

NORTHFLEET SCHOOL FOR GIRLS CO-OPERATIVE LEARNING TRUST

JOB DESCRIPTION

Post: Reading (Academic) Mentor

Responsible to: Literacy Leader

Post Level & Grade: Kent Scheme KS6

Purpose:

Through this role you will support our students to make improved progress in Reading skills;

* Working with teachers and subject leaders to identify gaps in reading skills for targeted

students

* With class teachers develop and implement small group support sessions to plug gaps in

learning

* Implement testing programmes to check on progress and impact of support sessions.

Main (Core) Duties:

Identifying gaps in learning

* Meet with Subject Leader of English/Literacy Leader and teachers to identify priority groups/students for support
* Work with teachers and Literacy Leader to accurately identify gaps in reading skills for the targeted students – this may include low stakes testing or utilising existing testing
* Agree key foci for support sessions and timescales with the teacher or subject leader

Implementing small group support

* Utilise the gaps knowledge and working with teacher’s design small group support sessions to plug gaps
* Implement small group sessions using the most appropriate pedagogical approaches
* Small group sessions may take place during lesson times, base times, or during lunch times/after school sessions
* Where appropriate deliver sessions in the classroom or breakout areas.
* Ensure resources are available on google classroom for students – including OCL tasks as appropriate

Implement testing programmes

* Develop methods of testing to check whether reading gaps have been addressed

– ranging from low stakes testing to exam condition tests

* Mark the above tests and analyse results to establish impact
* Feedback on improvements and further steps to class teachers and subject leaders
* Adapt future plans as appropriate.

Other Duties

* Support teachers in the generation of resources and share small group resources as

 appropriate

* Take responsibility for own professional development, including developing subject

 knowledge as required to deliver sessions

* Take part in school meetings and CPD sessions as per the school calendar
* Undertake any duties that the Headteacher may reasonably request.

Note:

1. The above responsibilities are subject to the standards, general duties and responsibilities contained in the statement of Conditions of Employment, having due regard to the requirements of the curriculum, the school’s aims, objectives and schemes of work and any policies of the Governing Body.
2. This job description is not necessarily a comprehensive definition of the post. It will be reviewed and may be subject to modification or amendment at any time after consultation with the post holder.

Knowledge, Skills & Personal Qualities:

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| Essential | Desirable |
| Educated to at least A Level in English  | Experience of working effectively with young people in education or another related area |
| Enthusiastic and motivational with an ability to motivate young people by establishing empathetic and supportive relationships  | Experience of educational environment |
| A willingness to further investigate strategies to best support the improvement of reading skills.  | Knowledge of the principles involved in giving advice and guidance to young people |
| An enthusiastic reader  | Willing to experiment |
| Excellent team player but able to take initiative and act independently where required  | Understanding of Child Protection procedures |
| Committed to own development |  |
| Good communication skills both oral and written |  |
| ICT Literate |  |
| DBS |  |

PROFESSIONAL VALUES AND PRACTICE:

* High expectations of all students, respecting social, cultural, linguistic, religious and ethnic backgrounds and commitment to raising achievement.
* Treat students consistently, with respect and consideration.
* Demonstrate and promote positive values, attitudes and behaviour by example.
* Work collaboratively with all colleagues as part of a professional team, knowing when to seek help and advice.

ORGANISATION:

Deputy Headteacher

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Literacy Leader

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Reading (Academic) Mentor

Agreed by:

Postholder: Date:

Print Name: \_\_\_\_\_\_

Headteacher: Date: