

Job Description: Raising Achievement Mentor

Line Manager:	Deputy Headteacher
Posts directly supervised:	N/A
Main Purpose of Role:	Assisting their line manager with all aspects of the development and effective operation of the Raising Achievement space and helping with the effective management of behavior in the space • Supervising students working in Raising Achievement space, ensuring work is provided and completed to a high standard. • The day-to-day administration of the Raising Achievement space
Conditions of Service:	Reference should be made to the TDA publication National Occupational Standards for Support Staff.
Grade and Salary	Actual Pay 37 hours per week (Mon-Friday 8:30am-4:30pm, Fri 8:30am -4:00pm) Term Time only + 2 inset days. Salary: Scale 5, pt 12-17 or Scale 6, pt 18-22 dependent on experience and qualifications.
Main duties:	
<ul style="list-style-type: none"> Support students who are facing barriers to their academic progress to achieve as highly as possible by: <ul style="list-style-type: none"> Supporting and working with students to revise, recap or complete work that they are struggling with. Helping assess the needs of pupils in the Raising Achievement Space and identify barriers to learning. Helping students develop a positive approach to school including strong study habits and growth mindsets. Helping students plan and revise for assessments and exams. Liaising with teachers and other relevant staff to collate and distribute appropriate academic work, return work where appropriate and gain feedback on the impact of support work. Work with leaders to identify students in need of support and evaluate impact. Build and maintain productive relationships with all pupils being supported, acting as a role model and mentor. Work with the Designated Safeguarding Lead (DSL), SENDCO and Student Focus Centre (SFC) to ensure information is and strategies are shared accurately about students with additional barriers such as students with a Social Worker, SEND or SEMH needs. Record interventions, academic information and other relevant information on the school's Management Information System. Help prepare data for internal and external agencies. Help build and maintain positive relations with all parents and carers, particularly those hard to reach, to encourage families to take an active role in pupils' learning and to promote positive behavior for learning as necessary. Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies. 	

Other:	
<ul style="list-style-type: none"> • To attend staff Teach Meet and meetings as appropriate. • To participate in INSET (Professional Development Days) as required. • To sit on the Inclusion Board (when required and relevant) 	
<p><i>Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.</i></p> <p>I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.</p>	
Name:	Signature:
Date:	Date:
Line Manager Name:	Line Manager Signature:
Date:	Date: