



JOB DESCRIPTION

Central to our administrative philosophy is teamwork and post-holders are expected to embrace this prerequisite and be prepared to act flexibly in response to the day-to-day needs of the academy

JOB TITLE: KS3 Academic Mentor

GRADE: GR3

Job Purpose

To provide a complementary service to that given by existing teachers and pastoral staff in addressing the needs of students who need help to overcome barriers to learning both inside and outside the school, in order to achieve their full potential. The post involves working closely with key cohorts of students to ensure that rapid progress is made.

Duties and Responsibilities

1. To work with students, identified by your Line Manager, who will benefit most from an Academic Mentor and, working with others, draw up and implement an action plan for each student who needs particular support including suitable interventions, before and after school support and subject specific strategies.
2. To develop a 1:1 mentoring relationship with students needing particular support aimed at raising achievement to secure their KS3 target grades.
3. To maintain regular contact with families/carers of students in the cohort, to keep them informed of the students needs and progress, and to secure positive family support and involvement.

4. To work closely with the senior member of staff responsible for achievement as well as Heads of House to ensure that all students make good or exceptional progress.
5. To deliver year 7 catch up initiatives such as Accelerated Reader in order to support students entering the school in year 7 below standard in English and/ or Maths.
6. To monitor and report regularly on the implementation and impact of all intervention strategies to promote achievement for individual key stage 3 students.
7. To have full knowledge and appreciation of the range of interventions, opportunities and organisations that could be drawn upon to provide extra support for students to help them to secure their target grades at the end of KS3.
8. To ensure adequate provision is in place for key stage 3 students withdrawn from lessons so they achieve their target grades in targeted subjects.
9. To participate in home visits and/or other regular parental communications in order to build positive relationships with parents and improve student attendance and achievement.
10. To attend Parents Evenings, Options Evenings and Induction Evenings, as well as any other additional out of hours' activities, including occasional Saturdays, as and when required.
11. To communicate regularly with other key staff including Guidance Managers, Heads of House, Form Tutors and subject teachers in order to support students and share best practice.
12. Individuals have a responsibility for promoting and safeguarding the welfare of students and young people s/he is responsible for or comes into contact with.
13. To ensure all tasks are carried out with regard to Health & Safety.
14. To undertake appropriate professional development including adhering to the principle of performance management.
15. To adhere to the ethos of the school
 - To promote the agreed vision and aims of the school
 - To set an example of personal integrity and professionalism
 - Attendance at appropriate staff meetings and parent's evenings
 - To support duty teams undertaking duties as and when required

- To support extra-curricular activities by staffing trips, visits, interventions and activities when needed
16. Any other duties as commensurate within the grade in order to ensure the smooth running of the school.
17. To be available for any further reasonable duties as and if required by the Head Teacher.

NOTE

Head Teachers will decide the precise role of the Learning Mentor(s) within individual schools, in consultation with teaching and pastoral staff and other local agencies working with the children and young people. Head Teachers will also decide on the allocation of responsibilities between Learning Mentors in schools with more than one mentor.

Supervision Received

Responsible to: KS3 Academic Leader

Level of Supervision: Plan own work to ensure meeting of defined objectives.

Supervision Given

None

OBSERVANCE OF THE CITY COUNCIL'S EQUAL OPPORTUNITIES POLICY WILL BE REQUIRED

Signed: _____ (Head Teacher)

Signed: _____ (Post-holder)

Date: _____

Washwood Heath Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. An enhanced DBS check is required for all successful applicant.