



Academic Learning Mentor Job Description

Purpose of the job

Following the period of school closure, we would like to appoint an Academic Learning Mentor on a short-term contract to support students to achieve their full potential.

You will provide a complementary service to existing teachers and pastoral staff in school, addressing the needs of pupils who need help to overcome barriers to learning both inside and outside the classroom, in order to enable these pupils to achieve their full potential by being able to access the curriculum more effectively. You will enable the school to raise standards of achievement and improve the wellbeing of specific pupils across identified year groups. You would be required to support students throughout the school day and in after-school sessions.

The focus year groups for this role are predominantly Year 7 and Year 11, however you may be expected to work with students from all year groups.

Roles and Responsibilities

As an adult in the school, you will be responsible for safeguarding all students and promoting their welfare.

You will be expected to manage a caseload of individual students and you will be expected to:

Build effective 1-1 relationships with the students on your caseload.

Create individual support plans for the students on your caseload.

Deliver study support in the form of a study skills unit of learning, followed by active practice of these skills with the students in specific weekly sessions.

Monitor progress towards agreed goals for students on your caseload.

Be prepared to support departments in their delivery of small-group interventions to students identified as needing support.

Deliver pre-designed wellbeing programmes that to be provided as per the student's individual support plan.

For Year 7 specifically, deliver literacy and numeracy interventions to improve access to the curriculum.

Liaise with the pastoral support team regarding external sources of support and opportunities that could develop their extra-curricular diet.

Provide homework support clubs for multiple year groups using study skills knowledge.

Undertake additional or other duties as may be appropriate to achieve the objectives of the post as directed and deemed appropriate by the Headteacher.

Person Specification

Qualifications	Essential	Desirable
GCSE/O level English & Mathematics at 6/B and above	x	
Strong level 3 qualifications (e.g. IB, A levels)		x
Degree		x
Experience	Essential	Desirable
Significant and successful experience of working with children in a school setting, including working with individuals and groups to support learning in and out of the classroom.		x
Experience of the National Curriculum and the National Literacy and Numeracy Strategies of Intervention or 'catch up' programmes.		x
Experience of working with colleagues to set up short term goals for individual pupils and of supporting the pupils in achieving these.		x
Experience of working with other adults in a team situation.	x	

Experience of working with professionals from outside agencies.		x
Knowledge	Essential	Desirable
A good knowledge of the National Curriculum and National Literacy and Numeracy strategies.		x
A good knowledge of the standard and possible content of GCSE English Language and Literature and GCSE Maths.		x
An understanding of how children learn and of strategies to motivate children who are disaffected or who are experiencing barriers to learning.	x	
Good knowledge of the roles of the various outside agencies available to provide support to the school.		x
An understanding of the principles of inclusion and a demonstrable commitment to inclusive education for all.	x	
Knowledge and understanding of child protection legislation		x
Skills	Essential	Desirable
Excellent communication skills, both oral and written, with the ability to adapt effectively for different audiences and different situations and use relevant GCSE-level academic language.	x	
Ability to be tenacious and flexible and to try different approaches with children whose needs may be very different.	x	
Ability to present detailed and written reports, in a clear and professional style.	x	

The ability to build very effective relationships with pupils, to motivate disaffected learners and to improve self-esteem.	x	
Ability to work under pressure and to meet deadlines.	x	
Ability to maintain confidentiality.	x	
Ability to listen, empathise and be a sensitive mediator and advocate on behalf of mentored pupils.	x	