

TITLE OF POST:	Academic Mentor
Rate:	£13 per hour
PURPOSE OF POST:	To provide an exceptional academic mentor service, addressing the needs of children who need support to overcome barriers to learning.
DATE OF APPOINTMENT:	ASAP
LINE MANAGER:	Assistant Headteacher
HOURS:	As and when required. Flexible during academic year

JOB DESCRIPTION AND PERSON SPECIFICATION

MAIN RESPONSIBILITIES AND TASKS

- To develop one to one and group mentoring relationships with children needing particular support where necessary.
- Supporting their work in the keys areas of maths, sciences, Geography and English.
- To identify those students who would most benefit from academic mentor support and manage a personal caseload
- Working with key staff members to draw up and implement an action plan for each child who needs particular support to improve achievement
- To maintain regular contact with families/carers to keep them informed of the child's needs and progress and to secure positive family support and involvement
- To help adapt and plan the development of resources necessary to lead learning activities, taking into account pupils' interests and cultural backgrounds.
- To provide support for pupils' emotional and social needs by encouraging and modelling positive behaviour in line with school policy.
- To undertake other duties and responsibilities as required to commensurate with the grade of the post.
- Support Access Arrangement students during the exam season – if required
- Working in a face to face capacity at Barnhill

EXPERIENCE

- Experience of working with young people, preferably in a school
- Experience of working with young people who may be in difficult circumstances, distressed or who display anti-social behaviour
- Experience of team working with other staff drawn from different disciplines
- Experience of monitoring and evaluation.

KNOWLEDGE/SKILLS

- A knowledge of the issues facing secondary school aged students with a focus on raising achievement and supporting good mental health.
- Effective use of ICT and other specialist equipment/resources
- Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
- Ability to self-evaluate learning needs and actively seek learning opportunities
- Ability to apply effective strategies to enable students to achieve in school.
- Ability to develop materials and resources for the development of work programmes to support the educational, social and developmental needs of young people.



Academic Mentor

- Ability to build effective working relationships with students and school staff and be able to relate well to children and adults.
- Ability to carry out admin tasks efficiently and effectively
- Administrative tasks for Safeguarding and the Achievement department
- Supporting SEND department as and when required.

APTITUDE

- Ability to work as part of a multi-disciplinary team
- Ability to relate positively to young people with behavioural, emotional and learning difficulties
- Willingness to work constructively within schools
- Ability to relate to people across a wide age and ability range and from diverse social, cultural, racial and ethnic backgrounds.
- Ability to fit in with and to enhance the work of existing teams within the school.
- Ability to identify potential barrier to learning and jointly engage in strategies to overcome those barriers

PERSONAL QUALITIES

- May be required with notice to attend meetings or to work outside of core working hours
- Reliable attendance
- Must meet London Borough of Hillingdon requirements for the post.

EQUAL OPPORTUNITIES

- To operate a positive commitment to the School's Equality and Diversity Policy and to ensure its implementation within the service area of the post.

SAFEGUARDING

- Barnhill Community High is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Successful candidates will be subject to an Enhanced Disclosure and Barring Service check.
- It is an offence to apply for the position if you are barred from engaging regulated activity relevant to children.

TITLE OF POST:	Academic Mentor
PURPOSE OF POST:	To provide an exceptional academic mentor service, addressing the needs of children who need support to overcome barriers to learning.
DATE OF APPOINTMENT:	ASAP
LINE MANAGER:	Assistant Headteacher
HOURS:	As and when required. Flexible during academic year