

## JOB DESCRIPTION

Job Title:	ACE Tutor (Family Liaison/Learning Mentor)
School:	Drapers Mills Primary Academy
Location:	St Peter's Footpath, Margate, CT9 2SP
Reporting To:	Headteacher
Key Internal Relationships:	Headteacher, SLT, Teaching and Support Staff, Trust HQ, other TKAT schools

### Our Commitment

Be Who You Are at TKAT - This Job Description represents the role as we see it in its entirety. We do not expect candidates to have in-depth experience of every element on application, but we do expect to provide you with the support and flexibility you need to get there and to enable you to do it your way. We want to demonstrate to our children and young people what a good, inclusive employer looks like in order to inspire them to be whoever they want to be.

Safeguarding - TKAT is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Offers of employment will be subject to the full Safer Recruitment process, including an enhanced disclosure and barring service check.

Equal Opportunities - TKAT is committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work full time, part-time or on a flexible basis.

### Job Purpose

- To provide high quality, well planned support and guidance to Pupil Premium students and their families in order to promote high expectations, raise aspirations and facilitate academic progress.
- To develop and maintain effective partnership working with parents/carers with a commitment to safeguarding and promoting the welfare of children.
- To liaise between teachers and parents/carers to ensure that, as a team, all those that play a part in supporting the student understand any barriers and share strategies between them for optimum learning and life success.
- Be responsible for ensuring equality of opportunity for all.
- Take responsibility for promoting and safeguarding the welfare of children within the school and trust.
- Work inline with the school ethos and the trusts' vision.

### Duties and Responsibilities

### Key Responsibilities

- Make regular, meaningful contact with each Pupil Premium (PP) student and their family.
- Gain 'the voice of the child', and have up-to-date knowledge of each PP students' state of well-being and any barriers to engagement with learning.
- Provide consistent support to PP students responding appropriately to individual pupil needs to promote self-esteem and independence.
- Work with parents to identify, understand and meet their children's needs and promote positive outcomes for their children.
- Have a broad understanding of the curriculum for the relevant year group.
- Work with the school and other agencies to use and signpost to resources to tackle barriers.
- Be able to understand and work with school assessment and tracking approaches.
- Have up-to-date knowledge of enhanced safeguarding and school safeguarding procedures.
- Have a good knowledge of attendance procedures.
- Liaise with class teachers and other relevant staff - being the bridge between school and home, to ensure all staff have access to information that will support pupils' learning (including missed learning) and welfare.

### Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies.
- Promote the safeguarding of all pupils in the school.

### Health, safety and discipline

- Promote the safety and wellbeing of pupils.
- Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.

### Personal and professional conduct

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.

### Other areas of responsibilities

- Actively promote and follow TKAT policies and procedures.
- Uphold, support and demonstrate the TKAT vision, purpose and values.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Family Liaison/Learning Mentor (ACE Tutor) will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Headteacher or line manager. This job description may be amended at any time in consultation with the postholder.

## PERSON SPECIFICATION

Selection Criteria	Essential (E) or Desirable (D)	Assessed By
<b>Qualifications, Training and CPD</b>		
GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Maths.	E	Application
An appropriate qualification in Working with Parents, Education, Social Care or equivalent, to at least NVQ level 3.	D	Application
<b>Knowledge, Skills and Attributes</b>		
A working knowledge and demonstrable understanding of child protection and safeguarding issues.	D	Application & Interview
Direct experience of working with children and their families.	D	Application & Interview
Sound knowledge and understanding of child development and the needs of children.	E	Application & Interview
Knowledge of additional support services available for students and their families and experience of signposting or referring families to these services.	D	Application & Interview
Understanding of professional boundaries and appropriate relationships with children, young people, their parents and carers.	E	Application & Interview
Proven interpersonal, verbal and written communication skills with the ability to effectively communicate with a wide range of people, particularly with parents/carers and external agencies.	E	Application & Interview
Ability to keep accurate records and to understand and apply rules of confidentiality, only sharing information where appropriate.	E	Application & Interview
Excellent administrative skills.	E	Application & Interview
Confident in handling data including numeric data.	E	Application & Interview
Excellent IT skills (Microsoft Office Suite/Google Suite).	E	Application
<b>Personal Qualities</b>		
A passion to inspire our most vulnerable learners.	E	Application & Interview

A belief that they can, through their actions, change the lives of our most vulnerable pupils.	E	Application & Interview
An ability to focus on resourceful problem solving, empowering students to develop their talent/ interests.	E	Application & Interview
To be compassionate whilst remaining professional.	E	Application & Interview
To be tenacious and well organised with good time management.	E	Application & Interview
Behaves consistently with the trust's values in their interactions with internal and external stakeholders.	E	Application & Interview
Recognises when colleagues are under pressure and volunteers to assist them where possible.	E	Application & Interview
Works within teams and across boundaries to share knowledge and achieve results.	E	Application & Interview