

**Ernest Bevin College**



**Job Description**

Academic Mentor

Scale 4 point 7-10

36 hours, Term Time Only + 2 weeks (41 weeks)

<b>Title:</b> Academic Mentor	<b>Salary Scale:</b> Scale 4 point 7-10 (36 hours, Term Time + 2 weeks (41 weeks)
<b>Supported by and reporting to:</b> Director of Sixth Form	<b>Assisted By:</b> Sixth Form Team

<b>Personal and Professional Conduct</b>	<ul style="list-style-type: none"> <li>• Treat students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries</li> <li>• Have regard to the need to safeguard students' well-being, in accordance with statutory provisions</li> <li>• Show tolerance of and respect for the rights of others</li> <li>• Uphold fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs</li> <li>• Ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law</li> <li>• Have a proper and professional regard for the ethos, policies and practice of the college, and maintain high standards in their own attendance and punctuality</li> <li>• Have an understanding of, and always act within, the statutory frameworks which set out their professional duties and responsibilities</li> </ul>
<b>Main Purpose of the Post</b>	<ul style="list-style-type: none"> <li>• To contribute and develop high quality academic mentoring to Years 11-13 and to monitor and evaluate its impact in the learning community</li> <li>• To support the development and implementation of strategies which will contribute towards effective learning, behaviour and achievement across Years 11-13</li> <li>• To contribute to a healthy, safe, happy and challenging environment in which Years 11-13 students can work hard, free of disruption, develop mutual respect for each other, grow in maturity and achieve their potential</li> <li>• To support safeguarding and prioritising the welfare of Years 11-13 students</li> <li>• To inspire, challenge and motivate student</li> </ul>
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To support the delivery of a programme of Personal Development</li> <li>• To support Years 11-13 student committees</li> <li>• To ensure that students are receiving an education appropriate to their needs by removing barriers to learning and developing effective learning behaviour</li> <li>• To assist and develop appropriate intervention strategies, working with curriculum team leaders, to ensure that students achieve and develop learning behaviour</li> <li>• To work with students on the development of skills necessary for academic success, such as time management, organisation, study strategies and reading techniques</li> <li>• To have a commitment to develop strategies that raise student achievement which can be adapted in tutorial/academic mentoring</li> </ul>

	<ul style="list-style-type: none"> <li>• To work closely with the Years 11-13 Leadership Team and the Years 11-13 Tutor Team to ensure that <b>all</b> needs are met</li> <li>• To identify those students who would benefit most from intervention work, and working with others, draw up and implement an action plan for each student who needs particular support (except where the student is already receiving additional support)</li> <li>• To ensure that all support work for the student is appropriately managed in an integrated way that is focused on higher education</li> <li>• To contribute to Enrichment activities relating to helping students access Higher Education and other professional routes</li> <li>• To have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students</li> <li>• To contribute to discussions, meetings and the management and administration systems within Years 11-13</li> <li>• To keep abreast of new developments in Years 11-13 Education and to share and implement good practice</li> <li>• To lead the supervision of the Sixth Form Study Room</li> <li>• To communicate to the Students the classwork and homework set by the teacher for the students</li> <li>• To make full use of the resources available (books, equipment, worksheets, other teaching materials)</li> <li>• To motivate Students to complete the tasks set and promoting active learning, classroom management and organisation, including health and safety</li> <li>• To uphold behaviour management duties as required</li> <li>• To uphold the College policies and promote active learning</li> <li>• Any other work that is within your job grade as directed by your line manager or Principal</li> </ul>
<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>• To be fully aware of and understand the duties and responsibilities arising from the Children’s Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation, and the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role. To ensure the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.</li> </ul>

Work Hours 36 hours a week, Monday to Friday. In addition, the appointed person is expected to contribute to evening support (up to 8pm) as required by the Principal. This will only be necessary for specific school functions e.g. Open Evening, appropriate notice will be given, and will be limited to 3 occasions each year for each member of staff. This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the college and in response to National demands after consultation with the post holder.

**April 2022**

**Ernest Bevin College**



**Person Specification**

Academic Mentor

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<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Degree or equivalent</li> <li>• 5 or more GCSE's (including English and Maths) at grade C or higher. Or the equivalent</li> </ul>	
<b>EXPERIENCE</b>		<ul style="list-style-type: none"> <li>• Experience of working within education</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• An understanding of the English education system and examination</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the UCAS process</li> <li>• An understanding of Enrichment and Personal development at Post-16 level</li> <li>• Knowledge of effective behaviour management strategies</li> </ul>
<b>PERSONAL QUALITIES AND CHARACTERISTICS</b>	<ul style="list-style-type: none"> <li>• Able to develop effective communication with students</li> <li>• Excellent organisation and administrative skills, including excellent oral and written communication skills</li> <li>• Good listening skills</li> <li>• Able to work effectively as part of a team but also independently</li> <li>• Able to work under pressure and meet deadlines</li> <li>• Able to use IT packages, Microsoft, Excel and Word</li> <li>• Able to retrieve information from a variety of sources including the internet</li> <li>• A willingness to participate in appropriate training and activities relevant to this role</li> <li>• Able to demonstrate initiative, enthusiasm and drive</li> </ul>	
<b>SPECIFIC TO THE POST</b>	<ul style="list-style-type: none"> <li>• Able to contribute to and develop the work of the student services</li> <li>• Able to support in the development of Academic Mentoring and contribute to assemblies.</li> <li>• Able to write concise, positive, professional references for young people</li> </ul>	<ul style="list-style-type: none"> <li>• Able to relate to students parents and engage them in positive relationships</li> </ul>