



Job Description

Job Title:	Academic Mentor
Location:	Meadstead Primary Academy
Hours of work:	Full Time
Salary:	£19,000 pro rata
Reports to:	Senior Leadership Team
End Date:	31st July 2022

Purpose of the Role:

As an Academic Mentor you will play a key role in the country's recovery from Covid-19, as part of the government-backed National Tutoring Programme. With the aim to reach 250,000 pupils in England that may have encountered barriers to learning, this is a unique opportunity to make a significant impact by delivering quality tuition sessions to small groups.

We're looking for passionate, driven and caring people to support those whose education has been most affected by the disruption caused by the pandemic. As an Academic Mentor you will be employed on a fixed term contract by a school to deliver a tailored programme of support, unique for each school.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

Your main responsibility in this role will be delivering support to at least 50 pupils in the format of:

- Small group work
- One-to-one support
- Revision lessons (in groups or one-to-one)
- Additional support for those shielding or not in school

To support this, you will also be expected to

- work with SLT in the school to identify which pupils need 1:1, 1:2 or 1:3 support packages
- identify learning gaps and helping to shape a bespoke intervention programme for pupils
- deliver engaging sessions, to support a range of learning styles with clear learning objectives
- manage behaviour of pupils
- differentiate sessions in line with pupils ability, taking into account any barriers to learning or additional needs
- derive measurable outcomes from each sessions to track progress
- demonstrate safeguarding standards in all practice

You will play a key role in enabling students in the most disadvantaged areas to build their confidence and access targeted support while developing skills and experience in a school for your future career. You will additionally benefit from a custom program of online training via Liverpool Hope University. This will be one week of training for qualified teachers and two weeks for Graduates.



Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. 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 construed.
3. The 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 or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification





Job Title: Academic Mentor

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> ● Qualified Teacher Status or Graduate with 2:2 or higher (or UK equivalent) ● And must have Level 4 (Grade C) or above in GCSE maths and English or equivalent ● This is a full time, fixed term contract ● Benefits to be defined by hiring school 	●
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> ● Understand and implement the school's behaviour management policy. Have a positive approach to behaviour management ● Understanding of the EYFS curriculum ● Ability to assess progress and performance ● Understand and support the importance of physical and emotional wellbeing ● Have some knowledge of learning difficulties and a variety of strategies to support children ● Knowledge of literacy/ numeracy frameworks/ Foundation Stage Curriculum and Phonics Programmes ● Ability to maintain intervention records ● Working with pupils of a relevant age to support their learning 	●





		<ul style="list-style-type: none"> Detailed understanding of assessment and learning to support pupil progress and school development 	
Skills	Line management responsibilities (No.)	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none">
	Forward and strategic planning	<ul style="list-style-type: none"> Proven, successful experience in accelerating progress for groups of pupils against agreed outcomes Proven ability to plan using specialist knowledge, successful learning opportunities for small groups of children. Ability to assess children's progress in line with school policy and procedure (eg marking & feedback, monitoring and evaluation) Positively and effectively manage behaviour in line with school policy and procedure 	<ul style="list-style-type: none">
	Abilities	<ul style="list-style-type: none"> Ability to write detailed reports, letters Good organisational skills Ability to remain calm under pressure Ability to support the work of children and move their learning on Ability to manage own time effectively Demonstrate creativity and an ability to resolve routine problems independently 	<ul style="list-style-type: none">





		<ul style="list-style-type: none"> • Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults • Ability to work effectively with a range of adults • Know when, how and with whom to share information • Ability to critically evaluate own performance 	
Personal Characteristics	Behaviours	•	
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Show a commitment to promoting the welfare and safeguarding of children and young people • Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff 	