

**Job Description**

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| **Position:** | One to one/ small group mentor |
| **Responsible To:** | DHT: Pastoral |
| **Grade:** | SC5 |
| **Disclosure Level:** | Enhanced DBS |

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| **Core purpose of the post:**   * To have responsibility for the delivery of an academic mentoring programme to individuals or small groups of students in order to support students to improve their attainment. |

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| **Duties and responsibilities attached to this post are as follows:**  **Core Responsibilities**   1. To have responsibility for the delivery of an academic mentoring programme for allocated individuals/ groups of students; 2. To develop and implement strategies which contribute towards effective learning, behaviour and achievement; 3. To inspire, challenge and motivate students.   **Mentoring**   1. To develop and deliver appropriate intervention strategies, working with curriculum team leaders, to ensure that students make rapid and sustained progress. 2. To develop strategies that raise student achievement through academic mentoring 3. To liaise with Heads of Subjects and subject teachers to ensure that the mentoring programme takes account of the needs of individual students. 4. To provide regular updates for parent on student engagement with the mentoring programme.   **General**   1. To actively support the vision, ethos and policies of the school; 2. To promote and safeguard the welfare of children you come into contact with and to uphold the school's Safeguarding Children and Child Protection; 3. Undertake any other responsibilities or tasks as reasonably requested by the Headteacher; 4. This job description only contains the main duties relating to this post and does not describe in detail all the tasks required to carry them out.   **Special Notes and Conditions**  The nature of the work necessitates strict confidentiality, no information obtained during or after working hours should be discussed other than with relevant staff. |
| *This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and Oldfield School would aim to reach agreement to the changes.*  *Oldfield School is committed to safeguarding and promoting the welfare of children and young people and the successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure and Baring Service (DBS) check.* |
| **Person Specification**  *The following person specification outlines the key skills and experience required for this position.*  *The selection panel will assess each candidate against the criteria listed below expecting candidates to demonstrate knowledge and understanding of each area and show evidence of having applied (or awareness of how to apply) this knowledge and understanding in the school context.*  *The panel will use the following assessment tools: application form; interview / assessment activities; reference and other employment checks.*  **Essential / Desirable (D)**  **Qualifications**   * Level 3 qualifications. * Degree or equivalent   **Experience**   * Experience of working with young people. * Experience of working in a school environment (D)   **Knows about:**   * Knowledge and understanding of learning behaviour.   **Able to:**   * Inspire and engage students. * Organise and administer effectively. * Communicate clearly, both verbal and written. * Build good relationships with students and colleagues.   **Committed to:**   * Inclusion and the ability and right of all to be the best they can be. * The raising standards for all in the pursuit of excellence. * The continuing learning of all members of the school community * A willingness to learn and ask for support * The developing and sustaining of a safe, secure and healthy school environment * Effective team work within the school and with external partners * Involvement of parents and the community in supporting the learning of children and in defining and realising the school’s vision   **Personal Qualities**   * High levels of motivation and energy, ambitious and upbeat * Enthusiasm, drive and a love for the job * Flexible and collaborative * Be passionate about high standards and achievement and excellence for all * Enthusiasm for student welfare, their success and happiness |