

## HESTON COMMUNITY SCHOOL

### JOB DESCRIPTION: ACADEMIC MENTOR

<b>Post Title</b>	<b>Academic Mentor</b>
<b>Overall responsibility:</b>	Mentoring and tutoring students
<b>Reporting to:</b>	Professional Mentor
<b>Liaising with:</b>	All staff and parents/carers
<b>Disclosure Level:</b>	Enhanced
<b>Salary/Grade:</b>	£19 000 [pro-rata]

#### **Key tasks and accountabilities will include the following:**

##### **Core Purpose**

To provide high quality academic mentoring/tutoring to students at the School.

- To plan and develop learning sessions under the direction of department lead to contribute towards effective learning, engagement and achievement
- To lead and implement a programme to help support children address gaps in their learning as a result of Covid-19
- To ensure consistently high standards of learning and ensure each student has a positive attitude towards not only their personal education but the School as a whole

##### **Operational Responsibilities**

- Work with all age groups
- To lead subject-specific work with small groups, both in the classroom and through withdrawal sessions
- To run 1:1 subject specific work with targeted individuals
- To organise and lead revision sessions
- To provide additional support for pupils shielding or not in school
- Demonstrate a high level of pre-existing subject knowledge
- To ensure that the sessions that you deliver enrich and engage all students taught
- Establish a purposeful working atmosphere during all learning activities following School policies
- Actively support extra-curricular activities to enhance students' experiences
- Manage the behaviour of students in classrooms and around the School
- Understand and fulfil all the requirements of School policies and the expectations of the School

##### **Additional Responsibilities**

- Promote the School ethos in which the highest achievements are expected from all members of the School community
- Adhere at all times to the professional business standards of dress, courtesy and efficiency in line with the ethos of the School
- Attend Staff, Curriculum, Year Group and other School meetings
- Uphold the School's behaviour code and uniform regulations
- Participate in staff training and development

##### **Key Organisational Objectives**

To contribute to the School by:

- Following Health and Safety requirements and initiatives, as directed
- Ensuring compliance with Data Protection legislation
- Operating at all times within the School's Equalities Policies, demonstrating commitment and contribution to improving standards and attainment
- Contributing to the maintenance of a caring and stimulating environment for young people

##### **Performance Management and Professional Development**

The Academic Mentor will be part of the School's Performance Management Scheme. S/he will have a Line Manager who will set agreed targets for the year. The Line Manager will monitor and review performance. The School will support the continuing professional development of all staff to ensure that their expertise is being kept up to date.

The postholder may be required to perform any other reasonable tasks, after consultation.

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 constructed.

This 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 at any time after consultation with the postholder.

### **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1964 [Exemptions] Order 1975, as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview.

The post allows substantial access to children. Candidates are required to comply with School procedures in relation to DBS checks.

### **Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the School's Equalities Policies.

## PERSON SPECIFICATION

Qualifications and Experience		Essential	Desirable	Evidence
1	Educated to degree level or equivalent [2.2 minimum]	✓		A
2	Grade C (Level 4 or above) in GCSE maths and English	✓		A
3	Secure subject knowledge in English, Maths or Science	✓		A
4	Teaching/Tutoring of Maths, English or Science to students at KS3 and KS4		✓	A
5	Developing and maintaining good relationships with colleagues and students	✓		R, I
6	Commitment to raising the achievement of all students of all abilities	✓		R, I
7	Knowledge and understanding of Safeguarding practice	✓		R, I
8	Ability to use IT effectively	✓		A, I
9	Experience of working with children and/or pastoral work		✓	A, R
Skills				
10	Establish a safe and stimulating environment for students, rooted in mutual respect	✓		A, I
11	Set targets that stretch and challenge students of all backgrounds and abilities	✓		A, I
12	Excellent communication and organisational skills	✓		R, I
13	Ability to work hard under pressure while maintaining a positive, professional attitude	✓		R, I
14	Ability to organise and prioritise workload and work on own initiative	✓		R, I
15	Excellent personal, oral and written presentation skills	✓		A, R, I
Personal Attributes and Behaviours				
16	Adaptability and flexibility to changing circumstances and new ideas	✓		R, I
17	A belief that schools have a responsibility to prepare students for their lives - not just for exams	✓		R, I
18	Creative, courageous and resilient	✓		R, I
19	Ability to respond positively to feedback	✓		R, I
20	Ability to work under pressure and to meet deadlines	✓		A, R, I
21	Willing to take responsibility and ownership	✓		A, R, I
22	Team player	✓		R, I
Ability to Fulfil Wider Professional Responsibilities				
23	Willingness to make a positive contribution to the wider life and ethos of the School	✓		R, I
24	Ability to develop effective professional relationships with colleagues, students and parents	✓		R, I

**Key to Evidence: A = Application**

**I = Interview**

**R = References**