within a similar role</li> <li>• Experience of working with children and young adults (e.g. coaching through volunteering or work)</li> <li>• Experience of working with children and young adults within the field of education or social care.</li> <li>• Experience of supporting and engaging children and young people in order to ensure access to the whole curriculum.</li> <li>• Experience of using strategies and interventions to enable children and young people to overcome barriers to learning and achievement</li> <li>• Demonstrable evidence of implementing interventions and carrying out tutoring on a 1:1 basis or in small groups.</li> <li>• Experience of working within school pastoral structures</li> </ul>	X	<p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p> <p>X</p>

<b>Education, Training and Qualifications</b>	<ul style="list-style-type: none"> <li>GCSE Grade 4 (previously C) or equivalent in English and Maths.</li> <li>Further/Higher Education</li> </ul>	X	X
<b>Relationships</b>	<ul style="list-style-type: none"> <li>Excellent interpersonal and communication skills at all levels.</li> <li>Demonstrates good team membership skills.</li> <li>Demonstrates ability to work collaboratively with parents and a wide range of partners.</li> <li>Ability to establish an appropriate but nurturing working relationship with young people</li> </ul>	X  X  X  X	
<b>Equalities and Diversity</b>	<ul style="list-style-type: none"> <li>Knowledge and understanding of the Equal Opportunities and commitment to equal opportunities in provision of services.</li> <li>Ability to work in an anti-discriminatory manner providing an environment to meet individual needs.</li> </ul>	X  X	
<b>Knowledge and Skills</b>	<ul style="list-style-type: none"> <li>A sound knowledge of child development and children's social and emotional needs.</li> <li>Demonstrates a high standard of childcare practice, to act as a role model</li> <li>Competent use of IT.</li> <li>Excellent skills in written and spoken communications.</li> <li>Demonstrates ability to accurately record data electronically onto school systems</li> </ul>	X  X  X X  X	

	<ul style="list-style-type: none"> <li>• Ability to develop efficient record keeping systems and to produce records and reports as required</li> <li>• Ability to communicate effectively, both written and verbally.</li> <li>• Ability to show sensitivity and objectivity in dealing with confidential issues</li> <li>• Ability to work under pressure</li> </ul>	<p>X</p> <p>X</p> <p>X</p> <p>X</p>	
<b>Any additional factors</b>	<ul style="list-style-type: none"> <li>• A commitment to personal professional development.</li> <li>• Prepared to work some evenings (parents evenings/late meetings etc).</li> </ul>	<p>X</p> <p>X</p>	

**Safeguarding and Promoting the Welfare of Children and Young People**

Robert Clack School is committed to safeguarding and promoting the welfare of children and young people. Successful applicants must be willing to undergo identity checks, checks with past employers and an enhanced Disclosure & Barring Service check.