

JOB DESCRIPTION	
<b>Job Title</b>	<b>Intervention Mentor</b>
<b>Salary Scale</b>	<b>Grade 4</b>
<b>Hours of Work</b>	<b>37 hours per week – Term Time plus 3 weeks</b>
<b>Responsible to</b>	<b>Assistant Principal – Student Outcomes</b>

## VISION AND PURPOSE

The post-holder will take a key role in identifying and addressing the needs of Students who require help in overcoming barriers to learning to achieve the best outcomes. The role involves supporting and enabling pupils to access and maintain their education and develop personal and social skills such that they can realise their own positive potential. The role requires resilience, flexibility and a proactive and enthusiastic contribution to a positive work ethic and team spirit.

## KEY RESPONSIBILITIES

- Supporting in Year 11 lessons.
- Small group tutoring/intervention.
- Supporting students with College/Sixth form applications.
- Planning year 11 events such as Raising Achievement evenings, Leavers day and Prom.
- Supervising small groups of year 11 students undertaking independent study.
- Academic mentoring of key students.
- Exam support.
- Support with Year 11 residential.
- Occasional invigilation of exams.
- Occasional weekend and holiday sessions (closer to the exam season).
- Promotion of the year 11 revision room (VIP room).
- Ensuring that revision resources (such as past papers and revision guides) are readily available for Year 11 students to collect.
- Working as a team to raise the academic outcomes of students in year 10 & 11.
- Attend events as and when required, e.g. Options Evenings, Open Evenings and Parents' Evenings
- Attend training sessions and meetings appropriate to the role, when requested by the Principal, Senior Leadership Team and DSL
- 1 week of work outside term time to be determined and agreed by the Line Manager – this may include supporting at student-based evening events or additional staff training events
- To undertake such other duties appropriate to the grade of the post as the Principal may from time to time reasonably determine

This job description will be subject to review and may be modified or amended at any time after consultation with the post holder.

## PERFORMANCE MANAGEMENT

All employees will participate in the Academy's arrangements for performance management, professional development and any arrangements for quality assurance and internal verification.

## CONTEXT

All colleagues are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and the priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

All adults at Ormiston Victory Academy are expected to:

- Actively promote the school's positive and inclusive ethos and values
- Subscribe to the priorities within the School Improvement Plan
- Play a full part in the life of the school community
- Comply with and promote the school's corporate policies including, but not restricted to, Health and Safety, Child Protection, Safeguarding and Data Protection
- Be Courteous to colleagues and provide a welcoming environment to visitors and telephone callers

Ormiston Victory Academy is committed to safeguarding and expects all staff and volunteers to share this commitment. All staff are subject to an enhanced DBS check

<b>Signature</b>	
<b>Print Name</b>	
<b>Date</b>	