



HAILSHAM COMMUNITY COLLEGE  
ACADEMY TRUST

*'Be the very best you can be'*

# Pupil Premium Academic Mentor

## APPLICANT INFORMATION PACK



**Battle Road, Hailsham, East Sussex, BN27 1DT**

**Tel: 01323 841468**

E-mail: [job.vacancies@hccat.net](mailto:job.vacancies@hccat.net)



## **Pupil Premium Academic Mentor**

**Please find enclosed:**

- **Letter from the Executive Principal**
- **Job Description**
- **Person Specification**





# HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

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Dear Applicant

Thank you very much for your enquiry for the post of Pupil Premium Academic mentor at our College. We hope that you will decide to apply for the opportunity to play a key role in the development of education in Hailsham and we hope that the information below will be helpful to you.

Hailsham is an historic market town close to the large and vibrant towns of Eastbourne and Brighton, with some of the most spectacular scenery in England on its doorstep.

Hailsham Community College has been on an incredible journey over the past few years. We made an application in early 2012 to the Department for Education to become a converter Academy and as a result of our successful application, we became Hailsham Community College (Academy Trust) with effect from 1 August 2012. We are now entering a new phase of development, with the college predicted to grow substantially over the coming years.

In the early part of 2018, we were very fortunate to have been approached by the Local Authority to provide a new Primary and Pre-school provision within the town. In September 2019 we opened a brand-new school approximately a mile from the Secondary site, thus extending the designation of the Trust to a 2-19 all-through school.

The college motto, 'Be the very best you can be!' is very simple but encapsulates everything we believe in for the entire college community, learners and staff alike.

You will find our values and principles put into practice in a busy, cheerful community based on friendly relationships; the atmosphere is positive and full of purpose and endeavour. Our focus is on learning; we take pride in nurturing and supporting the personal, social and academic development of each individual.

The college underwent inspection by Ofsted on 1 March 2017 and was judged to be 'good' throughout. Since then, our mission has been to progress from 'good' to 'outstanding'.

We hope that you will decide to apply. We have always actively encouraged candidates to visit the College prior to completing an application form. If you would like any further information or would like to arrange a visit, please telephone us to arrange an informal visit.

If you do apply and wish to know if your application has been unsuccessful, we regret it will be necessary to enclose a stamped addressed envelope.

I hope to have the pleasure of meeting you soon.

Yours faithfully

Phil Matthews  
Executive Principal



# HAILSHAM COMMUNITY COLLEGE ACADEMY TRUST

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| Job Description        |                               |
|------------------------|-------------------------------|
| <b>Job Title:</b>      | Pupil Premium Academic Mentor |
| <b>Grade</b>           | Single Status Grade 3         |
| <b>Contract</b>        | 30 hours – Term Time          |
| <b>Line Managed By</b> | Disadvantaged Students Lead   |
| <b>Date</b>            | September 2022                |

## Job Purpose

To assist and support the work of teachers in ensuring the best possible rates of academic progress for a caseload of identified Pupil Premium students.  
To advance students' learning in and out of the classroom setting, including working with individuals and small groups during and beyond the school day.  
To effectively engage underachieving students and their families.  
To coach good practice during academic study.

## Main Duties

1. To contribute effectively in supporting students' learning in and out of the classroom.
2. To be familiar with the curriculum, progress expectations of students, main teaching methods and the testing/examination frameworks in the subject areas.
3. To understand the aims, content, teaching strategies and outcomes for lessons in which you are involved.
4. To use ICT to communicate effectively and engage families in student's learning.
5. To adopt a range of strategies to support purposeful learning in the classroom and at home.
6. To demonstrate and promote the positive values, attitudes and behaviour expected from pupils.
7. To monitor students' participation and progress in and out of the classroom providing feedback to teachers and giving constructive support to students as they learn.

8. To have high expectations of all students; respect their social, cultural, linguistic, religious and ethnic backgrounds, and be committed to raising their educational achievement
9. To use clearly structured teaching and learning activities, to interest and motivate students and advance their learning
10. To build and maintain successful relationships with students, treat them consistently, with respect and consideration, and be concerned for their development as learners
11. To work collaboratively with colleagues, knowing when to seek help and advice
12. Working with the teacher, to plan your role in lessons including how to provide feedback to students and colleagues on students' learning.
13. To support teachers in evaluating students' progress.
14. To monitor students' responses to learning and communicate ideas regard modifying approaches toward this.
15. To contribute to maintaining and analysing records of pupils' progress
16. To recognise and respond effectively to equal opportunities issues as they arise, including by challenging stereotyped views, and by challenging bullying or harassment, following relevant policies and procedures
17. To liaise sensitively and effectively with parents and carers, recognising their roles in pupils' learning
18. To improve own practice, including through observation, evaluation and discussion with colleagues.
19. To have some flexibility in start and end times of the working day.
20. To assist in break duties at the college for student support.

| Person Specification    |                               |
|-------------------------|-------------------------------|
| <b>Job Title:</b>       | Pupil Premium Academic Mentor |
| <b>Line Managed by:</b> | Disadvantaged Students Lead   |
| <b>Date:</b>            | September 2022                |

### Knowledge

- A good standard of education particularly in English and Mathematics
- Knowledge of the legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment
- Knowledge of SEN Code of Practice
- Knowledge of strategies to recognise and reward efforts and achievements towards self-reliance that are appropriate to the age and development stage of the students

### Experience

- Experience of supporting children in a classroom environment, including those with special educational needs.
- Experience of using Information Technology to support students in the classroom

### Skills and Abilities

- Ability to use language and other communication skills that students can understand and relate to
- Ability to establish positive relationships with students and empathise with their needs
- Ability to demonstrate active listening skills
- Ability to consistently and effectively implement agreed behaviour management strategies
- Ability to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs, encouraging the student to stay on task
- Ability to monitor the students' response to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes
- Ability to carry out and report on systematic observations of students' knowledge, understanding and skills
- Ability to assist in the recording of lessons and assessment as required by the teacher
- Ability to offer constructive feedback to students to reinforce self-esteem
- Ability to work effectively and supportively as a member of the college team
- Ability to work within and apply all college policies e.g. behaviour management, child protection, Health & Safety, Equal Opportunities etc

### Personal Qualities

- Willingness to participate in further training and development opportunities offered by the college and county, to further knowledge
- Willingness to maintain confidentiality on all college matters.
- Ability to work as part of a team.
- Passion for the progress of students at the college.