

## LANGLEY SCHOOL - JOB DESCRIPTION

<b>Post Title:</b>	<b>GRADUATE ACADEMIC MENTOR</b>
<b>Purpose:</b>	<ul style="list-style-type: none"> <li>▪ To support an appropriately broad, balanced, relevant and differentiated curriculum area as appropriate.</li> <li>▪ To monitor and support the overall progress and development of students as a Teacher and Mentor.</li> <li>▪ To facilitate and encourage a positive, vibrant learning experience which provides students with the opportunity to achieve their individual potential.</li> <li>▪ To share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.</li> </ul>
<b>Reporting to:</b>	AHT i/c Teaching and Learning/ Pupil Premium
<b>Responsible for:</b>	The provision of a learning experience and support for students at KS3 and KS4
<b>Liaising with:</b>	Headteacher / Deputies, Teaching/Support Staff, LA representatives, external agencies and parents/carers
<b>Working Time:</b>	195 days per year, Full-time [37 hours per week]
<b>Salary/Grade:</b>	Unqualified Teachers' Pay Scale
<b>Disclosure level:</b>	Enhanced
<b>MAIN (CORE) DUTIES</b>	
<b>Operational/ Strategic Planning</b>	<ul style="list-style-type: none"> <li>▪ To assist in the development of appropriate resources, interventions and intervention strategies across the curriculum which contribute to the School's development plan and its implementation</li> <li>▪ To plan and prepare courses and lessons</li> <li>▪ To provide Academic mentorship to key disadvantaged students</li> <li>▪ To contribute to the whole school's planning activities</li> </ul>
<b>Curriculum Provision:</b>	<ul style="list-style-type: none"> <li>▪ To assist the Heads of Faculty, Deputy Headteacher (Curriculum) and the Assistant Headteacher (Teaching &amp; Learning/ Pupil Premium) to ensure that the interventions provide a range of teaching which supports the school's strategic objectives and maximises students' achievement.</li> </ul>
<b>Curriculum Development:</b>	<ul style="list-style-type: none"> <li>▪ To assist in the process of developing interventions and refining to ensure their continued relevance to the needs of students, examining and awarding bodies and the schools' aims.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ To be aware of relevant changes and proposals from examining and awarding bodies.</li> </ul>
<b>Staffing</b>  <b>Staff Development:</b>  <b>Recruitment/ Deployment of Staff</b>	<ul style="list-style-type: none"> <li>▪ To take part in the school's staff development programme by participating in arrangements for further training and professional development</li> <li>▪ To continue personal development in the relevant areas including subject knowledge and teaching methods</li> <li>▪ To engage actively in the Performance Management Review process where appropriate</li> <li>▪ To ensure the effective and efficient deployment and professional development of classroom support, if appropriate, including Performance Review.</li> <li>▪ To work as a member of designated team.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>▪ To contribute to the process of monitoring and evaluation of the interventions in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where agreed and appropriate.</li> <li>▪ To review methods of teaching and programmes of work.</li> <li>▪ To take part, as may be required, in the review, development and management of activities relating to the curriculum and organisation of the school.</li> </ul>
<b>Management Information:</b>	<ul style="list-style-type: none"> <li>▪ To maintain appropriate records and to provide relevant, accurate and up-to-date information from SIMS, registers, etc.</li> <li>▪ To complete the relevant documentation to assist in the tracking of students</li> <li>▪ To track student progress and use information to inform teaching and learning.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>▪ To communicate effectively with the parents of students as appropriate.</li> <li>▪ Where appropriate, to communicate and co-operate with persons or bodies outside the school.</li> <li>▪ To follow agreed policies for communications both in and beyond the school.</li> </ul>
<b>Liaison:</b>	<ul style="list-style-type: none"> <li>▪ To take part in liaison activities and events with other schools as and when agreed.</li> <li>▪ To contribute to the development of effective subject links with external agencies.</li> </ul>
<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>▪ To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>▪ To assist the Head of Department/ Faculty in identifying resource needs and to contribute to the efficient and effective use of physical resources.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ To co-operate with other staff to ensure an effective use of resources to the benefit of the school, curriculum area and the students.</li> </ul>
<b>Pastoral System:</b>	<ul style="list-style-type: none"> <li>▪ To support the Safeguarding of all children in the care of the school, following formal policy and procedures as required.</li> <li>▪ To promote the general progress and well-being of individual students.</li> <li>▪ To liaise with relevant Pastoral Leaders to ensure the implementation of the school's Pastoral Policy.</li> <li>▪ To register students and encourage their full attendance</li> <li>▪ To evaluate and monitor the progress of students and keep up-to-date records as may be required.</li> <li>▪ To contribute to the preparation of Action Plans, PSPs, IEPs, progress files and other reports.</li> <li>▪ To alert the appropriate staff to problems experienced by students and, where possible, to make recommendations as to how these may be resolved.</li> <li>▪ To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.</li> <li>▪ To apply the Behaviour Management Policy so that effective learning can take place.</li> </ul>
<b>Learning experience for students:</b>	<ul style="list-style-type: none"> <li>▪ To plan, undertake and review a designated programme of interventions.</li> <li>▪ To deliver a high quality learning experience for students, which meets internal and external quality standards</li> <li>▪ To prepare and update subject materials.</li> <li>▪ To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus</li> <li>▪ To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and, as appropriate, homework.</li> <li>▪ To mark, grade and give written/verbal and diagnostic feedback as required.</li> <li>▪ To support students according to their educational needs, including the setting and marking of work carried out by the student in school and elsewhere.</li> <li>▪ To assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.</li> <li>▪ To provide, or contribute to, oral and written assessments, reports and references relating to individual students and groups of students.</li> <li>▪ To ensure that ICT, Literacy and Numeracy are reflected in the learning experience of students.</li> <li>▪ To undertake assessment of students as requested by departmental and school procedures.</li> </ul>

**Other Specific Duties:**

- Deliver interventions to individuals or small groups of pupils who are underachieving in identified curriculum areas.
- Work with individual students or small groups of students within lessons;
- Prepare and deliver intervention or revision sessions taking place in lesson time, mentor time, during lunch periods or after school
- To play a full part in the life of the school community, to support its distinctive aims and ethos and to encourage staff and students to follow this example.
- To promote actively the school's whole school policies.
- To continue personal development as agreed.
- To comply with the school's Health and Safety Policy and contribute to risk assessments as appropriate.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continue employment for any employee who develops a disabling condition.

This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Review: LYA/CTH

May 2023

Date :

Signature:

Name: