

Hendon School



Post: Academic Mentor

Responsible to: Senior Leadership Team

Contract: Term Time Only

Salary: £19,000 per annum

CONTEXT AND PURPOSE OF JOB

To support the progress of underachieving students, ensuring that they reach their full academic potential.

DUTIES AND RESPONSIBILITIES

- To support small groups of students designated by Head of Faculty or Senior Leadership Team.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To provide structure and focus to assist the students in managing their workload and making continued progress through their course and report any concerns to the relevant Head of Department.
- To ensure that all our customers are treated with care and respect and a consistent and reliable service is maintained.
- To respond to emails within specified time frames or response times (currently 24 hours excepting weekends).
- Providing constructive feedback to students.
- Maintaining records of all student contact using the correct documentation.
- To attend regular team meetings.
- To read, digest and take appropriate action, meeting deadlines as required, arising from regular updates or communications.
- To assist teachers to identify the learning needs of individual students
- To provide feedback to teaching staff regarding student progress with respect to identified units of work as needed.
- To plan and deliver sessions following an outlined programme of study.

Hendon School



- Supporting pupils in using basic ICT as directed.
- Assist students to engage in independent and self-directed learning
- Be fully aware of individual student targets and provide the necessary advice, support and guidance to enable them to achieve
- Respecting the confidential nature of all information acquired in the performance of the job.

Hendon School



Person Specification: Academic Mentor

Essential	Assessed by	Desirable	Assessed by
<ul style="list-style-type: none"> University degree in any subject (2.2) or above Level 4 (Grade C) or above in GCSE Maths and English or equivalent qualifications 			A
<ul style="list-style-type: none"> Excellent working relationship with staff and external organisations 	A//R	Knowledge of SIMS	A
<ul style="list-style-type: none"> Experience of working in a school environment or working with students as a Tutor. 		✓	
<ul style="list-style-type: none"> Experience and knowledge of issues affecting student's and young people and how to offer supportive assistance 			
<ul style="list-style-type: none"> Ability to support students with Maths and/or Science work either up to GCSE level or A level . 			
<ul style="list-style-type: none"> Excellent communication and listening skills 			
<ul style="list-style-type: none"> Ability to respect and maintain confidentiality 			
<ul style="list-style-type: none"> Working knowledge of standard computer packages (word processing, Excel, Powerpoint). 			
<ul style="list-style-type: none"> High level of literacy/numeracy, attention to detail and able to prioritise jobs well. 	A//R		
<ul style="list-style-type: none"> A high level of professionalism, confidentiality and attendance to data security. 	A//R		