JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title	Raising Achievement Mentor for Mathematics	**Location**	Caister Academy
Salary	Scale D, points 5-6	**Hours**	34.5 hours, 39 weeks
Department	Support Staff	**Reports To**	Head of Mathematics

JOB PURPOSE:

To promote and support inclusion across the agreed subject area; focused on ensuring student success in teacher led lessons.
To support leaders and teachers within the agreed subject area, through a range of duties from administrative support to occasional cover.
Report to the leader within the agreed subject area. Link back to the SENDCo for centralised direction. Work alongside class teachers to deliver high quality teaching and learning support.

KEY RESPONSIBILITIES AND DUTIES:

Leadership

- Lead the development, implementation, and monitoring of Student Passports and Individual Learning Plans for assigned students.
- Act as the named SEND link for assigned students with necessary stakeholders.
- Plan and deliver structured and agreed learning activities in 1:1 and small group settings, adjusting and scaffolding activities according to student responses, whilst promoting independence and rapid progress.
- Take initiative in the development of administrative systems within the agreed subject area, and complete administrative tasks as required.
- Seek to develop your own practice and that of others, through all appropriate mechanisms, including working with other colleagues and attending appropriate career professional development opportunities.
- Recognise personal strengths and areas of expertise, using these to advise and support others where appropriate.
- Seek to represent the Academy and the Trust in the best possible manner at all times.
- Demonstrate consistently high standards of personal and professional conduct:
  - Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school, by;
    - Treating students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the professional position,
    - Having regard for the need to safeguard students' wellbeing, in accordance with statutory provisions,
    - Showing tolerance of and respect for the rights of others,
    - Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs,
    - Ensuring that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law.
  - Have proper and professional regard for the ethos, policies, and practices of the Academy, following the Academy's policies at all times.
  - Maintain high standards of personal attendance, presentation, and punctuality.

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Responsibilities

- Provide targeted learning support for students with SEND, in liaison with the class teacher and in line with individual Student Passports, to facilitate the achievement of agreed learning outcomes.
- Support in the monitoring and recording of student progress and behaviour, liaising with teachers, students, and parents as required.
- Deliver specific intervention programmes in line with the Academy's provision map.
- Assist with the supervision of students out of lesson times as per the Academy duty rota.
- Support the class teacher in creating and maintaining a purposeful, orderly, and supportive learning environment, promoting inclusion whilst encouraging independence and constructive relationships within the classroom.
- Prepare, maintain, and use equipment/resources required to meet the relevant learning activity and assist students in their use, including supporting the use of IT in learning activities and developing students' competence and independence in its use.
- Under agreed school procedures and in line with statutory guidance on supporting students at school with medical conditions, give first aid/medicine or assist with programmes of special care such as physiotherapy, occupational therapy, and intimate care under the direction of the appropriate specialist.
- Complete occasional cover as required by the needs of the agreed subject area, in line with experience and capability.
- Utilise time at the end of the day to better perform the core role, offer enrichment opportunities for students, and attend relevant meetings and available training.
- Meet with students and parents to establish and improve communication with vulnerable groups when required.
- Act as a source of support and expertise for staff within the school for the SEND needs of assigned students.
- Model welcoming, sensitive, and constructive communication with all stakeholders at all times.
- Represent the Academy at after school events and evenings relevant to the role, as per the Academy calendar.
- Consistently promote positive student behaviours, for example orderly movement around the site and punctuality, in line with Academy policies.
- Actively engage with students when appropriate, positively reinforcing responsible behaviour and challenging negative behaviour when necessary.
- Consider and support the wellbeing and safeguarding of all students, adhering to the school's Child Protection Policy and SEND Code of Practice at all times.
- Consider and care for the health and safety of themselves, colleagues, and students.
- Recognise, reward, praise, and promote student success wherever possible.
- Ensure equality for all students by consistently upholding all school policies relating to student conduct, for example behaviour, mobile phones, uniform, etc.
- Treat information about students and staff with due sensitivity. Adhere to general data protection regulations at all times. Respect confidentiality where appropriate.
- Participate fully in Academy life through involvement in clubs and trips wherever reasonably possible.

Variation

- Undertake other duties;

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- Commensurate to the post holder's abilities, position, and grade as requested by the Principal or line manager,
- Of a similar nature to those listed above, even if not individually itemised.

- Support the needs of the Academy, taking into account individual strengths and areas of development, by accepting adjustments to the exact remit following annual job description review.
- Understand that the duties specified above are therefore neither exclusive nor exhaustive and may change over time.

JOB REQUIREMENTS:		
	Essential	**Desirable**
QUALIFICATIONS	• GCSE English and Maths, minimum Grade 4 or equivalent.	• Evidence of continuing professional development. • Basic First Aid at Work Certificate or willingness to be trained. • Relevant course to support learning e.g. L2 Teaching Assistant.
EXPERIENCE	• Proven experience working in an educational environment. • Previous classroom supervision experience and working with pupils in class, either 1:1 or groups/classes. • Proven experience in classroom management. • Ability to work in a team, collaboratively with other staff. • Experience of supporting departments with administration tasks.	• Experience delivering to a curriculum/syllabus. • Working knowledge and skills of ICT to support learning, for example Arbor management systems (although full training will be given). • To have experience in after school clubs.
KNOWLEDGE AND UNDERSTANDING	• An understanding and commitment to ensuring complete confidentiality in all matters and adherence to GDPR regulations. • An understanding that this post holder represents the Principal and as such, the school in the wider community. • Ability to use initiative and apply sound decision-making skills whilst understanding	• Knowledge of the needs of SEN students in academic surroundings. • Understanding of the SEND Code of Practice.

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	that some matters need to be referred to others.	
SKILLS AND PERSONAL ATTRIBUTES	• High expectations of self and others. • Resilience and motivation to manage day-to-day challenges. • Calm under pressure. • Accepts accountability and takes personal responsibility for their own actions. • Ability to build effective relationships with students and staff. • Ability to relate to different ages and abilities. • Strong interpersonal, written, and oral communication skills. • Flexible and adaptable to work with various classes on a short-term basis. • Able to reflect on practice/actions and provide feedback.	• Ability to work flexibly outside normal hours if necessary. • Keen to progress into mathematics teaching as a future career option. • Ability to and keen to take on classes under an instructorship role if the need arises.
CREATIVE EDUCATION TRUST VALUES	All colleagues are expected to demonstrate the Creative Education Trust values in their work by: • **Empowering Ambition:** Supporting personal growth, innovation and high performance. • **Championing Equity:** Promoting fairness, inclusion and high expectations for every student. • **Unlocking Opportunity:** Helping create access to knowledge, experiences and networks that broaden horizons. These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.	
EQUAL OPPORTUNITIES	A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity	
SAFEGUARDING	A thorough understanding of up-to-date safeguarding requirements and best practice	
OTHER REQUIREMENTS	High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.

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