

Name of post holder:

Title of post: Aspire Mentor

Salary scale: Scale 5 Point 13-17

Contracted working weeks: Term Time + 5 days

Hours per week: 37 hours

Daily working hours

Monday – Thursday 8.15 am – 4.15 pm (to include 30 mins lunch break)

Friday 8.15 am – 3.45 pm (to include 30 mins lunch break)

General duties and responsibilities for the Aspire Mentor

- To support the academy values and importance placed on academic success.
- To be a role model and champion for a very small group of students who have additional barriers to learning.
- To mentor and support these students with their academic learning.
- To work as a team alongside strategic leaders, other pastoral leaders, subject leaders, teachers and support staff to provide a safe, purposeful learning environment.
- To welcome students each morning to ensure that they have a smooth start to each day.
- To be highly visible and have a high profile around the academy.
- To support our approach to calm, controlled break and lunch times by providing sporting activities.
- To provide first response/learning call for incidents of student not living our values.
- To investigate and troubleshoot incidents, collecting accounts and referring incidents on where necessary.
- To monitor the punctuality and attendance of the group.
- To be a point of contact for parents and external agencies in relation to their barriers to learning.
- To help in the organisation of enrichment activities, school trips and visits as required.
- To undertake appropriate training and professional development as required
- To follow whole school safeguarding systems.
- To undertake any reasonable tasks commensurate with the title and grade of the post held.
- To organise and provide support and guidance directly to groups of students and individual students who may be at risk of becoming NEETS.
- To co-ordinate the arrangement of appropriate alternative/vocational education and training programmes for designated students.
- A willingness to undertake a first aid qualification.

Line manager (also responsible for performance management)

- Associate Assistant Principal for Student Culture
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Person Specification

- Understand the importance and value of a good education.
- Have a positive 'can do' attitude.
- Be hungry to make a real difference.
- Be humble enough to accept feedback in order to continually improve.
- Be able to work as part of team and buy into the academy's values.

- Feel empowered to take ownership over the provision for the cohort.
- Have a firm, but fair approach to behaviour.
- Be calm and logical under pressure.
- Be organised.
- Be able to develop positive relationships with parents.
- Be a positive role model through a commitment to high standards and smart, professional appearance.
- To be a confident user of ICT in order to support your role.
- To deal with staff, students and parents with sensitivity and confidentiality.

Review arrangements

This document will be reviewed following end of year performance management reviews. However, either party may raise issues at any time that is appropriate.

Signed..... (Post holder)

Signed..... Principal

Date.....

An electronic copy of this document will be kept with your personnel records.