

JOB DESCRIPTION

Job Title	Academic Mentor – Years 7 – 11
Reports to	Deputy Head - Curriculum
Liaison with	Students, parents/carers, teaching staff, support staff and other external establishments
Job Purpose	To provide academic support and guidance to a range of students and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve their full potential.
Duties	<ul style="list-style-type: none"> • Liaise with Senior Leaders, Heads of Departments / Faculties, making reference to school data, to identify those students who are under achieving and determine the specific curriculum gaps • Devise a student caseload, prioritise cases and formulate individual development plans in liaison with the identified students and relevant teaching staff • Liaise with the identified students to identify any barriers to learning and put support measures in place, redirecting to other support areas as appropriate e.g. Learning Support • Plan and prepare any differentiated resources/learning methods which will remove barriers for students within the caseload in liaison with relevant teaching staff • Evaluate interventions for each student and provide relevant reports and records to appropriate personnel e.g. student, relevant teaching staff, management, family members, external bodies • Seek to engage identified students and encourage academic progress through them taking ownership of their development plan, including but limited to the use of the school's reward system • Provide particular and skilled support to the range of students identified across the various faculties within the designated caseload • Monitor and address the various aspects of the development plan with the students on a regular basis, tracking progress and bridging the gaps • Review aspirational grades against actual grades and adjust accordingly in liaison with relevant teaching staff and modify development plans as appropriate to further enhance academic progress • Maintain regular communication with parents/carers on the agreed student development plan and identify further home learning support needed to enhance progress • Ensure students are fulfilling the school's expectations, including attending relevant after school interventions and/or completing home learning activities • Implement planned learning activities/teaching programmes as agreed with appropriate teaching staff and other relevant personnel, adjusting activities according to students' responses as appropriate • Provide relevant support to the student(s) at the end of the school day on a one to one basis or small groups

	<ul style="list-style-type: none"> • Manage effectively students' learning, behaviour, communication, social, sensory and/or physical difficulties to ensure their individual targets and deadlines are met and they achieve their 'personal best' • Facilitate sharing of relevant student information with each student, their family members, appropriate teaching and support staff at the school, as well as the wider community (e.g. local agencies, schools, authorities) as appropriate to enhance their learning and achievements • Utilise relevant student data to monitor and track student progress, including action plans, progress reports and additional needs to ensure students remain on track, meet deadlines and targets and achieve their potential • Assist with escorting students on educational visits • Support and encourage extra-curricular programme • Make appropriate referrals to support students' personal needs including help with social, welfare, physical and health matters
General Administrative Duties	<ul style="list-style-type: none"> • To facilitate the efficient and effective administration of the school • To support and facilitate the work of appropriate teaching and support staff • To assist with the preparation, maintenance and control of stocks of materials and resources • To be aware and support the needs of the students in the school • To carry out basic clerical tasks, including filing, word processing, SIMS modules as appropriate • To mutually support other administration staff in the completion of their duties • To collate and analyse relevant data relating to student progress
General	<ul style="list-style-type: none"> • To demonstrate The King Edmund School values and promises 'In Pursuit of Excellence' • To be committed to safeguarding and promoting the welfare of young children and young people in line with the Governing Body's expectations of all staff and volunteers • To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace • To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy • To respect confidentiality at all times • To be familiar with the school's policies, procedures and working practices and adhere to them as appropriate • To undertake any training and development commensurate with the post • 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 <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

Post Holder signature Date

Post Holder name (in capitals)..... Date.....

Headteacher signature Date

Please return a signed copy of your job description to the Headteacher for retaining in your personal file.