



## **Job Description: Graduate Mentors (all Subjects)**

<b>Reports to:</b>	Head of Department
<b>Start date:</b>	As soon as possible
<b>Salary:</b>	£20,531.63 - £21,831.44 per annum
<b>Working Pattern:</b>	32 hours per week (term time only)
<b>Contract:</b>	Fixed Term 1 year

### **The Role**

To support scholars (both individually and in groups) with intervention classes in which children make rapid academic progress in the subject and form habits of excellence.

### **Hours**

The post will be term time only, with overtime during school holiday periods possible according to business need. We are open to discussion on hours and are happy to consider full time and part time contracts for this role.

### **Key responsibilities**

- To support individuals and groups of scholars to help them make rapid academic progress in the subject
- To support teachers and other colleagues to help create an effective and purposeful learning environment.

### **Outcomes and activities**

- Undertake planning for group and one-to-one interventions with the Head of Department and other subject teachers
- Run after-school GCSE intervention sessions with Year 10 & Year 11 scholars
- Run intervention sessions with high-prior-attaining scholars from all year groups during the school day
- Work with teachers to assess the needs of individual children
- Observe, record and feedback information of scholar performance
- Undertake other various responsibilities as directed by the Principal and Head of Department.

## **Person Specification: Graduate Mentors (All subjects)**

## Qualification Criteria

- Maths and English GCSE or equivalent at grade B or above
- Qualified to degree level
- One of the following:
  - A-Levels or equivalent at grade B or above in the subject (Physics, Chemistry, Biology, Maths, Spanish, PE or English)
  - Subject-related degree
- Right to work in UK.

## Behaviours

### Personal characteristics

- Genuine passion and a belief in the potential of every scholar
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with all other staff
- Able to follow instructions accurately but make good judgments and lead when required.

### Specific skills

- Good communication skills, including written and oral
- Good numeracy and literacy skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to lead intervention sessions for scholars after receiving comprehensive training
- Able to understand and implement particular strategies and methods to help scholars to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Understand the importance of confidentiality and discretion.

## Other

- Commitment to equality of opportunity and the safeguarding and welfare of all scholars
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. This process is outlined [here](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*