



Your Academy...Your Future

Post Title	Academic Mentor
Purpose	<ul style="list-style-type: none"> • To provide complementary services to teachers in support of targeted students. • To support students who need help in order to overcome barriers to learning. • To enable students to achieve their full potential. • To raise standards of achievement, improve attainment and to raise aspirations. • To support students with revision, study skills and examinations.
Responsible to	Vice Principal
Responsible for	Mentoring students/small group work
Contract Type	Fixed Term until 22/07/22
School Type	The Academy is a publicly funded independent secondary school for pupils aged 11 to 16.
Hours	Variable
Grade	£10.01 per hour
Disclosure Level	Enhanced
Expectations	<p><u>There is an expectation that all adults who work at Castle View Enterprise Academy will:</u></p> <ul style="list-style-type: none"> • Create opportunities to support the Academy vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress.

Main Duties	<ul style="list-style-type: none"> • To develop a one-to-one / group mentoring relationship with students identified as needing support to complete work. • To liaise with subject teachers regarding the work that needs to be completed and the progress of the students being mentored particularly in English and Maths. • To liaise with the Vice Principal regarding any problems with staff or students over the delivery of work. • To develop and regularly update personal knowledge of the subject contents, standards, levels and grades particularly in Maths and English. • To regularly assist with any KS4 booster or study skills sessions, deliver subject material for teachers. • To ensure effective running and management of the night school with support from senior staff.
Other Duties	<ul style="list-style-type: none"> • Break and lunchtime duties • Invigilate internal and external examinations • Assist with events and reward activities that help raise achievement and promote success. • Take an active part in appraising their own work against agreed priorities and targets in accordance with the school's management supervision guidelines. • Maintain confidentiality and observe data protection guidelines. • Undertake any necessary training associated with the duties of the post. • Understand and comply with school's Policies and will attend any staff training programmes as required. • Offer assistance with Special examination arrangements.
Additional Duties	<ul style="list-style-type: none"> • Carry out other reasonable tasks from time to time as directed by the Principal.

Person Specification

CRITERIA	E= Essential D= Desirable
Knowledge & Experience	
Experience of working with people.	E
Experience of working effectively in co-operation with a wide range of internal and external partners including both statutory and non-statutory organisations and groups.	E
Sound knowledge of policies surrounding the safe guarding of children.	D
A knowledge or recent experience of school examinations.	D
Essential Skills	
Excellent planning and organisational skills.	E
Excellent written and verbal communication skills.	E
Highly developed interpersonal skills.	E
Ability to use initiative and prioritise work.	E
Accurate and well organised approach to work.	E
Ability to interpret legislations and regulations.	E
Ability to meet and manage deadlines.	E
Ability to read and interpret data.	E
Education & Qualifications	
A Level Maths or English	E
Evidence of relevant training	D
Excellent ICT skills.	D
Personal Qualities	
Commitment to high educational, professional and personal standards.	E
Respect for young people and their needs.	E
High levels of motivation and commitment.	E
Effective communication with a variety of audiences.	E
Awareness of the importance of confidentiality.	E