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**JOB DESCRIPTION**

**Pupil Premium Academic Mentor**

**Job Description for:** Pupil Premium Academic Mentor

**Salary Level:** Grade 5

**Responsible To:** PP lead

**Hours:** Part-time 30 hours per week, term time only, plus 5 days

**Base School:** Finham Park School

**Job Purpose**

To work with disadvantaged students to identify academic successes and areas for improvement.

To promote learning by working on a one-to-one and small group basis.

To develop student study skills to support students’ academic performance.

To offer academic mentoring to individual students.

To provide management and administrative support to the Pupil Premium team.

**General Duties**

* To support the school and undertake reasonable duties where required.
* Adhere to school policies and procedures as set out in the Staff Handbook or other documentation available to all staff.
* To actively support the school’s vision and core values.
* Work within the school’s health and safety and safeguarding polices and to promote diversity and equality across the school.
* Maintain high standards of attendance, punctuality and appearance and conduct positive and courteous relationships with student’s staff and parents.
* To be flexible and be willing to adapt to the evolving needs of the school.
* To support in the administration and coordination of major school events such as Open Evenings and Rewards Events.
* To take responsibility for running and supervising clubs afterschool targeted at raising academic achievement.

**Specific Responsibilities**

* Provide one-on-one and small group academic mentoring for specific students as directed by the Pupil Premium Lead, focusing on core subjects (English, Maths, Science).
* Work closely with class teachers and heads of departments to understand the academic needs and progress of Pupil Premium students, tailoring interventions to support targeted areas of improvement.
* Support students in developing effective study habits, revision techniques, and organisational skills to improve their academic outcomes.
* Monitor student performance, attendance, and engagement, regularly reviewing progress and adapting strategies to support continued growth.
* To work with subject leaders and teaching staff to maximise learning opportunities and develop academic support.
* Liaise with the pastoral and SEN teams to ensure a holistic approach to student development, addressing any potential barriers to learning.
* To liaise with mentors and teaching staff to provide excellent support for student.
* Use robust data to inform intervention strategies for targeted students
* To follow up on matters relating to the attendance and punctuality of Pupil Premium students, supported by the PP wellbeing and Attendance Team.
* Provide regular feedback to parents/carers and the Pupil Premium Lead on student progress and any additional support needs.
* Collaborate with external agencies and support services when necessary to provide additional resources or interventions for students.
* To maintain student files and support in the administration of Pupil Premium trips.
* Attend relevant training and CPD sessions to remain updated on best practices for supporting disadvantaged students academically.
* To support with the general administration of the Pupil Premium team as directed by the Pupil Premium Lead.

On appointment or review, the post-holder should sign below to indicate acceptance of, and agreement with, this job description.

Signed: ………………………………………

Print Name: ………………………………………

Date: ………………………………………