

Job Outline – Academic Mentor / Graduate with English Specialty

Responsible to:	Assistant Headteacher
Salary Grade:	Scale 3
Full time/Part time:	32.5 hours per week (9am–4pm), 39 weeks per year (38 weeks term time plus 1 week non pupil days)

Job Purpose

To provide directed classroom support within the English faculty and across the school where literacy support is needed.

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Key Responsibilities

- To support students in English across the ability range including high ability students and those with a special educational need, and to ensure the safety and well-being of students at all times
- To work closely with students in English lessons and in small groups to support and challenge them to make great progress
- To work closely with teachers to support students to develop confidence in their literacy knowledge and skills
- Inspire trust and confidence in all stakeholders and colleagues.
- Use the performance management process to enhance personal professional practice in line with the school's aspirations and priorities.
- Promote the wider aspirations and values of the school.
- Recognise the importance of confidentiality and uphold the requirements of the new GDPR legislation.
- To be an effective communicator with all stakeholders, visitors and external professional colleagues as required.
- To be fully aware of the particular difficulties of individual pupils by referring to records and discussion with SENDCo and/or subject leaders.
- To assist in the preparation of teaching resources for subject areas, in particular to assist with preparation of materials to the needs of individuals or groups of children.
- To undertake intervention work on a 1:1 or small group basis
- To undertake mentoring on a 1:1 or small group basis

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified. The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.