

**Application Pack and Job Description**

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**Newton Abbot College**

**Academic Mentor & Tutor of English and/or Maths**

Ivy Education Trust is seeking to appoint an enthusiastic and motivated member of staff to support Newton Abbot College’s disadvantaged students to improve their academic progress in order to reach their potential, with the primary focus being on their literacy and/or numeracy.

This new and exciting role will involve working closely with the Quality of Education team in supporting students with their academic success through a range of methods, including one-to-one mentoring and small group tuition. There is a large body of evidence that tutoring and small-group tuition is effective – particularly where it is targeted at pupils’ specific needs; and that it can be particularly effective for disadvantaged pupils.

Academic Mentors are often graduates with some experience in education or working with students. You may not be a qualified teacher but may be working towards an initial teacher training qualification or considering a career in education.

You will receive a package of ongoing training. The successful applicant will be able to build supportive relationships with young people and have high expectations of student achievement, aspirations and behaviour. Good communication skills, a positive and proactive outlook and a commitment to working as part of a team are essential.

Experience in a similar role would be an advantage.

If you think you can make a difference to our students and relish the idea of joining our successful, supportive and highly motivated team then we want to hear from you!

Newton Abbot College is an over-subscribed secondary school with a growing Sixth Form that is situated in the heart of Newton Abbot, Devon. Our mission is to support, challenge and inspire every individual to be better than they ever dreamt they could be. To achieve this staff and students share the same set of values and drivers that underpin an ethos of traditional values and incredibly high expectations and a culture of high-quality teaching supported by exceptional pastoral care. Staff wellbeing and professional development are always a priority and we work hard to look after our staff and provide them with opportunities to develop their practice and, if they wish, further their careers. There is a very strong sense of community and team at Newton Abbot College; everybody looks out for one another and everybody is proud of their role; as together we grow our college from strength to strength.

Newton Abbot College (“Good” OFSTED April 2019) is part of the Ivy Learning Trust. We have exceptional expectations of our students and staff, and we welcome applicants who share our commitment to place student learning at the centre of everything we do. The Ivy Learning Trust is an inspiring place to work with staff who are dedicated to increasing opportunities, maximising outcomes and improving the life chances of all pupils. We prioritise nurturing and developing the talent of our staff; our induction programme is excellent, and all staff are involved in an innovative CPD programme. All Ivy Learning Trust schools form a wider family with a vision of inspiring excellence through collaboration.

If you like what you see and read and believe that you can support us in continuing to achieve great things here at Newton Abbot College, then do get in touch.

The Ivy Education Trust works closely with all schools within the Trust and beyond. The Ivy Education Trust celebrates the diversity of each of its schools and is founded upon the alignment of vision and values that we all commonly hold to secure the best outcomes for our pupils.

The name of our Trust is inspired by the story of Dr Ivy Williams. Born in Teignbridge (Newton Abbot), in 1877, she managed what we would wish for all the children and young people of Teignbridge and surrounding area that we serve in our schools by fulfilling her childhood dreams and ambitions.

On 10 May 1922 Dr Ivy Williams became the first woman to be called to the Bar (formally recognised as a qualified Barrister of Law) of England and Wales.

The story of Dr Ivy Williams reminds us of the famous quote from Michelangelo:

*“The greater danger for most of us lies not in setting our aim too high and falling short; but in setting our aim too low and achieving our mark.”*

The Ivy Education Trust supports and challenges all members of our learning community to dream big, aim high, and achieve more than they ever thought was possible.

If you share these visions and aspirations, then we very much welcome your application for this post. For more information contact Jen Carr on jcarr@nacollege.devon.sch.uk.

Application forms and further information are available from our website, [www.ivyeducationtrust.co.uk](http://www.ivyeducationtrust.co.uk) or via email to [people@ivyeducationtrust.co.uk](mailto:people@ivyeducationtrust.co.uk)

**Closing date for applications is 09:00 on Monday 30th January 2023. Interviews dates will be conducted once applications have been shortlisted.**

**Job Description**

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| **Job Title:** | Academic Mentor & Tutor of English and/or Maths |
| **Location:** | Newton Abbot College |
| **Responsible to:** | Assistant Headteacher, Quality of Education |
| **Salary:** | Scale 4/5 (point 10-18) (full Time Equivalent £23,620 p.a pro rata) Actual Salary £20,501 |
| **Contract:**  **Hours**  **Start Date:** | Temporary (permanent for the right candidate)  37.5 hours a week, 39 weeks a year Mon-Fri 8am-4pm, (including a 30min unpaid break)  As soon as possible |
|  | |
| **Key purpose of job:**   * To support achievement of disadvantaged students by providing high quality, pro-active academic support for students through liaison with the Quality of Education Team. This varied and highly responsible role is dedicated to ensuring students overcome any barriers to learning. | |
|  | |
| **Main duties:**   * To deliver small group tutoring to students in literacy and/or numeracy. * To work with the quality of education team to deliver tutoring and intervention * To supervise students as required and record attendance accurately * To support academic success, reporting back to teaching staff * To equip students with personalised strategies to develop as effective learners * To work with groups of students to improve their knowledge and understanding of aspects of their subject curriculum * To plan and deliver personalised intervention for identified students * To be responsible for a caseload of students as directed by the Quality of Education team * To monitor and evaluate the impact of intervention * To support the learning behaviours and expectations of all students * To meet as required with the Quality of Education Team to review work and determine priorities * To take an important role in and ensure the commitment to the safeguarding and promotion of the welfare of children and young people   **College ethos and culture**   * To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others * To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the college.   **Other Duties**   * All staff must commit to Equal Opportunities and Anti-Discriminatory Practice. * The Trust operates a Smoke-Free Policy, and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles. * To support the achievement of the college’s objectives by working proactively with colleagues on projects or activities outside direct area of responsibility as required * To conduct oneself in a manner befitting a member of staff at all times, ensuring behaviours that display positivity to others. * To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students at the college. * To follow the college’s ICT policy for safe use of ICT * To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children and to report any concerns in accordance with the college’s safeguarding policies. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS. * To place the safeguarding of all children in the college as the highest priority * To comply with legislation, policies and procedures relating to confidentiality and data protection, reporting any concerns to the appropriate person * To work in compliance with the codes of conduct, regulations and policies of the college and its commitment to equal opportunities * To comply with the college’s Health & Safety policy and statutory requirements * To undertake any other additional duties not detailed above as required and as specified in the college Teachers’ Pay and Conditions document, as long as they are commensurate with the level of the job.   **This is not an exhaustive list of duties; they may be varied from time to time without changing the general character of the job or the level of responsibility. A high degree of flexibility and adaptability is an important element of this role.**    **This is a description of the role as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.** | |

**Person Specification**

| **Criteria** | **Essential** | **Desirable** |
| --- | --- | --- |
| **Qualifications** | | |
| A ‘good’ grade (9-5) at GCSE English and Mathematics or equivalent | **✓** |  |
| Educated to A level | **✓** |  |
| Educated to degree level |  | **✓** |
| Child Protection Level 3 qualification |  | **✓** |
| **Professional experience and knowledge** | | |
| A proven track record of working with young people | **✓** |  |
| Proven experience of working with young people in a learning environment |  | **✓** |
| Working knowledge of child protection and safeguarding procedures | **✓** |  |
| Experience of collaborative working with external organisations and agencies |  | **✓** |
| Evidence of continued professional and or personal development |  | **✓** |
| **Personal aptitudes, qualities and skills** | | |
| Highly motivated, enthusiastic and resourceful | **✓** |  |
| An excellent role model who promotes high standards and embodies the College’s values | **✓** |  |
| Ability to create and maintain an ethos of high aspiration | **✓** |  |
| Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds | **✓** |  |
| Willingness to participate in training/ development as/when identified by line manager as essential for performance of the post | **✓** |  |
| A commitment to high academic standards | **✓** |  |
| The ability to motivate and enthuse students | **✓** |  |
| Evidence of high standards of literacy and numeracy. | **✓** |  |
| Good ICT skills | **✓** |  |
| Able to meet deadlines | **✓** |  |
| Able to communicate effectively with students and staff | **✓** |  |
| Able to plan and deliver targeted intervention for students | **✓** |  |
| Able to relate effectively to young people | **✓** |  |
| Able to work effectively with colleagues and form positive relationships | **✓** |  |
| Professional in manner, actions and appearance | **✓** |  |
| Approachable, empathetic, flexible and patient | **✓** |  |
| Ability to keep confidentiality | **✓** |  |
| Ability to demonstrate and promote good practice in line with the ethos of the College | **✓** |  |
| Understanding of safeguarding issues and promoting the welfare of children and young people | **✓** |  |
| Suitability to work with children | **✓** |  |

**Ivy Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All employees are expected to undergo Disclosure and Barring and employment checks.**