

Hadrian Learning Trust

JOB DESCRIPTION

Post Title:	Academic Mentor	Director/Service/Sector :	Children's Services
Band:	4	Workplace:	HMS and QEHS Part of HLT
Responsible to:	Curriculum Leader (English)	Date:	June 2022
Job Description Ref:	HLT 4e		

Responsible for: Supervision of Level 1 & 2 & 3 Support staff as directed.

Job Purpose:

To work with students in Y9-11 on raising levels of literacy. You will work closely with the English department and the AHT (Inclusion) to identify weak readers, plan appropriate intervention, work with individuals, small groups and provide in lesson support.

Resources	Staff	Supervision of a small number of staff including training
	Finance	Handling cheques, invoices and amounts of petty cash.
	Physical	Office Equipment, Accuracy and Security of Databases
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public)

Duties and key result areas:

Support for Pupils

1. Use specialist skills, training, or experience to support pupils learning you will plan, lead and evaluate the impact of small group literacy support sessions across school year groups.
2. Assist with baseline testing for reading and writing.
3. Provide pastoral support for pupils.
4. Alongside the English department plan intervention for small groups of students identified as requiring support. This will include guided reading, phonics support and spelling/grammar intervention.
5. Establish productive relationships with pupils, acting as a role model and responding to the needs of each individual child, acting as a role model and setting high expectations.
6. To actively promote inclusive practice within the classroom setting to ensure acceptance of all children.
7. Support pupils consistently whilst recognising and responding to their individual needs.
8. To have challenging expectations that encourages children to act independently and build self-esteem.
9. Provide feedback to pupils in relation to progress, achievement and attendance.



Support for the Teacher

1. Where required manage liaison with feeder schools and other relevant bodies to gather pupil information
2. Within an agreed system of supervision, plan challenging teaching and learning objectives and evaluate and adjust learning plans as appropriate.
3. Monitor and evaluate pupils' responses to learning activities through observation and planned recording of achievement against agreed, predetermined, learning objectives.
4. Provide the teachers/AHT (Inclusion) with accurate and objective feedback on pupil progress and other matters, ensuring the availability of supporting evidence.
5. Manage the maintenance of pupils' records and accurately record progress and achievement.
6. Establish constructive relationships with parents and carers and participate in feedback sessions as directed.

Support for the Curriculum

1. Implement learning activities to pupils within an agreed framework of supervision, adjusting activities to meet pupil needs
2. Help pupils access learning activities through specialist support.
3. Advise on appropriate deployment and use of specialist equipment or resources

Responsibilities

1. Comply with and assist with the development of policies and procedures relating to:
 - a. Safeguarding and Child protection
 - b. Health and safety
 - c. Data protection
 - d. Confidentiality and data protection
 - e. Reporting all concerns to an appropriate person.
2. Support the school's policies that ensure equality of opportunity across a range of abilities
3. Contribute to the overall ethos of the school and Work in such a way as to promote the ethos and vision of the school.
4. Establish constructive relationships and communicate effectively with external agencies
5. Attend and participate in regular meetings
6. Participate in training and development as required.
7. To undertake First Aider training appropriate with the role and nature of activity.
8. To undertake other duties and responsibilities as required commensurate with the grade of the post.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

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

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or students.

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 continued employment for any employee who develops a disabling condition.

Work Arrangements

Transport requirements:	None
Working patterns:	Monday to Friday
Working conditions:	Office and Classroom based