

Job Description

|  |
| --- |
| All employment requirements to be performed in accordance with the provisions of the National Joint Council for Local Authorities’ APT & C handbook.  The job description is designed to supplement the above by highlighting those areas regarded by the headteacher as being of specific relevance and importance to Carlton le Willows Academy. |

|  |
| --- |
| 1. Title of Post |
| Raising Achievement Mentor |

|  |
| --- |
| 2. Name of Employee |
|  |

|  |
| --- |
| 3. Salary |
| NJC APT&C Scale 3 (Points 14 - 17) |

|  |
| --- |
| 4. Accountable and Responsible To: |
| To be responsible to the head of subject |

|  |
| --- |
| 5. Main Purpose of the Job |
| To ensure targeted pupils are supported in achieving their individual targets in the subject through the implementation of intervention programmes, which meet their particular needs. |

|  |
| --- |
| 6. Accountable and Responsible for the Following Key Tasks: |
| The following points represent some of the key tasks the post holder will carry out. It is not intended as an exhaustive list as there will be others which become apparent and lead on from the areas indicated below.  To be responsible for the following duties and responsibilities:   1. Delivering one to one or group intervention sessions in the subject area to mentees as directed by the head of department, in school and off site. 2. Support pupils within mainstream lessons or alternative support provision. 3. Working closely with teaching staff, under the direction of the head of department, to prepare intervention programmes and activities to meet the individual needs of mentees. 4. Adapting learning activities and resources for mentees as required to ensure high levels of participation and engagement. 5. Establishing positive relationships with mentees, acting as a positive role model for them, setting high expectations and developing their confidence. 6. Evaluating the work of mentees at the end of intervention sessions, reporting any concerns to the subject teacher/head of department as required. 7. Monitoring the punctuality, attendance and behaviour of mentees at intervention sessions, reporting any concerns to the subject teacher/head of department as required. 8. Establishing and maintaining regular links with parents and carers, providing feedback about pupils strengths and apparent barriers to learning as necessary. 9. Acting as amanuensis for pupils during examinations and tests as required. 10. Assisting mentees with the smooth transition between educational phases. 11. Undertaking administration duties as required by the head of department in connection with the role of mentor.   **General**   1. Contributing to the overall ethos/work/aims of the Academy. 2. Being aware of and support difference, thereby ensuring all pupils have equal access and opportunities to learn and develop. 3. Participating in the appraisal process, attending training and other learning/development activities as required. 4. Being aware of and support the implementation of Academy policies and procedures. 5. Having due regard to child protection procedures reporting concerns as necessary to the designated person. 6. Being aware of confidential issues linked to home, pupil, teacher, school work and to keep confidences as appropriate. 7. Playing a full part in school life by contributing to pupils’ wider development through, for example the role of co-tutor, and participation in extracurricular activities and events. 8. Attending meetings and liaising and communicating with colleagues as required. 9. Supervising pupils during the day and in the school grounds as required. 10. Accompanying staff and pupils on educational visits as required. |

|  |
| --- |
| 7. Further Statement |
| This job description is effective from 1 December 2012. The contents have been agreed in consultation with the post-holder and the Academy.  Undertaking any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined/subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.  The school will endeavour to make necessary reasonable adjustments to the job and working environment to enable employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |