

## NORTHFLEET SCHOOL FOR GIRLS

### JOB DESCRIPTION

**Post:** Academic Mentor – MFL (Spanish with French)

**Responsible to:** MFL Subject Leader

**Post Level & Grade:** Kent Scheme KS6  
21 hours per week / Term Time  
Tuesday to Thursday 08.30 - 16.00

**Purpose:**

Through this role you will support our students to make improved progress in Spanish by;

- Working with teachers and the subject leader to identify gaps in learning for targeted students
- With class teachers develop and implement small group support sessions to plug gaps in learning
- Implement testing programmes to check on progress and impact of support sessions.

**Main (Core) Duties:**

**Identifying gaps in learning**

- Meet with Subject Leader and teachers to identify priority groups/students for support
- Work with teachers and subject leaders to accurately identify gaps in learning for the targeted students – this may include low stakes testing or utilising existing testing
- Agree key foci for support sessions and timescales with the teacher or subject leader

**Implementing small group support**

- Utilise the gaps knowledge and working with teacher's design small group support sessions to plug gaps
- Implement small group sessions using the most appropriate pedagogical approaches
- Small group sessions may take place during lesson times, base times, or during lunch times/after school sessions
- Where appropriate deliver sessions in the classroom or breakout areas.
- Ensuring resources are available on google classroom for students – including OCL tasks as appropriate

**Implement testing programmes**

- Develop methods of testing to check whether student gaps in learning have been addressed – ranging from low stakes testing to exam condition tests

- Mark the above tests and analyse results to establish impact
- Feedback on improvements and further steps to class teachers and subject leaders
- Adapt future plans as appropriate.

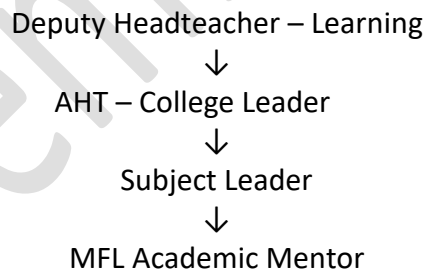
**Other Duties**

- Supporting teachers in the generation of resources and sharing of small group resources as appropriate
- To take responsibility for own professional development, including developing subject knowledge as required to deliver sessions
- Take part in school meetings and CPD sessions as per the school calendar
- To undertake any duties that the Headteacher may reasonably request.

**Note:**

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school’s aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

**ORGANISATION:**



**Agreed by:**

Postholder: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Headteacher: \_\_\_\_\_

Date: \_\_\_\_\_

## Person Specification

Experience	<ul style="list-style-type: none"> <li>• Native Spanish speaker with some French</li> <li>• Working effectively with young people in education or another related area</li> <li>• Working in an educational environment or setting</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Ability to motivate young people by establishing empathetic and supportive relationships</li> <li>• Ability to demonstrate a positive and enthusiastic approach</li> <li>• Ability to organise and prioritise workload to achieve deadlines</li> <li>• Good communication and interpersonal skills</li> <li>• Being friendly and welcoming at all times to students, staff, parents and visitors</li> <li>• Ability to work under pressure and work efficiently to meet deadlines</li> <li>• Ability to work effectively in a team but also take initiative and work independently where required</li> <li>• Ability to work confidentially</li> <li>• Display commitment to the protection and safeguarding of students</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>• Knowledge of the principles involved in giving advice and guidance to young people</li> <li>• Understanding of Child Protection procedures</li> <li>• Awareness of Data Protection and confidentiality issues</li> </ul>
Behaviours	<p>Behaviours which are compatible with our school vision, including:</p> <ul style="list-style-type: none"> <li>• We achieve the best outcomes when all staff work together in a supportive collaborative environment</li> <li>• High expectations in all aspects of our work</li> <li>• Staff and students can 'enjoy the journey'</li> </ul> <p>In addition, we expect the following</p> <ul style="list-style-type: none"> <li>• A 'can do' attitude where all possible avenues are explored to achieve the best outcomes for students</li> <li>• Flexibility to work as required to achieve the best outcomes for students</li> <li>• Integrity and professional pride to do the job properly</li> <li>• Rigorous, consistent and logical approach to ensuring all procedures and policies are followed</li> <li>• Good sense of humour and ability to relate to colleagues, parents and students</li> </ul>