



Salford City Academy

The best in everyone™

Part of United Learning

Job Description: English Academic Mentor

Post Title:	English Academic Mentor
Hours:	Subject to discussion, part time or full time
Salary:	Competitive dependent on experience
Contract:	Fixed Term to July 2022. Term Time Only
Responsible to:	Head of English
Conditions of Service:	United Learning Contract

Job Purpose

Improve student achievement in English and Literacy, working with GCSE students in English Literature and English Language and supporting students in KS3 to improve their reading ages.

- Work one-on-one and in small groups with students in personalised tutoring sessions, supporting individual students with their specific care and educational requirements, in order to enable them to achieve their academic goals.
- Provide individual or small group instruction to students who do not have a reading age at least commensurate with their chronological age.
- Monitor, report, and communicate student progress and performance to teachers, the Academy Leadership Team and students' parents and carers.

Key responsibilities will include:

- To plan high quality sessions to develop key knowledge and skills at both KS3 and KS4. These will be delivered in person.
- Deliver individual or small group English and reading intervention sessions
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- To liaise with classroom teachers and Curriculum Leader for English to identify focus areas for intervention. To provide objective and accurate feedback to teachers.
- To deliver tuition through organising and supporting the learning of identified students to raise their levels of attainment. To lead on improving rates of progression for identified students by liaising with the key stakeholders about the learning
- To meet with the class teacher before tutoring, to identify areas for development and support, plan the student's personalised learning programme and agree outcomes
- To establish a relationship and understanding of learning needs before tutoring begins and agree time and location of tutoring
- Provide feedback to class teacher and Head of department and agree next steps
- To ensure strict confidentiality in all areas of work.

- To understand and comply with the statutory guidance regarding safeguarding of children, ensuring the safeguarding and promotion of children's welfare at all times, reporting any concerns to the Designated Safeguarding Officer immediately.

The information contained above is to help staff understand and appreciate the work content of their post and the role they are to play in the organisation. However, it should be noted that whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings may therefore have been used, in which case all the usual associated duties are included in this job description.