

# Job Description for Academic Mentor

## **SCIENCE**

**Grade/Scale:** £19,000 per annum

**Responsible to:** Head of Department

**Hours:** 35 hours per week, term time only (39 weeks)

### ***Purpose of Job***

The Academic Mentor will be a key staff member who will work with the Head of Department to provide academic support to students who are studying KS3, GCSE and A Level examinations. As part of the team mentors will support in class; before and after school as well as at lunchtimes. They will:

- Promote high standards of behaviour, attendance and work
- Work with the Head of English to identify students in need of support
- Work with subject teachers and the Head of Department to devise appropriate programmes to support these identified students
- Provide individual and small group support for students studying GCSE and KS3 and A Level
- Provide support for students on matters relating to time management, personal organisation, well-being and achievement
- Engage parents in positively supporting their child and in addressing any concerns about their child's progress, behaviour or well-being
- Contribute to the rota for study support

### ***Main Responsibilities of the Academic Mentoring Team***

- Contribute to ensuring a positive learning environment at all times
- Provide one to one or small group academic support to GCSE students in Oaklands
- Develop and plan activities to develop study skills and independent learning
- Attend subject lessons as required and facilitate study groups for some classes
- Provide advice and support to students in exploring opportunities to progress to post 16 education.
- Participate in tutor and academic mentor meetings
- Student welfare
  - Understand and implement the Oakland's guidelines on child protection issues
  - Liaise effectively with parents and respond promptly to their concerns and queries
  - Implement the Oakland's policy with regard to behaviour and bullying
  - Contribute to the Oaklands extra-curricular provision
- Contribute to student supervision and examination invigilation

# Job Description for Academic Mentor

The Academic Mentor will also undertake the following activities:

- Assist with other activities relating to supervision of students including general supervision and attendance on Oaklands trips
- Keep students informed of upcoming events
- Help students become familiar with resources of the school
- Serve as a communication link between Oaklands, Tutors and students
- Work with staff to facilitate learning experiences
- Assist in the evaluation of the subject Department
- Attend and contribute to department meetings

## Selection Criteria

1. Educational achievement to a degree level in a related subjects
2. The ability to support the academic achievement of GCSE Level students in the subject
3. Good ICT, administrative and organisational skills. The ability to prioritise changing demands whilst managing own workload
4. The ability to communicate well with a variety of audiences including: students, parents, teaching/non-teaching staff, and outside agencies
5. Experience of working with young people and an ability to establish inclusive, respectful, supportive and constructive relationship with students
6. Have high expectations of students and a commitment to ensuring that they will achieve their full educational potential
7. The ability to work flexibly as part of a team and to work co-operatively and collaboratively
8. Evidence of a good record of attendance and punctuality and an ability to cope under pressure
9. Knowledge of and commitment to strategies which ensure inclusion and equal opportunities
10. A “can do” attitude towards supporting the aims and ethos of Oaklands School and contributing to its success