

## SUBJECT SUPPORT MENTOR

### JOB DESCRIPTION

**Salary:** JCBA Grade C/D: £22,408-£27,671 per annum

**Responsible to:** Relevant Team Leader

#### Terms and Conditions of Employment (key points)

- Academy term time only (200 days per academic year)
- Staff work hours are 08:20 until 17:10 Monday-Thursday and 08:20 until 15:55 on Friday.

---

#### Key Responsibilities

- Within the relevant subject, deliver support to learners as directed by the Team Leader and as part of a dedicated team of professionals.
- Mentor a group of named learners as directed by the Heads of Year.
- Understand learners' barriers and strategies to ensure they are best supported to grow in confidence and achieve academic results which secure their next steps.

#### Role and Responsibilities

##### Generic Requirements

- Ensure the principles expressed in the mission statement of The JCB Academy and those of JCB, the sponsor, are evident in every aspect of the discharge of the duties of the post.
- Model the highest professional standards to staff and learners in all aspects of the role, maintaining a visible presence around The JCB Academy and leading by example.
- Be committed to working in a cohesive, supportive and forward-thinking team of colleagues which shares an ambitious vision to secure flagship status for The JCB Academy.
- Contribute to the formulation and implementation of The JCB Academy Development Plan.
- Be prepared to work 'across the piece' being flexible and interested in other areas.
- Work at all times to the standards as set out in the Staff Code of Conduct.

## Specific Requirements

### 1. Classroom Support

- Support disadvantaged learners (EHCP, PP, LAC, SEND) to make progress in the assigned subject.
- Provide classroom support for those learners with specific learning needs and EHCPs, working with the Assistant SENDCO to promote and support the inclusion of learners with SEND.
- Work collaboratively with teaching and pastoral staff to support them to implement individual, group and some whole class learning activities and intervention programmes.

### 2. Mentoring

- In the role of mentor to an assigned group of mentees, perform certain pastoral duties including, but not limited to, learner support, counselling learners with academic problems and providing learner encouragement.

### 3. Pastoral Support and Guidance

- Work with Heads of Year and Subject Team Leaders to implement strategies to support the development and welfare of learners.
- Support the delivery of the Personal Development and PSHEE programmes.

### 4. Progression (Careers)

- Work with the Heads of Year and the Careers Education & Guidance Co-ordinator to promote effective progression and ensure work experience is taken up by mentees.

### 5. Lunchtime Supervision

- Undertake daily lunchtime supervision.

### 6. Cover Supervision

- Supervise cover lessons for absent teaching staff as and when required and as directed by the Subject Team Leader and/or Cover Co-ordinator.

### 7. Exam Invigilation

- Undertake exam invigilation as directed by the Data & Examinations Officer.

### 8. Whole School

- Manage learner behaviour in the learning environment by establishing and enforcing rules and procedures in accordance with the rules and behaviour management systems of The JCB Academy.
- Participate in extra-curricular activities such as after-school extension activities, social activities, sporting activities, clubs, learner organisations and residential.
- Participate in subject and school meetings, parent/carer meetings and to communicate necessary information regularly to learners, colleagues and parents regarding learner progress and learner needs.
- Carry out additional tasks at the request of the Subject Team Leader and/or Head of Year and/or Principal.

## Key Accountability Measure

- Disadvantaged learners (EHCP, PP, LAC, SEND) make positive progress in the relevant subject.
- Mentees are, and feel, supported and pastoral issues are dealt with appropriately.

## PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• GCSE (or equivalent) at grade C/level 4 or above in English and mathematics.</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working as part of a team.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Experience of working within an educational setting.</li> <li>• Experience of coaching/mentoring.</li> </ul>
<b>Core Professional Competencies</b>	<ul style="list-style-type: none"> <li>• Ability to set high expectations and foster a culture of continuous improvement.</li> <li>• Ability to build a professional learning community.</li> <li>• Ability to build positive relationships with all stakeholders.</li> <li>• Potential to grow into an outstanding practitioner.</li> <li>• Prepared to be a reflective practitioner and learn from mistakes.</li> </ul>	
<b>Generic Competencies</b>	<ul style="list-style-type: none"> <li>• Learning focused.</li> <li>• Enthusiastic.</li> <li>• Effective interpersonal skills.</li> <li>• Empathetic and a good listener.</li> <li>• Effective communication skills (written and verbal).</li> </ul>	
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Evidence of continued professional development.</li> </ul>	