



Job Description and Person Specification	
<b>Post Title</b>	Academic Mentor
<b>Grade</b>	GR 6 (FTE £20138 - £22658 p/a)
<b>Responsible to</b>	Assistant Head Teacher (SENCO) and Director of Subject area
<b>Contracted Working Hours</b>	Part time 32.5 hrs p/w , 39 weeks (8.30am- 3.15pm) (6.5hrs + breaks 30min lunch + 15min)
<b>Contract Term</b>	Permanent
<b>Start Date</b>	
<b>Review</b>	Annually
<b>Our Mission Statement</b>	
<ul style="list-style-type: none"> <li>Raising standards of achievement and creating opportunities for all pupils, regardless of needs, to develop their full potential.</li> <li>Raising the aspirations of the whole school community by creating a culture of continuous learning that celebrates success at all levels.</li> <li>Developing a school that is the pride of the local area where pupils, parents, staff, governors and wider community feel safe, valued, listened to and welcomed for the diverse contribution they make to our school life.</li> </ul>	
<b>Purpose of the Post:</b>	
<p>To provide support to SEND, disadvantaged and vulnerable pupils in 1-1, small group and whole class settings in order to</p> <ul style="list-style-type: none"> <li>Raise standards by supporting the progress and attainment of SEND, disadvantaged and vulnerable pupils requiring intervention or in class support to meet expected levels of progress and access mainstream lessons successfully</li> <li>Support members of staff to recognise and fulfil their statutory responsibilities for SEND pupils.</li> <li>Support the school in meeting all statutory requirements for SEND, disadvantaged and vulnerable pupils and that provision and policies meets individual needs within an appropriately broad and balanced curriculum</li> <li>Ensure additional funding including Pupil Premium and Catch up funding is well targeted and impact positively on closing gaps.</li> </ul>	
<b>Main Duties of the Post</b>	
<b>Teaching, learning and assessment – undertake ‘specified work’ including</b>	
<ul style="list-style-type: none"> <li>The post holder will have the ability to be flexible and have the skills to establish effective relationships with young people in the classroom and adults around the school.</li> <li>Supporting pupils’ learning within the classroom helping them overcome barriers to learning and access mainstream lessons</li> <li>Preparing producing and modifying resources to support teacher planned activities</li> <li>Plan and undertake 1-1 and small group interventions within and outside of the classroom to close gaps and enable SEND pupils to access learning</li> <li>Escorting pupils on educational visits or special events (outside of normal working hours if required) and undertake responsibilities/tasks as directed by the trip/event organiser</li> <li>Administering and keeping records of progress for specialist intervention programmes such as Numicom</li> <li>Attending and contributing to written and oral feedback as required at departmental meetings, Annual Reviews, IEPS, Provision Maps, PEPS, EHCP</li> <li>Maintaining appropriate records and evaluations to help track the impact of your work and interventions</li> </ul>	

- Support the class teacher in monitoring, assessing and recording pupil progress/activities. Ensure that contributions are accurate, complete and up-to-date. Including supporting access arrangements. Enter data in to and using data analysis tools for pupil progress or behaviour analysis. Record findings in agreed format.
- Enable pupils to develop their social and communication skills, e.g. independence, co-operation, perseverance and interaction with others, in order to raise confidence and self-esteem involving sessions with small groups of students
- Deliver learning activities to individual or small groups of children and young people. Identify areas of difficulty with aspects of the curriculum and plan, differentiate and provide additional learning opportunities using specialist knowledge.
- To participate and lead off-site educational visits, project work, clubs, recreational, sports, art activities and life skills under direction of the school following appropriate risk assessment and policy guidance. Be aware of policies and procedures associated with working outside the classroom.
- Supervise pupil's arrival and departure at the beginning and end of the day.
- Setting up and put away equipment
- Providing objective and accurate feedback on pupil progress for teachers, SENCO and outside agencies
- Supporting colleagues with internal and external meetings with parents, external agencies
- Produce, mount and maintain displays in classrooms, corridors as directed by Learning Directors, SENCO or senior colleagues.
- Attending all directed time CPD activities and other Professional Development as directed relevant to role
- Assisting with audits of resources and maintenance of resources
- Active involvement in the organisation and running of extra-curricular clubs and activities before school, break time, lunchtime or after school
- Supervising lessons during the short term absence of teachers, undertaking specified work
- Supporting pupils to access internal and external examinations including scribing, reading and invigilation.
- All members of Support Staff are to provide exam invigilation as required.
- Compliance with All school policies and procedures including H&S.
- All Academic Mentor will need to have knowledge, understanding and comply with policies for Child Protection, Health and Safety, Security, Confidentiality, Data Protection, Procedure for reporting concerns to an appropriate person, Inclusion, Race Relations, Equal Opportunities

#### **Personal Development, behaviour and welfare**

- Ensure the implementation of and compliance with all policies and procedures relating to safeguarding, child protection, Health and Safety, security, confidentiality and data protection, seeking advice as necessary.
- Act as a mentor for allocated pupils, maintaining regular contact and records in line with school policy
- Provide First Aid Cover as part of a rota system

#### **Liaison with parents, the wider community and external partners**

- Support strategies to widen the engagement of parents of SEND, disadvantaged and vulnerable pupils
- ensure appropriate liaison with MATS, external agencies, examination boards, further education and other external agencies to meet the needs of SEND, disadvantaged and vulnerable pupils
- ensure accurate and detailed records are kept of meetings with parents and outside agencies

#### **Corporate Responsibilities**

- Lead by example, showing support for and upholding our ethos, values, ethos and policies
- Reflect on, evaluate and take responsibility for outcomes in order to raise standards further
- Promote high standards in attendance, punctuality and appearance
- Be prepared to "walk the extra mile" to support the school

- Comply with any reasonable request from a manager and head teacher to undertake work of a similar level or commensurate with role and level of responsibility that is not specified in this job description

## Persona Specification

Attributes	Essential	Desirable	How Identified
<b>Education and qualifications</b>	A good standard in education 5 or more GCSEs at grade C and above including Maths and English. Good level of ICT skills including Microsoft Word package Teaching Assistant qualification / other relevant working with young people qualification at NVQ level 3 and above	Equivalent to A Level and / or degree level in a specialist subject.  Evidence of continuous professional development in relevant to the post.	<b>JD / Interview</b>
<b>Experience of</b>	At least 2 years substantial and relevant experience working with young people 11-16 Experience of encouraging children and young people to take responsibility for their own learning and promoting development of self-esteem.	Dealing with students with safeguarding issues. Experience of dealing with Pastoral issues. .	<b>JD / Interview</b>
<b>Knowledge and understanding of</b>	How to support young people to overcome barriers to learning How to help pupils to manage their own behaviour, and Learning National and GCSE subject requirements Health and Safety awareness and compliance in classroom environment, practical sessions.	Specialist subject area knowledge	<b>JD / Interview / Tasks</b>
<b>Personal Skills and attributes</b>	How to build and maintain effective relationships with pupils and colleagues Able to manage and enthuse pupils who may be disaffected with learning  Must have a classroom presence to manage classroom in the absence of a teacher; to supervise  Effective communicator with adults and pupils Good ICT skills including basic Microsoft package Able to prioritise, plan and organise themselves independently Able to use initiative to anticipate solve problems Effective team worker Inclusive approach to education and child-centred Model the values and vision of the school Caring, Calm and harness a “can-do” attitude to work and life in general Solution focused.	Desire to continuous personal and professional development and bring improvement & development in relevant department.  Ability to walk “extra mile”. Have Positive and “Can Do” attitude.	<b>JD / Interview / Tasks</b>

