



## Stockport School

### Job Description

#### Academic Mentor - Subject Tutor

<b>Salary:</b>	Scale 4, Points 7 – 11 (£14,538 to £15,737 actual)
<b>Hours:</b>	31.5 hours per week, Term time only 8.30am – 4.00pm Monday–Thursday / 8.30am – 3.00pm Friday (20 minute & 40 minute unpaid break each day)
<b>Contract type:</b>	Fixed Term until 31 <sup>st</sup> August 2022 in the first instance (post to be reviewed thereafter)
<b>Post reports to:</b>	Director of Subject Senior Leadership Line Manager

Stockport School is committed to continuous professional development. We welcome applications from teachers who hold QTS. Academic Mentors - Subject Tutors who decide to pursue a career in education will be supported in their applications for PGCE and Schools Direct courses too.

#### Main Purpose of the Job:

- To support teaching and learning at both Key Stage 3 and 4 including a focus on the support of Year 11 GCSE students within the assigned core subject area, under the direction of the Director of Subject and under the supervision of Subject Teachers in class.
- To deliver 1-1 and small group student intervention programmes and subject specific enrichment Tutoring to raise levels of attainment and achievement in the relevant core subject area.

#### Principal Accountabilities:

1. To take a lead role in developing and maintaining resources to assist in teaching.
2. To deliver planned programmes of student intervention to small groups of targeted students (before school / during the school day / after school).
3. To monitor progress of target students and provide feedback to students, colleagues and parents.
4. To work alongside teachers within the classroom to support students with their learning.
5. To encourage students to interact with others in the classroom and engage in activities led by the teacher.
6. To contribute to the planning of teaching and learning for whole classes and/or individual students on a short, medium and long-term basis.
7. To prepare, develop, maintain and deploy appropriate learning aids, materials and equipment, including ICT, to assist in teaching.
8. To assist with the provision and delivery of extra-curricular enrichment support sessions.
9. To actively support the promotion and importance of the relevant core subject across the school and to the wider school community.

10. To promote the inclusion and acceptance of all students and staff, supporting well-being.
11. To set challenging and demanding expectations and promote self-esteem and independence.
12. To support and implement the school behaviour policy, helping students to focus their attention and keep on the task.
13. To help the student develop positive relationships with other students and adults.
14. To contribute to the development of a purposeful working atmosphere within the Subject Department.
15. To undertake such other duties related to the school and appropriate to the school.

**Health and Safety**

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

**Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**Job description agreed correct by:**

Postholder:

Signed: ..... Date.....

Supervisor/line manager:

Signed: ..... Date.....