

TITLE OF POST:	Academic Mentor
SALARY:	£19,000 - £21,000 per annum depending on qualifications (term time only)
PURPOSE OF POST:	As an Academic Mentor you will play a key role in the country's recovery from Covid-19, as part of the government-backed National Tutoring Programme.
HOURS OF WORK:	Full time - from 8am, hours of work to be confirmed.
DATE OF APPOINTMENT:	As soon as possible
LINE MANAGER:	Member of the Senior Leadership Team

JOB DESCRIPTION

As an Academic Mentor you will be employed on a fixed term contract by a school to deliver a tailored programme of support, unique for each school. To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

Your main responsibility in this role will be delivering support to at least 50 pupils in the format of:

- Small group work
- One-to-one support
- Revision lessons (in groups or one-to-one)
- Additional support for those shielding or not in school

To support this, you will also be expected to

- work with SLT in the school to identify which pupils need 1:1, 1:2 or 1:3 support packages
- identify learning gaps and help to shape a bespoke intervention programme for pupils
- deliver engaging sessions, to support a range of learning styles with clear learning objectives
- manage behaviour of pupils
- differentiate sessions, taking into account any barriers to learning or additional needs
- derive measurable outcomes from each session to track progress
- demonstrate safeguarding standards in all practice

You will play a key role in enabling students in the most disadvantaged areas to build their confidence and access targeted support while developing skills and experience in a school for your future career.

Our values: The post holder will be expected to operate in line with our values.

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

SELECTION CRITERIA

General Heading	Detail	Essential Requirements
	Qualifications required for the role:	<ul style="list-style-type: none"> • Minimum of three A-levels at A*- C grade (or equivalent) • Minimum of a grade 4 (Grade C) in English and Maths at GCSE level or equivalent • This is a full time, fixed term contract • Benefits to be defined by hiring school
Knowledge/Experience	Specific knowledge/experience required for the role	<ul style="list-style-type: none"> • Understand and implement the school's behaviour management policy. Have a positive approach to behaviour management • Understanding of the school curriculum • Ability to assess progress and performance • Understand and support the importance of physical and emotional wellbeing • Have some knowledge of learning difficulties and a variety of strategies to support children • Ability to maintain intervention records • Working with pupils of a relevant age to support their learning

		<ul style="list-style-type: none"> Detailed understanding of assessment and learning to support pupil progress and school development
	Line Management responsibilities (none)	<ul style="list-style-type: none"> Not applicable
	Forward and strategic planning	<ul style="list-style-type: none"> Proven, successful experience in accelerating progress for groups of pupils against agreed outcomes Proven ability to plan using specialist knowledge, successful learning opportunities for small groups of children Ability to assess children's progress in line with school policy and procedure (e.g. marking & feedback, monitoring and evaluation) Positively and effectively manage behaviour in line with school policy and procedure
	Abilities	<ul style="list-style-type: none"> Ability to write detailed reports, letters Good organisation skills Ability to remain calm under pressure Ability to support the work of children and move their learning on Ability to manage own time effectively Demonstrate creativity and an ability to resolve routine problems independently Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults Know when, how and with whom to share information Ability to critically evaluate own performance
Personal Characteristics	Qualities	<ul style="list-style-type: none"> Commitment to raising standards of attainment and equal opportunities across the school Commitment to maintaining strict confidentiality Passion for excellence and the ability to lead by example and encouragement Commitment to develop own knowledge, understanding and skills Enthusiasm, flexibility and sense of perspective
		<ul style="list-style-type: none"> Ability to develop and maintain good personal relationships with pupils, staff, parents/carers, Governors and the wider community and other professionals Ability to adapt to change

		<ul style="list-style-type: none"> • Ability to create an appropriate and stimulating learning environment in which children can be autonomous learners • Ability to work with, lead and motivate individuals and teams of staff • Ability to communicate effectively • Ability to raise achievement by use of assessment data analysis and target setting • Ability to work under pressure and meet professional deadlines • Ability to manage and resolve conflict • Ability to deploy ICT effectively to promote learning and achievement
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Show a commitment to promoting the welfare and safeguarding of children and young people • Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff