



Job Description & Person Specification

Academic Mentor

Spinal Column Point 13

Full-time (36.66 hrs per week), Term time plus four weeks

Purpose of Post

To assist students in achieving their academic potential by:

- Working with teaching staff to identify the support that each student needs
- Developing and delivering engaging intervention sessions in English and/or Maths to small groups of identified students
- The provision of mentor support to targeted students
- Providing in-class support to targeted students
- Deliver whole class literacy reading sessions

Reporting To

Assistant Headteacher – Outcomes

Key tasks

Coordination of academic mentor support to students

Under the direction of the Assistant Headteacher:

1. Plan and deliver small group or 1:1 intervention sessions in English, Maths or Science.
2. Deliver measurable outcomes from each session to track progress.
3. Mentor a small cohort of students either on a 1:1 basis or in small groups in terms of academic coaching and support.
4. Provide specific feedback in discussion with students on their progress and achievement, in line with school policy.
5. Establish rapport and positive relationships with students, acting as a role model and setting high expectations.
6. Promote self-esteem and independence and employ strategies to recognise and reward achievement of self-reliance.
7. Supervise, assist and support students, including those with special needs, to access learning activities, through your knowledge of the curriculum and knowledge of how students learn.
8. Support school extra-curricular provision.
9. Follow systems of communication in school to ensure relevant information about children is shared appropriately.
10. Undertake any reasonable tasks as directed by the Assistant Headteacher.



Support for teachers

1. Promote positive values, attitudes and good student behaviour. Deal promptly with conflicts and incidents whilst encouraging students to take responsibility for their own behaviour, in line with established school policies.
2. Liaise sensitively and effectively with parents and carers as agreed with the teacher within your role/responsibilities and participate in feedback sessions/ meetings with parents under direction from a teacher.
3. Undertake routine marking of students' work and accurately record achievement/progress using an explicit mark scheme that does not require interpretation. Invigilate tests and examinations as required.
4. Be responsible for keeping and updating records in a format agreed with the teacher, contributing to reviews / systems of records and systems as necessary.
5. Collate student reports in liaison with the teacher, inputting data as required.
6. Create and maintain an appropriate learning environment in liaison with the teacher.
7. Assist with the display of students' work.
8. Determine the need for, prepare and maintain general and specialist equipment and resources.

Support for the school

1. Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support student achievement and progress.
2. Assist with activities outside the classroom, working as part of a team to supervise pupils and support activity leaders.
3. Accompany teaching staff and students on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.
4. Act as cover, supervising whole classes occasionally, during short-term unforeseen absence of teachers. Maintain good order and keep students on task. Respond to students' questions and generally assist students to undertake set activities.

General

1. Uphold and promote the values and ethos of the school/Trust.
2. Keep abreast of new technology, and make suggestions for improvement, assisting in the review and development of operational procedures.
3. Proactively manage workload to ensure service standards are met, checking personal accuracy and seeking guidance where necessary from senior colleagues.
4. Implement and uphold the policies, procedures and codes of practice of the school / Trust.
5. Proactively promote and comply with safeguarding / child protection in all areas of responsibility.
6. Support the Trust and school's health and safety policy and be aware of the responsibility for personal health, safety and welfare and that of others reporting any hazards and actively contribute to the security of the school, for example challenging a stranger on the premises.



7. Understand and promote the importance of inclusion and equality and diversity for all.
8. Participate and engage with training and development opportunities, working to continually improve own performance and that of the team / school / Trust.
9. Attend and participate in relevant meetings as appropriate.
10. Undertake any other additional duties commensurate with the grade of the post.

This job description is a guide to the duties and should be read in conjunction with the accompanying person specification.



ACADEMIC MENTOR	Essential / Desirable	Application Interview Test
Qualifications		
Educated to degree level [ideally English, Maths or Science]	D	A
Three A Levels [ideally English, Maths or Science]	E	A
A minimum of Level 4 [Grade C equivalent] in English, Maths and Science at GCSE or equivalent	E	A
Experience		
Experience of working effectively in a team and using own initiative	E	A/I
Experience of keeping accurate and up to date records	E	A/I
Skills and Abilities		
Excellent interpersonal & communication skills with the ability to build and maintain effective relationships with students and positively influence their development.	E	A/I/T
The ability to establish and maintain positive relationships with colleagues and to be able to liaise sensitively with parents and carers	E	A/I/T
Creative skills to develop learning activities relating to the National Curriculum and other learning objectives	E	A/I/T
The ability to promote a positive ethos and be a good role model	E	A/I
Self-reliance, resourcefulness, driven, determined and the ability to work on own initiative	E	A/I
Efficient ICT skills to support completion of work tasks and able to embrace and utilise the latest technology to improve efficiencies	E	A/I
To continually improve own practice/knowledge through self-evaluation and learning from others	E	A/I
Knowledge		
Strong subject knowledge in your specialism	E	A/I/T
Understanding of the wider safeguarding agenda working with children and young people	E	A/I
Understanding of equal opportunities and inclusion and how it applies in a school setting	E	A/I
Work Circumstances		
Able to work flexibly as the workload demands	E	A/I
Occasional out of hours working to support school events/trips	E	A/I
How Identified Key: A = Application I = Interview T = Task		

Any candidate with a disability who meets the essential criteria will be guaranteed an interview.

This post is subject to an enhanced DBS disclosure check through the Disclosure & Barring Service.