

Pupil Premium Support Mentor with an English Focus

Job Purpose

Responsible to: Headteacher

Under the guidance and supervision of the Assistant Headteacher i/c of Pupil Premium .

To provide a complementary service to that provided by teachers and pastoral staff in order to address the needs of pupils, who need help and support to overcome barriers to learning, both inside and outside school to achieve to their full potential.

Duties and Responsibilities

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

- To contribute to raising standards of attainment, improving attendance, reducing exclusions and maintaining good standards of behaviour and participation for pupil premium pupils in years 7 to 10.
- Develop positive one to one mentoring relationships with pupils and groups identified as needing support.
- Work collaboratively with teachers, TAs, AHT and other agencies to identify pupils with barriers to learning and at risk of disaffection in order to ensure that these receive support.
- Establish and maintain home/school liaison with the families/carers of identified pupils receiving support in order to keep them informed about pupils' needs and progress and to secure positive family/carers involvement and support.
- Establish good relationships and work closely with other agencies who may also be involved in supporting a targeted pupil so that the needs of the pupil concerned are met in a focused and integrated way.
- To observe and monitor pupil progress for identified pupils, adapting an agreed approach to meet particular needs, recording and maintaining records of pupils' development and progress.
- Encourage positive attitudes to pupils receiving support and a shared understanding of their needs within the school.
- Liaise and meet regularly with the AHT to report and discuss progress on specific children and families taking appropriate action as agreed.
- Support the school's monitoring and evaluation procedures with regard to the attendance policy working with the Education Welfare Officer (EWO).
- Any other duties and responsibilities within the range for the salary grade.
- Contribute to reports to Senior Management Team and Governing Body as required.

It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Standards and quality assurance

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Undertake professional duties that may be reasonably assigned by the head teacher
- Be proactive in matters relating to health and safety
- Be committed to safeguarding and promoting the welfare of children and young people

Academic PP Support Mentor
Salary £18560 pro rata (term time only) Actual salary £15644
Start date 4 th September 2017 until July 2018 in the first instance.
37 hours per week plus relevant parent evenings and after school session (be take in lieu)
We are looking for someone who has the ability to identify barriers to learning and to engage strategies to overcome these barriers.
Desirable Skills <ul style="list-style-type: none"> • GCSE grade C or above in maths and A Level English (or equivalent) • Experience of working with pupils and/or parents.
Essential Skills <ul style="list-style-type: none"> • Ability to support 1:1 and small groups. • Commitment to working within a team to support and provide quality services for our children and families. • Effective literacy and numeracy skills. • Ability to communicate with students across the age and ability range. • Willingness to develop own expertise and undertake training programmes. • Ability to set, maintain and actively promote high standards of student behaviour. • Demonstrate a sound understanding of the qualities of support and effective learning and how these can be applied to raise pupil attainment. • Good self-management skills including the ability to plan one's time effectively. • An enjoyment and liking for pupils, people, schools and learning. • Able to work well as part of a team with good interpersonal skills. • The ability to enthuse, inspire and motivate pupils and parents. • Excellent oral and written communication skills • Ability to use ICT
<p>The successful candidate will be involved in a variety of activities including;</p> <ul style="list-style-type: none"> • 1:1 and small group tutoring of GCSE level Maths and/or English • The set-up and running of the Success maker scheme • The set-up and running of the Extended Learning Group programme to session 6's • Support homework club • The set-up, running and monitoring of form time reading peer mentoring programme • Family liaison encouraging parental involvement • Support with Year 7 English • Liaison with attendance officer • Classroom support within lessons for GCSE groups

To apply please complete an associate staff application form and letter explaining your interest and return to applications@aldrigedridge.org

Details are available from Mrs C. Welch Tel: 01922 743988 ext 224 or on the school website www.aldriggeschool.org/jobs

Closing Date 23rd June 2017

Aldridge School - An Academy is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share in this commitment. The post is subject to enhanced DBS and safeguarding checks.

For further information please go to our web site www.aldriggeschool.org/jobs or contact Mrs C Welch 01922 743988 ex 224.