

# CAMBRIDGE PRIMARY EDUCATION TRUST



## JOB DESCRIPTION

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

This post is subject to an Enhanced DBS Check, references and any overseas checks.

**POST TITLE:** Academic Mentor

**RESPONSIBLE TO:** Headteacher/SENDCo

**SALARY** £19,000 per year (pro-rata)

**HOURS** Monday to Friday, 8am to 3.30pm

**LOCATION** Trumpington Park Primary School

**PURPOSE OF JOB:** To support individual/small groups of pupils in a catch up programme focusing on the key skills and requirements of the Key Stage One/Two curriculum.

### MAIN OBJECTIVES:

#### 1. Support for children

- Work with the senior leadership team in the school to identify the support each pupil needs.
- Identify learning gaps and help create bespoke intervention programmes for pupils.
- Develop and deliver engaging sessions to support a range of learning styles with clear learning objectives, considering any barriers to learning or additional needs.
- Deliver measurable outcomes from each mentoring session to track progress.
- Establish and maintain supportive relationships with individual pupils or small groups to ensure they understand and can achieve the tasks.
- Mark and assess pupils work, providing feedback where appropriate.

#### 2. Support for the curriculum

- Under the direction of the senior leadership team and class teachers, support the school curriculum, including literacy and numeracy activities.
- Support the use of ICT in the curriculum.

#### 3. Support for the teacher

- Provide information to help the class teacher plan appropriate work programmes.
- Help to prepare the learning environment for use, where appropriate.

#### 4. Support for the school

- Develop and maintain effective working relationships with other staff.
- Contribute to the maintenance of a safe and healthy environment.
- Attend and actively participate in staff meetings, where appropriate.