

## Oakgrove School

JOB TITLE:	Academic Mentor (EAL)
DEPARTMENT:	Student Support
RESPONSIBLE TO:	Senior Assistant Headteacher
GRADE:	6
CONTRACTED HOURS:	TBC
CONTRACTED WEEKS:	39 (Term time – plus inset days)

### **JOB PURPOSE**

As part of the expansion of the school and our continued commitment to offer the very best in terms of pastoral and academic support, we have developed the new role of Academic Mentor (EAL).

The role requires the ability to carefully manage student dynamics and to work with staff and students to challenge barriers to learning. The nature of the role is very fluid and requires the ability to work under pressure, with excellent communication and organisational skills, whilst remaining professional at all times.

### **Specific Responsibilities:**

- To oversee the EAL provision
- To identify the specific needs of EAL students
- To plan and implement EAL interventions, as well as supporting others in delivering these
- To work with individual and small groups of students
- To liaise with external agencies and education providers
- To work closely with Senior Leaders and Middle Leaders
- To share useful strategies with staff that can be used as part of Quality First Teaching
- To complete intervention meetings for key KS3 students who require additional academic support
- To act as a role model to students and to maintain a clear professional dialogue and boundary
- To deal with enquiries/concerns from parents/guardians via email, over the phone or in person
- To report any safeguarding concerns in line with school policy
- To support the pastoral team of Senior Leaders, Heads of Year, Deputy Heads of Year, and tutors in managing and supporting student behaviour
- Any other reasonable tasks as required

### **All Trust employees are also expected to:**

- Work effectively as part of the whole school team, support other colleagues in their roles and participate in relevant training and professional development
- Ensure health and safety and good behaviour of students at all times
- Ensure that safety guidelines are followed and report any defects or damaged equipment and environment
- Demonstrate and assist others in safe and effective use of specialist equipment/materials
- Be aware of, and comply with, policies and procedures relating to child protection, health and safety and security and confidentiality, reporting all concerns to an appropriate person
- Contribute to the overall ethos and aims of the school

### **Conditions of Service**

Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointment interview. Any convictions/cautions acquired during employment with Kingsbridge Educational Trust must be reported to the Headteacher.

Kingsbridge Educational Trust and Oakgrove School are committed to safeguarding and promoting the welfare of children and young people. All employees and volunteers are expected to share this commitment, to follow the School's safeguarding policies and procedures and to behave appropriately towards children and young people at all times.

I am in agreement with this job description, dated \_\_\_\_\_

Signed by Post Holder: \_\_\_\_\_

Signed by Line Manager: \_\_\_\_\_

DRAFT