

Torquay Girls' Grammar School



Name:	-
Job Description:	- Academic Mentor
Salary Range:	- Grade D
Responsible to:	- Deputy Headteacher
Job Purpose:	- To support students across the school through academic mentoring.

Core Responsibilities

- To organise and deliver 1-2-1 and small group academic mentoring to those students identified to be in need.
- To gather and distribute work and resources to students in need.
- To lead and supervise the running of the student-led Hub and coordinate the student Hub leaders.
- To coordinate extra support sessions delivered by departments or others.
- To liaise with staff on the logistics of these sessions – rooms, times, staff involved etc.
- To promote and publicise support sessions to students and their parents, to include after school events where appropriate
- To monitor the attendance of students at support sessions.
- To liaise with parents informing them of their child's attendance and progress in support sessions.
- To carry-out any administration with regard to intervention.
- To lead the review of the intervention programme.
- To be an EPQ mentor, where appropriate.

General Duties

- To be aware of and comply with policies and procedures relating to inclusion, child protection, assertive discipline, health, safety and security, equal opportunities and SEN, confidentiality and data protection, reporting all concerns to an appropriate person.
- To fulfil Safeguarding responsibilities in accordance with the TGGGS Safeguarding Policy.
- To attend Morning Briefings and to refer regularly to staff notices.
- To contribute to the overall ethos/work/aims of the school.
- To establish purposeful relationships and to support achievement and progress for pupils.
- To participate in training and other learning activities.
- To help supervise and support pupils on visits, trips and out-of-school activities as required.
- To undertake any other tasks as required by the Headteacher which are compatible with these.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post. It may be necessary to undertake any reasonable task required, and sometimes at short notice, that is not described here as directed by the Headteacher.

Signed: Date: