

Job Description: Academic Mentor for Literacy

Reporting to:	Deputy Head
Location:	West London
Contract:	Fixed
Working Pattern:	Full Time Term time only
Salary:	Ark Support Scale Point 3: £22,707 - £19,359.47 (pro rata)

The Role

As an Academic Mentor, you will play a key role in enabling students in the most disadvantaged areas to build their confidence and access targeted support while developing skills and experience in our school for your future career.

You will additionally benefit from a custom program of online training via Liverpool Hope University. This will be one week of training for qualified teachers and two weeks for Graduates. During the training you will take part in live group sessions covering modules including: Behaviour Management, Peer Assessment, Planning and Assessment as well as subject specific content.

Key Responsibilities

Support for pupils and teachers

- Small group work (most sessions will be 1:3)
- One-to-one support for those with additional barriers to learning
- Revision lessons (in groups or one-to-one)
- Additional support for those shielding or not in school
- Work with SLT in the school to identify which pupils need 1:1, 1:2 or 1:3 support packages
- Identify learning gaps and helping to shape a bespoke intervention programme for pupils
- Deliver engaging sessions, to support a range of learning styles with clear learning objectives
- Manage behavior of pupils
- Differentiate sessions in line with pupils' ability, taking into account any barriers to learning or additional needs
- Derive measurable outcomes from each session to track progress
- Demonstrate safeguarding standards in all practice

Other

- Supervise pupils in playgrounds, lunchrooms, etc.
- Assist with follow-through for related services, e.g. speech/language therapy, occupational therapy, physical therapy
- Maintain pupil and family confidentiality

- Attend regular meetings and training, as required
- Maintain stock supplies and distribute as required
- Participate in trips and visits
- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification: Academic Mentor

Qualifications

- Qualified Teacher Status or Graduate with 2:2 or higher (or UK equivalent)
- And must have Level 4 (Grade C) or above in GCSE Maths and English or equivalent

Knowledge, Skills and Experience

- Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
- Experience of the role of a TA including; classroom organisation and management, supporting the planning and delivery of the curriculum, implementing behaviour and learning strategies
- Understanding of strategies for teaching and learning
- Ability to undertake a range of teaching activities with confidence, working effectively with individual pupils, groups of pupils and whole classed
- Ability to contribute to assessment and monitoring of pupil progress
- Ability to contribute to planning and preparation of lessons and teaching materials
- Good working knowledge of the national curriculum
- Good numeracy and literacy skills
- Good administrative, organisational and computer skills
- Competent with computers and other technology
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents, first aid, and pupil's personal health and hygiene

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Helpful, positive, patient and caring nature
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK

- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

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.