



Tudor Grange Academies Trust

**College Mentor Grade 4
Points 7-11**

Core Purpose

To provide support for the educational and personal needs of students, which ensures that they have equality of access to opportunities to learn and develop.

To address the needs of students who require assistance in overcoming barriers to learning.

To act as an integral part of the Academy staff team and to support all colleagues in maintaining and developing the ethos, values and expectations of the academy and support agreed Academy policy in all areas

Specific tasks

To be a member of the Achievement Support Team and be committed to a philosophy of continuous improvement in relation to whole academy policy as well as in all team roles and areas of personal responsibility.

To work within a framework set by the Achievement Support Manager/Classroom teacher(s).

To demonstrate a commitment to one's own training and development.

Responsibilities and tasks

- To be fully involved in all stages of the planning cycle to ensure full and effective evaluation of student's curriculum experiences, i.e. planning for student's curriculum experiences, organising and managing learning experiences, intervene in / direct experiences, assess quality of experiences and recording achievement.
- Supervise the activities of individuals or groups of children to ensure their safety and facilitate their physical and emotional development.
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of children, including students with educational, physical or emotional special needs.
- To monitor individual student's problems, progress, achievements and condition and report these to the designated supervisor as appropriate.
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of students
- Use and undertake specialist skills to foster the intellectual and social development of children.
- Actively engage in the delivery of educational and developmental work programmes developed by the classroom teacher.
- Assist the teacher in the planning of work programmes for individuals and groups of children.
- To be responsible for the work of individual or group of Teaching Assistants.
- To monitor the achievement of allocated students across the curriculum.
- To construct individual action plans for students with a particular focus on coursework completion.
- To maintain records of students' progress
- Ensure all relevant parties are consulted and informed about student progress as appropriate, including parents of students.

Generic Responsibilities:

- To undertake any reasonable duties as requested by the Line Manager.

Support for teacher(s)

- Assist in promoting an appropriate learning environment
- Contribute to the planning and evaluation of learning activities

Line Manager:

Lead Mentor