

Job description: Lead Academic Mentor

Our Mission

Our purpose is to inspire a love of learning, empower our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live

To achieve excellence in all aspects of school life.

Thurston Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Summary of the role:	To support students with extra needs to overcome learning barriers and make progress across the curriculum. Take a lead role in one of the key areas: 1) Communication and Interaction: Autism or characteristics of Autism Spectrum 2) Communication and Interaction: Speech, language and communication 3) Cognition & Learning: Literacy 4) Cognition & Learning: Numeracy 5) Social, emotional & mental Health difficulties
Line management	Responsible to the Head of Academic Support (SENCO)
Main duties and responsibilities:	General: • To work with other professionals, both internal and external when necessary. • To adhere to and work within the College's practices and policies including relating to Safeguarding, Health & Safety, Data Protection, Confidentiality, and Equal Opportunities • Participate as required in Thurston performance management process and take part in appropriate training and development activities. • Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs • To provide supervision at break and lunchtimes as required • All staff have a responsibility to safeguard and promote the welfare of children and young people within the College. • Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility.

Main Responsibilities:

- To assist Thurston Community College with promoting the very highest standards learning support, so that all students aim high and therefore make excellent progress during their time at Thurston.

Support for Students & Staff:

- Plan, prepare and deliver direct and structured teaching and learning programmes and activities to students identified on the SEND and Additional Needs register to advance their progress- in groups (whole class or smaller groups) or individually – this to include coaching and mentoring, where required and as guided and instructed.
- Promote and support the inclusion of all pupils in the learning activities in which they are involved
- Use behaviour management strategies, in line with the school policy and procedures, which contribute to a purposeful learning environment and promote positive behaviour and improve independent working
- Advance student learning in a range of classroom settings, including working with individuals, small groups and whole classes where a qualified teacher is not present
- Within an agreed system of supervision plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Assist in drawing up and undertaking the delivery of the individual student learning programmes, either in withdrawal groups or within the classroom, to ensure delivery of the individual's targets
- Guide the work of other adults supporting teaching and learning in the classroom (where required)
- Contribute effectively to planning and preparation of lessons
- Deliver local and national learning strategies where appropriate
- Use ICT and new technologies effectively to support learning activities and develop students' competence and independence
- Record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment
- Produce reports as required, for the SEBCO, on student progress and targets outlined in SSPs and EHCPs
- Monitor students' learning, participation, behaviour and progress and give constructive support and feedback to students and staff /line manager as they learn
- Administer and assess/mark tests where required
- Support teachers in evaluating student' progress through a range of assessment activities
- Monitor students' responses to learning tasks and modify the approach accordingly
- Participate in the observation and monitoring of the progress of students, maintaining accurate records within the special and additional needs provision in order to ensure documentation of all interventions with students
- Liaise with parent/carers and attend parents/carers consultation evenings where applicable to give objective feedback on student progress and other matters
- Produce termly reports re: progress of students as requested, by the SENCO



Person Specification

Category	Essential	Desirable	Evidence from
Education/ Qualifications	● GCSE Grade C or 4 English and maths ● Basic IT skills	● Level 3 (A level) and above qualifications ● HLTA	Application form
Experience	● Proven experience of working as a Academic Mentor ● The ability to contribute to developments within the SEND department and increase the profile of the department ● The ability to work proactively and independently ● Evidence of working with small groups ● Evidence of planning and supporting students work ● Ability to demonstrate sufficient knowledge in the area of specialism ● Ability to use, interpret and analyse data	● HLTA ● willingness to undergo further training	Application form interview
Personal Qualities	● Plenty of energy, enthusiasm and imagination ● Good communication skills ● Ability to work in a team ● A good sense of humour ● A commitment to equal opportunities ● Excellent organisational skills ● Ability to work off own initiative ● Patience and adaptability ● Willingness to learn within the role ● A good role model to children: personal presentation, clear communication, professional approach to children	● Willing to contribute to the wider life of the school.	Interview References

