



BISHOP VESEY'S GRAMMAR SCHOOL

JOB DESCRIPTION

Job Title: Academic Mentor – part time, term time, fixed term

Department: English Department

Accountable to: Head of English

Grade: APT&C Scale 4 spinal point 7 pro-rata

Hours: Part time 21 hours per week, Wednesday to Friday during term time

1. Job Purpose:

1.1 To support teaching staff in the development and education of students including the provision of specialist skills as appropriate.

2. Key duties and responsibilities:

Support for students and groups

- 2.1 Support the activities of individuals or groups who need curriculum recovery support in English by carrying out one to one or small group tuition.
- 2.2 Establish and maintain relationships with individual students and groups.
- 2.3 Contribute to one to one or small group tuition plans within the English department.
- 2.4 Support students in lessons alongside the English teacher.
- 2.5 Promote students social and emotional development by assisting with their knowledge gaps.

Support for teaching staff

- 2.6 Observe and report on student performance. Contribute to the planning and evaluation of learning activities. Contribute to maintaining student records regarding tuition and one to one learning.
- 2.7 Provide general administrative support, within the English department, where required.
- 2.8 Liaise with parents as appropriate.
- 2.9 Work as required across the curriculum and in Key Stages 3 and 4 within the school.
- 2.10 Keep records of student mentoring sessions and ensure records of meetings with students on the Child Protection Lists are passed onto the DSL immediately.

3. General

- 3.1 To take responsibility for his/her own professional development including adhering to the principles of performance development.
- 3.2 To establish professional and constructive working relationships with colleagues through team working and mutual support.
- 3.3 To attend relevant in service courses.
- 3.4 Ensure all tasks are carried out in compliance with Health & Safety at Work legislation and the school policies and procedures.
- 3.5 Ensure all tasks are carried out in compliance with all school policies and procedures including the Equality Policy, the Data Protection Policy and Procedures, Use of Social Media and the Staff Code of Conduct.
- 3.6 All individuals have a responsibility to promote the safeguarding and welfare of children and young people that he/she is responsible for or comes into contact with.
- 3.7 Adhere to the ethos of the school:
 - a) Promote the agreed vision and aims of the school;
 - b) Set an example of personal integrity and professionalism;
 - c) Attend staff meetings, parents' evenings and school events as appropriate.
- 3.8 Any other duties commensurate within the grade to ensure the smooth running of the school.

4 Communication

- 4.1 To assist with the promotion of a positive image and meaningful communications within and outside the school community.
- 4.2 To ensure efficient communications regarding student mentoring and welfare with relevant members of staff.
- 4.3 To communicate regularly with the Head of English/Second in English.
- 4.4 To pass on all child welfare and safeguarding concerns to the Assistant Headteacher i/c Safeguarding/DSL.
- 4.5 To work within the boundaries of confidentiality.

5. Supervision received

- 5.1 Supervising Officer:
Head of English/Second in English
- 5.2 Level of supervision: Plan and prioritise own work to ensure efficiency and meeting of objectives.

6. Probation

- 6.1 The post is subject to a satisfactory period of 26 weeks' probation for staff in their first post at BVGS.

7. Special conditions

- 7.1 Hours of work are 8.00 am to 3.30 pm, Wednesday to Friday during term time including a 30 minute lunch break.

8.0 BEHAVIOURS

- 8.1 Professionalism – actively seek ways to prevent over complication or confusion of service delivery through innovation, being open to change and the removal of barriers including challenging negative behaviours.
- 8.2 Leadership - lead by example, optimising those resources allocated. Communicate clearly taking account of and welcoming feedback. Take a positive and resilient approach to change understanding of the longer term vision of the school.
- 8.3 Accountability – adopt a ‘can do’ attitude in the work that I deliver taking accountability for my own actions and decisions. I will demonstrate inclusivity and promote the values of diversity and equality.
- 8.4 Transparency - work with others to reach a common goal; sharing information, supporting colleagues and searching out expertise and solutions from relevant colleagues.
- 8.5 Ethical – aware of own impact on others through valuing openness, treating everyone with respect and listening carefully to understand the views of others in order to build trust.

November 2023