



Co-op Academy
North Manchester

Academic Mentor

Academic Mentors work with Departments, Pastoral and Senior Staff to strategically support individuals and small groups of students to realise their full potential and secure good outcomes.

All members of staff are expected to be professional, active members of our community working as part of the team to raise standards, improve outcomes and promote a lifelong love of learning.

Being part of Co-op Academies Trust means that all staff will contribute to the work and vision of the Trust and the other Co-op Academies.

Shaping the Future

The Academic Mentor will work with others to create a shared vision which inspires and motivates all members of the Academy community.

- Contributing to the strategic vision and direction for the Academy, based on analysis of local, national and international needs.
- Maximising the opportunity afforded by Academy status and membership of Co-op Academies Trust.
- Playing an active role in raising the hopes, aspirations and ambitions of our students, their families and the local community.

Specific Responsibilities

- To work with Heads of Department, the curriculum team, teachers, parents and the Senior Leadership Team, in order to ensure targeted groups of students are supported to achieve the very best outcomes
- Identify students who are falling behind and organise programmes so that intervention is swift and effective
- Track, monitor and analyse identified students' progress through the Academy reporting system and liaise with the Academic Mentor Lead as a result of this monitoring.
- Inform parents/carers where progress is a concern and keep home regularly updated.
- Be responsible for a cohort of students within a year group and mentor them; tracking their progress and communicating with home and teachers to ensure students get back on track.
- Monitor homework in a given year group and run clubs and detentions to secure improved attitudes to learning and organisation.
- Under the direction of the Lead Academic Mentor, take responsibility for the delivery of learning and support programmes for individual and small groups of students. Facilitate learning and share responsibility for teaching aspects of the curriculum for Key Stage 3 and 4.
- Prepare suitable work for the students under the guidance of the teacher and make or adapt resources to enable students to access the learning activity at their appropriate level of understanding.
- Help students who are underperforming on a one-to-one or on a small group basis by planning and leading interventions.
- Attend Parent/Carer Evenings to offer feedback on the progress of individual students.
- Under the direction of the Lead Academic Mentor, offer and deliver intervention/catch up sessions during break, lunch, and outside Academy hours, (including after school, Saturdays and School Holidays).

- To contribute to the comprehensive assessment of children who need extra help to overcome barriers to learning both inside and outside the Academy.
- Use the analysis of assessment data to inform planning and delivery of learning support programmes for individual and groups of students.
- Support and help implement action plans for students who need particular support. Contribute to reviews and work to objectives in these plans.
- Develop positive one-to-one relationships with students needing particular support.
- Maintain accurate records so that information can be communicated to appropriate parties who have an educational interest in students receiving support. Particular attention should be paid to progress and evidence of progress.
- Contribute to the identification and sharing of good practice between individuals to enhance the provision.
- Work as part of a team to ensure that students are able to enjoy and participate in all aspects of Academy life and reach their full potential.
- Adhere to all safeguarding procedures, including the safeguarding of information.
- Deputise for other members of the Academy Support Staff, as appropriate.

General

- As part of a team, attend meetings and make suggestions in developing and reviewing the team's progress of policies and procedures.
- To liaise and communicate effectively both verbally and in writing with staff, parents and external agencies.
- To adhere to strict confidential practices in relation to all personal information relating to pupils, staff, suppliers and customers
- To work occasional additional hours whether in be evening or weekends, when the workload requires it.
- To be a positive, professional role model for all students.
- Treat all students with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to staff's professional position.
- Have regard for, and promote the need to, safeguard students' well-being, in accordance with statutory provisions and Academy policy.
- To participate in staff development and training.
- To observe our Equal Opportunities Policy.
- Undertake similar tasks, including exam invigilation and deputising for other support staff.
- Attend events that may be determined by the Principal in consultation with the post holder.