

Job Description

Job Title	Academic Mentor	Reporting to	Senco
Job Purpose	To work as part of a team to support students in making progress by implementing interventions that are flexible, measurable, bespoke and timed with entry and exit data.		
Liaising With (internal)	Staff and Students	Liaising With (external)	Parents, Community,
Supervising	N/A	Contract	TTO
Key Responsibilities	<p>Under the supervision and guidance of the Senco;</p> <ol style="list-style-type: none"> 1. Use the data from formal assessments carried out to assist the Assistant Vice Principals of the faculties in identifying ‘wave 3’ interventions for cohorts of students. 2. Focus on the vulnerable groups and within the team be a lead person for one of these vulnerable groups (Pupil Premium, EAL, Low Numeracy / Literacy, EHCPs, other SEN(D)) 3. Ensure the support and programmes are bespoke and happen in a variety of ways, either in class, in small groups or with parents. 4. To monitor and evaluate the impact of any interventions 5. To liaise closely with the pastoral team including attendance 		
Compliance, Restrictions & Enablers	<p>Compliance with all policies and procedures of the Academies including, but not limited to:</p> <ul style="list-style-type: none"> • Health, Safety & Security • Data Protection legislation and best practice • Freedom of Information legislation and best practice • Child Protection, including CRB enhanced disclosure requirements • Equal Opportunities & Diversity 		

Person Specification

Job Title	Academic Mentor	Reporting to	Senco	
			Essential (E) or Desirable (D)	Evidence
Education, Qualifications, Training <ul style="list-style-type: none"> • Good GCSE's in English and Maths • Additional good GCSE's or equivalent in other subject areas • Level 2 Qualification suitable to the role or willingness to gain 			E E E	Application Application Application
Skills, Knowledge & Experience <ul style="list-style-type: none"> • Experience working in an academic setting • Knowledge of safeguarding and Child Protection Issues • Good ICT skills in MS Office products • Excellent communication skills (written & verbal) • Planning, prioritising and managing workload in an environment of conflicting demands • An understanding and experience of a range of 'needs' presented by students who may struggle to make progress in school 			D D D E E E	Application Interview Interview Assessment Interview Interview
Personal Qualities <ul style="list-style-type: none"> • Strong outgoing personality • Able to build effective and positive working relationships • Organised and methodical approach to work • Good sense of humour • Enthusiastic and committed • Committed to safeguarding and promoting the welfare of children and young people • Committed to personal learning and development 			E E E E E E E	Reference/Interview Reference/Interview Reference/Interview Interview Reference/Interview Interview Interview

All employees are subject to full DBS check, according to current statutory requirements.