



**Academic Mentor**  
**One Year Fixed Term Contract**

**Job Title:** Academic Mentor  
**Reporting to:** Head of Department  
**Salary:** Approx £19,000  
**Hours:** 35 hours per week, Flexible hours including Saturdays and holidays

**Purpose of post:**

You will be delivering catch-up in, Maths or English with small groups. You will measure and monitor student progress of those you support and report back to Heads of Department and Senior Leadership.

You will liaise and work collaboratively with subject specific teachers and with pupils, ensuring students receive the support they need both inside and outside of the classroom to succeed. After being allocated a specific group of students, you will assist and support them through the rest of the year, both academically and with personal, social or emotional difficulties.

**This Graduate Achievement Coach role is a rare opportunity for an aspiring teacher to gain paid experience in one school for the full academic year!**

**Graduate Achievement Coach**

- Minimum 2:1 and strong A Levels essential
- Must have SUBJECT degree – Maths, or English
- Flexible hours including Saturdays and holidays
- Boys Secondary School in Highgate
- Join a dedicated departmental team
- 35 hours per week
- Role for the full academic year

**About the school**

You will be joining a welcoming and vibrant school who are committed to continuing the school ethos and successful learning environment.

**Communication:**

- a) to attend meetings as appropriate
- b) To work with the Head of Department and Head of Years
- c) to carry out administrative tasks as appropriate
- d) to report all concerns about Child Protection/Health & Safety/Security to the appropriate person

**General:**

- a) to undertake any other tasks which are reasonably requested by the College
- b) to take part in the schools' performance management, process
- c) to undertake appropriate training
- d) other support for identified groups and progression and careers

This job description sets out the main duties of the position at the date it was written. Such duties may vary from time to time without changing the general character of the position or the level of the responsibility entailed. Such variations cannot of themselves justify a reconsideration of the grading of the position.

## **Key Organisational Objectives**

The Post holder will contribute to the school's objectives in service delivery by:

- enactment of Health and Safety requirements and initiatives as directed
- ensuring compliance with Data Protection legislation
- at all times operating within the school's Equal Opportunities framework
- commitment and contribution to improving standards for pupils as appropriate
- promoting customer care and quality in line with the school policy
- contributing to the maintenance of a caring and stimulating environment for pupils
- These above mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School
- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
- To be committed to, and comply with, all school policies.
- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school Policy and Practice relating to Health and Safety at Work.
- To participate in appraisals in line with school policy.
- To participate in continuing professional development opportunities as directed or identified through appraisal and ensuring ability to fulfil role effectively.
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
- To work effectively and successfully in your team within school.

## **Other requirements**

- To have an up-to date Enhanced DBS Disclosure.

## **Conditions of Service:**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the governors

## **Special Conditions of Service**

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Also as this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

## **Equal Opportunities**

The post holder will be expected to carry out all duties in the context of and in compliance with the School's Equal Opportunities Policies