



## Job Description

### Academic Mentor English

<b>Role Title:</b>	Academic Mentor
<b>Job purpose:</b>	To support the academic recovery of students.
<b>Reporting to:</b>	Director of Learning
<b>Responsible for - Staff</b>	N/A
<b>Liaising with:</b>	Teachers within the attached faculty, parents, students
<b>Grade of post/Salary:</b>	£19,000 pa
<b>Hours:</b>	37 per week 8 am – 4 pm. Some flexibility will be needed in order to support students out of hours.
<b>Contract:</b>	Temporary for 12 months
<b>Disclosure level/Conditions:</b>	Post offer is conditional subject to an enhanced disclosure, medical, relevant qualification certificates and references satisfactory to the school
<b>Base</b>	Bedford High School
<b>Date:</b>	June 2021

#### Job Outline

- Teach individual and small groups of students according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere.
- Support some of the students within their lessons.
- Assess, record and report on the attendance, progress, development and attainment of students and to keep such records as are required.

#### Other Specific Duties

- Contribute to, oral and written assessments, reports and references relating to individual students and groups of students.
- Ensure a high-quality learning experience for students which meets internal and external quality standards.
- Use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus
- Maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework.
- Mark, grade and give written/verbal and diagnostic feedback as required.
- Work as a member of a designated team and to contribute positively to effective working relations within the school.
- Help to implement school quality procedures and to adhere to those.
- Maintain appropriate records and to provide relevant accurate and up-to-date information for Screening, registers, etc.
- Complete the relevant documentation to assist in the tracking of students.
- Track student progress and use information to inform teachers.
- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.
- Take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.

To carry out the duties in the most effective, efficient and economic manner available  
To continue personal development in the relevant area  
To participate in the staff review and development appraisal process  
To have due regard and comply with all school policies  
To supervise students as required  
To undertake training as required  
To participate in personal and team reviews/meetings  
To participate in annual appraisal and implement agreed targets  
Develop good working relations with other colleagues and students  
To contribute to the overall ethos/work/aims of the school  
To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.

### **Health and Safety Training**

Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.

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

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

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

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.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

# Person Specification / Selection Criteria

## A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Have worked in a school, with students		D	A, I, R, T
Have strong organisational skills	E		A, I, R, T
Have good communication skills	E		I, R, T, P
Able to work well in a team, and contribute to it.	E		A, I, R

## B. Training and Qualifications

	Essential	Desirable	Source
GCSE level good pass in the subject of the faculty attached to.	E		A
A level pass in the subject of the faculty attached to.	E		A
Degree level education		D	A
Degree in relevant area		D	A

## C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
The curriculum of the faculty attached to.	E		A, I
How to encourage students to learn.	E		A, I

## D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	Essential	Desirable	Source
Ability to communicate with and relate well to students and adults	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I

Professional appearance and conduct	E		A, I
A committed lifelong learner willing to undertake further training to suit the needs of the role	E		A, I
Flexibility working outside of normal school hours may be required	E		A, I
The willingness to be generous in time and spirit	E		A, I
A sense of humour and positive outlook	E		A, I
A determination to succeed	E		A, I
Energy, enthusiasm, adaptability and flexibility	E		A, I
A willingness to support the schools aim of strengthening links with the community	E		A, I
The ability to build and maintain effective relationships	E		A, I
The ability to develop effective teamwork	E		A, I
The ability to anticipate and solve problems creatively	E		A, I
The ability to demonstrate loyalty and confidentiality	E		A, I
The ability to prioritise and manage time effectively	E		A, I
Ability to organise self and others	E		A, I

## E. Legal Issues

	Essential	Desirable	Source
Legally entitled to work in the UK	E		A, I