1557
Tadcaster
Grammar School

Information for Applicants

Academic Mentor

Salary (Grade F: £15160-£16739)
32 hours pw

Fixed Term until July 2022

Starting in November 2021

Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

Telephone: 01937 833466
Email: r.evans@tgs.starmat.uk

Headteacher: Mr A Parkinson

The STAR
MULTI ACADEMY TRUST

October, 2021

Dear applicant,

Thank you for expressing an interest in applying for the post of Academic Mentor.

At Tadcaster Grammar School [TGS] we put the needs of students at the forefront of our decision-making and practice. Our curricular and co-curricular offer responds to the aims and aspirations of individuals and we structure these as a 7-year experience. The school is fortunate to have a highly committed and talented staff and governing body and our students are motivated, articulate and keen to learn. TGS is a larger than average school, but we organise our care, guidance and pastoral systems so everyone is seen, heard and valued. Our recent entry into the STAR MAT as a partner school has strengthened our ability to ensure all students enjoy their learning and wider school experience across the 4-19-year-old age range.

The school provides excellent support to challenge underachievement. We wish to recruit someone who will contribute something really special to our school, with enthusiasm and skills to plan, research and deliver 1:1 and small group mentoring /support sessions with identified students on a range of subjects where their learning may be hindered.

If you feel you are ready for the challenge and would like to know more about the school and its activities please take a look at our website at www.tgs.starmat.uk. Please do not hesitate to contact Mrs M Carroll, Assistant Headteacher, m.carroll@tgs.starmat.uk.

If you chose to take your interest in the post further, I would encourage you to pay attention to the following whilst assembling your application:

- The School Vision and Values Statement
- Job description and person specification for the role of English Teacher/Tutor
- School performance data about the school available in the public domain
- The school website
- THE STAR MAT website

I hope the following information shapes your thinking and gives the guidance to help you apply.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

I look forward to the possibility of meeting you soon.

Yours faithfully,

Mr A Parkinson
Headteacher

THE SELECTION PROCESS

If you wish to apply for the post of Academic Mentor, then you should:

- Fully complete the application form, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses). Do not enclose additional CVs.

- Support your application with a covering letter (1 side of A4 Arial 11 point, 1.15 spacing, maximum) addressing the following:

  How your experience to date best fits you to the requirements of the following sections of the person specification:

  - Experience
  - Training
  - Knowledge and skills

  Please use *relevant and recent* examples and impact measures from your practice.

  The short-listing process will, in part, assess your ability to communicate effectively and accurately in the written word.

  Your audience for your written work will be school staff and governors.

  Remember when addressing the above, ***less is sometimes more.***

Timeline for the selection process

Post advertised in Councils, Indeed, Twitter, Website	Friday 22 October 2021
Closing time/date for applications:	9am Tuesday 2 November 2021
Short listing:	4 November 2021
Invitation to interview by email:	4/5 November 2021
Interviews :	Thursday 11 November 2021

Please address all return mail to:

Mrs R Evans
HR Advisor
Tadcaster Grammar School
Toulston
Tadcaster
LS24 9NB

r.evans@tgs.starmat.uk

Appendices

1	The School Vision and Values Statement
2	Job description and Person Specification
3	English Curriculum Team Information

Appendix 1: The School Vision and Values Statement

The STAR MULTI ACADEMY TRUST	**Creating outstanding education in all of our schools to enable every young person to flourish and realise their full potential.**	1557 Tadcaster Grammar School	**Be your best self, be:** Ambitious; Resilient; Responsible; Respectful to yourself and others.

OUR VISION *(Our cause; our key belief)*

Be your best self	During their 7 years with us at the school, we want all students to maximise their potential through excellent academic and personal development. Each individual should also be: ● aware of the needs of others in their thoughts and actions; ● empowered to control their own well-being; ● able to achieve fulfilment in their current and future lives.

OUR CORE VALUES *(These should be seen, experienced & lived)*

All staff and governors at Tadcaster Grammar School are expected to recognise and uphold the STAR Multi Academy Trust **values** of trust, openness and service. In addition:

All **staff** are expected to consistently model the following **values** which underpin everything we do, every day:

Students considered first	All of our decisions should put the needs of students first. All students will be known well, included, valued and heard.
High expectations - no limitations	We do not prejudice potential by preconceptions about individuals or groups of students.
The right curriculum experience for each student	We respond to the aspirations and needs of individual students with a broad and balanced curriculum and diverse co-curricular offer.
The best support for each student	Students are individuals with their own needs and requirements; our care and pastoral support systems need to reflect this.

All **students** are expected and supported to show the following **values** in everything they do in school, every day:

Ambition and resilience	To show a desire and determination to achieve success.
Responsibility	To take ownership for their actions and work in and out of school.
Respect	To be considerate to themselves and others.

Appendix 2: Job Description
Job Title: Academic Mentor

JOB DESCRIPTION AND PERSON SPECIFICATION
Academic Mentor

KEY AREAS AND ACCOUNTABILITIES

- To research, plan and deliver 1:1 and small group mentoring/ support sessions with identified students on a range of subjects that may be hindering individual learning.
- To research, plan and deliver group sessions/workshops with identified students on a range of subjects, where they may require catch-up support.
- To provide in class support for named students, for part of the working week, where and when required, in liaison with Assistant Headteacher (Personal Development).
- To plan and deliver extra-curricular activities which promote learning, good behaviour, better social skills and well-being, including when necessary, during the summer holidays.
- To assist where and when necessary with the induction of students, including Year 6 and students transferring within an academic year.
- To liaise with pastoral staff/Learning Support staff, keeping them well informed about their students who are mentored.
- To inform Line Manager immediately of any concerns in relation to any students mentored.
- To ensure the Child Protection Officer is informed immediately of any concerns relating to any safeguarding concerns.
- To attend team and school meetings and those that are specifically in relation to mentored students, such as pastoral support programmes or liaison with multi agencies.
- To maintain accurate records on named students which measure the impact of the intervention.
- To provide regular written reports on caseload work as a Learning Mentor.

GENERAL

- To attend School and relevant wider based training sessions as required or necessary.
- To attend meetings and undertake duties as reasonably directed by the Headteacher.

This job description is not your contract of employment, or any part of it. It has been prepared only for the purpose of school organisation and may change either as your contract changes or as the organisation of the school is changed. Whilst this job outline provides a summary of the post, it is not a comprehensive list or description and the job will evolve to meet changing circumstances. Such changes would be commensurate with the grading and conditions of service of the post and would be subject to discussion and consultation. All staff are required to comply with the school's policies, procedures and ethos.

STAR MAT policy is to assess the performance of all new staff during the first 6 months of their contract to determine suitability for continued employment.

Elements of the Job Description may be re-negotiated at the request of either party and with the agreement of both. The post holder may, in addition, be asked to carry out other reasonable duties within the MAT, (which could involve working at other schools), as may be required for the benefit of the school and the students' education and well-being.

In relation to Data Protection, Information Security and Confidentiality, all staff are required to comply with the school's policies and supporting documentation in respect of these issues.

Appendix 3:
PERSON SPECIFICATION

	Essential	Desirable
Qualifications 5 GCSEs, including grade 4 or above in Maths and English Levels 3 qualifications equivalent to at least 2 A levels Degree or equivalent	✓ ✓	✓
Relevant training for working with young people aged between 11-19	✓	
Experience		
Experience of working with young people aged 11-19	✓	
Proven track record of successfully working with disaffected young people	✓	
Experience of working in a secondary school setting		✓
Skills / Abilities / Knowledge		
An ability to communicate effectively with students, parents and multi agencies	✓	
An ability to work autonomously and as part of a team.	✓	
Good organisation, time management, communication and interpersonal skills.	✓	
Good research and planning skills	✓	
Knowledge of the main aspects of the organisation of secondary schools		✓
Knowledge of the principles involved in giving advice and guidance to young people including the place of confidentiality and sharing information	✓	
Knowledge of the rights and responsibilities of parents		✓
The ability to liaise with and gain the confidence of all school staff	✓	
A clear understanding of the factors which lead to educational disaffection in young people	✓	
Knowledge and understanding of strategies to remove barriers to learning in young people	✓	
Knowledge of the range of additional support/agencies available for		✓

students		
Good ICT skills	✓	
Knowledge of career and further/higher education opportunities open to young people		✓
The ability to work flexibly	✓	
The ability to find creative and imaginative solutions to problems		✓
The ability to produce detailed, concise evaluative reports of the programme	✓	
Attitudes		
A commitment to and an enthusiasm for the post	✓	
Adaptability and a professional approach to the responsibilities of the post	✓	
An understanding of and commitment to the equal opportunities policies of the LA, the School and the STARMAT.	✓	
An eagerness to gain experience, expertise and professional development through this position	✓	
Other Factors		
Attendance at some evening and early morning meetings may be required.		

The successful candidate must pass the required health and enhanced DBS checks.