

## ATTLEBOROUGH ACADEMY JOB DESCRIPTION

### STUDENT SUPPORT MENTOR

<b>Line Manager:</b>	Director of Student Support
<b>Salary:</b>	Attleborough Academy Support Staff Salary Scale: <ul style="list-style-type: none"> <li>• FTE £22,369 - £24,054 per annum</li> <li>• Pro Rata £18,119 to £19,833 per annum</li> </ul>

### THE POST

We are seeking to appoint a Student Support Mentor to join the Academy's Student Support Team.

The appointed candidate will be joining an existing dynamic, flexible, resilient and hardworking Student Support Team. A natural empathy, caring nature and proven experience of working with vulnerable students are all essential requirements to work in this challenging but extremely rewarding position.

Attleborough Academy is a popular, 11 to 18 Academy which is continually developing to meet the demands of providing the highest quality education for all students. The Academy has recently joined the Sapientia Education Trust (SET) which is an exciting and important development for the school. The SET are committed to bringing like-minded schools together to work in partnership to develop a world class education. This merger promises to bring multiple benefits in terms of teaching and learning and new opportunities for students and staff.

We are an inclusive, friendly and effective learning community with high aspirations and a reputation for innovation. Excellent relationships between students and staff are at the heart of the ethos of the Academy and are often commented on by those who visit the Academy. The Academy is a hardworking and caring community of people with high standards and high expectations. Our core values are Commitment, Acknowledgement, Respect and Excellence (CARE). CARE therefore has a genuine meaning within our Academy as we want the Academy to be a place where these values are seen in all aspects of our work together.

Attleborough Academy is member of the Sapientia Education Trust (SET), which is currently led by the CEO.

On appointment, the successful candidate will be required to complete a six month probationary period.

## **PERSON SPECIFICATION**

The personal competencies expected of all Attleborough Academy support staff are:

- Committed to supporting student success.
- Self-motivated and able to motivate others.
- Good interpersonal skills.
- Committed to safeguarding and promoting the welfare of children and young people.
- Committed to Equal Opportunities.

The professional competencies expected of a Student Support Mentor are:

- Can use ICT effectively to support learning and the use of other technology.
- Full working knowledge of the National Curriculum and other relevant learning programmes.
- Understanding of principles of child development and learning processes.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Work constructively as part of a team, understanding classroom roles and responsibilities and their own position within these.
- Excellent communication skills both written and oral.

The qualifications and previous experience required for a Student Support Mentor:

Essential:

- English/Literacy and Maths/Numeracy qualifications at level 2 or equivalent.
- NVQ 3 or equivalent in teaching assistance or equivalent experience.
- Educated to at least Level 3.

Desirable:

- Other relevant qualifications eg. Foundation Degree in Education.
- NVQ in Support Teaching and Learning.
- Training the literacy/numeracy strategy and/or in a particular curriculum or learning area eg. Bilingual, sign language, dyslexia, ICT, Maths, English.
- First Aid Training in Specific medical procedures.

## **JOB SPECIFICATION**

### **General Responsibilities**

To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:

- Equal Opportunities
- Health, Safety & Welfare
- Child Protection
- Data Protection
- Risk Management

To undertake any other similar duties of this level as required by the Executive Principal/Leadership Team, including providing clerical/admin support as required.

The post-holder will be required to comply with the Attleborough Academy Code of Conduct for Staff and Volunteers.

Attleborough Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The post-holder will have access to and be responsible for confidential information and documentation. The successful candidate must ensure confidential or sensitive material is handled appropriately and accurately.

The post-holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

### **Specific Responsibilities**

- To plan and carry out learning activities, both with the teacher/SENCO and independently with small groups of students under the teacher's guidance, adjusting the activities according to student responses.
- To monitor designated students' responses to learning activities and provide detailed and regular feedback to teachers on students' progress, and to provide feedback to the student under the guidance of relevant teachers.
- To help prepare and maintain an orderly and supportive environment in classrooms and throughout the Academy, including assisting with learning activities, setting up required equipment/resources where appropriate, and assisting with supervisory duties.
- To administer intervention packages, specialist tests and undertake related marking of students' work.

- To assist with the supervision of students out of lesson times, including before and after school and accompany teaching staff and students on visits, trips and out of school activities as required.
- To promote excellent student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their personal behaviour. Should these incidents involve any form of abuse of equal opportunities, to ensure those involved understand that it is unacceptable.
- To foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating their support for their child's behaviour, attendance, progress, access and attitude to learning, and supporting home to school community links.
- To provide support and assistance for students' pastoral needs. These may include help with dressing, caring for sick, injured or distressed students, giving first aid/medicine or accompanying a student to a health centre or hospital as necessary.
- To be aware of and comply with policies regarding safeguarding, health and safety, confidentiality and data protection, and equality in the workplace; and complete all mandatory training around these topics.
- To attend to the personal and social needs of students and any other special requirements depending on the nature of the student's special needs and, wherever possible, making these part of the learning experience.
- To provide physical support and maintain personal equipment used by the students at the Academy.
- To assist teachers by receiving instructions directly from professional or specialist support staff involved in the students' education, and assist with programmes or special care under the direction of the appropriate specialist. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists.
- Student Support mentors will specialise in one or more of the following:
  - Alternate Designated Safeguarding Lead (with relevant training to be undertaken)
  - English Support – and EAL
  - Maths Support
  - Re-integration
  - Student Attendance
  - Student Behaviour
  - LAC/Vulnerable Groups

## HOURS OF WORK

Working weeks	Term Time (normally 38 weeks) plus 1 weeks
Hours per week	35 hours per week
Normal Working Pattern	Mon - Fri 0830 - 1600hrs (30 minute unpaid break)
Unpaid Breaks	30 minutes lunch break
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.

## REMUNERATION

### Salary Details:

Points 7 – 11 of the Attleborough Academy Support Staff Salary Scale:

- FTE £22,369 - £24,054 per annum
- Pro Rata £18,119 to £19,833 per annum

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

The post-holder will be entitled to join Attleborough Academy's nominated pension scheme for support staff.

## DRESS CODE

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify Attleborough Academy employees.

## PRE-EMPLOYMENT CHECKS

All staff must be prepared to undergo a number of checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.

## REVIEW

The Job Description will be reviewed annually as part of Attleborough Academy's Performance Management programme.