

ROCHDALE BOROUGH COUNCIL

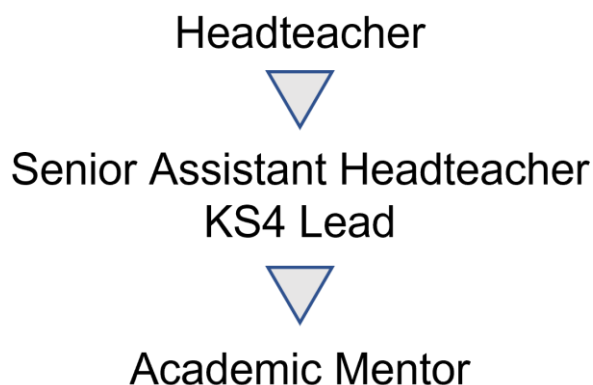
SCHOOL: Cardinal Langley RC High School (Job Ref: AC-MENTOR/251104)

JOB DESCRIPTION

Job Title:	Academic Mentor Qualified
Grade:	4
Responsible to:	Click or tap here to enter text.
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Hours of Duty:	Full time (37 hours per week), all year round. Hours of work are anticipated to be between 8:00am and 4:00pm, to be discussed and agreed at interview, and will include a 36-minute daily unpaid break
Any Special Conditions of Service:	➤ The Postholder may be required to attend evening and weekend meetings ➤ The School operates a Smoke Free Policy for all its employees and applies to any building and associated grounds within the immediate vicinity of the school. ➤ Annual Leave – All Year Round – Annual leave will be approved in accordance with the needs of the school. ➤ The ability to converse at ease with customers and service users and provide advice in accurate spoken English.
Values and Behaviours	Approach the job at all times using the Rochdale values: ➤ Proud ➤ Passionate ➤ Pioneering and Open Be aware of and apply the Rochdale Values and Behaviours at all times.
DBS Disclosure Level:	Enhanced

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Organisational Chart:



PURPOSE AND OBJECTIVES OF THE JOB

1. Perform their duties in accordance with the Authority's/School's Equal Opportunities Policy.
2. Ensure that the Authority's/School's commitment to public service orientation and care of our customers is provided.
3. Be able to render regular and efficient service to undertake the duties of this post.

CONTROL OF RESOURCES

Personnel

To be responsible for the direction, support and motivation of self and any staff under postholder's control.

Financial

To work in accordance with Financial Regulations and procedures of the School.

Equipment/Materials

To be responsible for the safe use and maintenance of equipment/materials used by the postholder.

To adhere to the School's rules and regulations relating to the use of ICT, e-mail and intranet/internet access.

Health/Safety/Welfare

Responsible for the health, safety and welfare of self and colleagues in accordance with Authority/School's Health & Safety policies and procedures and current legislation.

Equality and Diversity

To work in accordance with the Authority's/School's Policy relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of their training and development requirements in accordance with the School's arrangement

Relationships (Internal and External)

Internal: School to insert

External: School to insert

JOB PURPOSE

The Academic Mentor role is a government initiative in direct response to the Covid-19 pandemic. Academic mentors will play a key role in helping children in the most disadvantaged areas access high quality tuition designed to enable the child to best 'catch up' after the disruption to their education during the national lockdown in 2020 when schools were closed.

Academic mentors have been trained to deliver concentrated tutoring of subject-specific work with small groups and individual pupils. This could include revision sessions and additional support for those shielding or not in school. Academic mentors will ensure that pupils make accelerated progress towards their expected level of attainment.

Academic mentors must not be used as additional teaching assistant or learning support staff in the general classroom.

MAIN DUTIES

Support for the Pupil

- Plan and facilitate a programme of intervention to ensure that 1:1 pupils or groups of pupils make accelerated progress towards expected level of attainment
- Provide feedback to pupils in relation to progress and achievement
- One-hour developmental meetings must take place with line manager fortnightly to discuss pupil progress and to plan next steps
- Establish good working relationships with pupils, acting as a role model
- Be aware of and respond appropriately to individual pupil needs ensuring effective interaction
- Provide specific support to pupils dependent upon their individual needs ensuring their safety whilst supporting access to learning activities
- Promote inclusion and acceptance of all pupils
- Promote self-esteem and independence
- Use and adapt strategies appropriate for children with additional needs

Support for the Teacher

- Liaise with class teachers to ensure that own planning is in line with the identified learning outcomes for individual children/groups.
- Discuss with teacher pupils' individual needs and progress to ensure continuity in learning inside and outside the classroom
- Monitor pupils progress and ensure that teachers receive timely feedback and assessment data
- Mark work and provide feedback in relation to progress and achievement of 1:1 pupils or groups in line with school marking policy
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- In liaison with the teacher, utilise strategies to support pupils in achieving learning goals
- Report pupil achievements, progress and issues as appropriate in agreed format.
- Undertake pupil record keeping to ensure there is clear evidence trail of pupil progress and report to line manager and class teachers
- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers

Support for the Curriculum

- Plan and deliver structured and agreed learning activities/learning programmes, taking into consideration pupil learning styles
- Undertake literacy/numeracy (agreed during appointment) programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

Support for the School

- Attend staff meeting and training
- Maintain a register of intervention compliant with GDPR

- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned).
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plan
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time in consultation with the postholder and if she/he wishes with her/his trade union representative.

Job Description prepared by: _____ Date: _____

Agreed by Postholder: _____ Date: _____