

	JOB DESCRIPTION
Academy:	Wardle Academy
Section:	Associate Staff
Location:	Birch Road, Wardle, Rochdale, OL12 9RD
Job Title:	Raising Standards & Curriculum Intervention Mentor
Hours:	36.25 per week, term time only plus two weeks
Scale:	Grade 6 (19 – 22)
Accountable to:	Headteacher/Assistant Headteacher
Accountable for:	N/A
Special Conditions of Service:	All posts require enhanced DBS clearance prior to appointment. Requirement to undertake First Aid Training and provide first aid cover as necessary.

Watergrove Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Organisational Chart:

Headteacher	
Deputy Headteacher	
Assistant Headteacher KS3	Assistant Headteacher KS4
Raising Standards & Curriculum Intervention Mentors	

PURPOSE AND OBJECTIVES OF THE ROLE

Contributing to the raising of attainment of individuals, or groups of students, who have been identified as underachieving, or as likely to underachieve, as a result of experiencing particular barriers to learning.

Control of Resources

Personnel

If appropriate, any staff as directed by the Headteacher.

Financial

N/A

Safeguarding

Fulfill responsibilities and obligations in relation to the safeguarding of children.

Equipment/Materials

To be responsible for the safe use of equipment/materials used by self, colleagues and students accountable to the post holder.

Health/Safety/Welfare

Responsibility for the safety and welfare of self, colleagues and students in accordance with the Health and Safety Policies of Watergrove Trust.

Equality and Diversity

To work in accordance with Watergrove Trust's Policies relating to the promotion of Equality and Diversity.

Training and Development

The post holder will be responsible for assisting in the identification and undertaking of his/her own training and development requirements in accordance with Watergrove Trusts Appraisal Framework.

Relationships (not exhaustive)

Governors	Colleagues
Senior Leadership Team	Students
Teaching Staff	Parents/Carers
Associate Staff	Visitors
External Agencies	

Values

The Wardle Way:

W	-	Well-being
A	-	Ambition
R	-	Respect
D	-	Diversity
L	-	Leadership
E	-	Excellence

Watergrove Trust has high expectations of its students and staff and we expect our employees to be aware of, and apply these values at all times.

Principal Responsibilities of this role:

- Providing intensive curricular support in a range of subjects with a priority on English and mathematics to ensure targeted students achieve across the curriculum.
- Supporting identified students to access the academic curriculum in the most effective way, appropriate to their needs and understanding.
- Assisting and supporting the delivery of learning and teaching.
- Promoting the inclusion of all students.
- To work within and promote an integrated services framework.
- Developing and recording individualised action plans for students who have been identified as requiring targeted support, taking into account any other plans already developed for mentees, including, as appropriate, regular one-to-one discussions for the academic support or advice.
- Monitoring and recording mentee's progress, keeping detailed records of progress towards identified goals and specific outcomes and assisting in the effective and speedy transfer of mentee's student information between phases.
- Maintaining regular contact with the families/carers of mentees as appropriate and encouraging positive family involvement in the learning process (including home visits where deemed appropriate by the line manager); supporting mentees and their parents through any transition process.
- Promoting the ethos of the Academy to be attended by mentees, eg. with regard to standards of behaviour, dress code, punctuality and attendance.
- To support the successful learning and participation of targeted students across a range of education activities.
- To liaise with parent/carers, Social Services, LA officers, staff in other schools and other outside agencies as required.
- Provide regular reports to facilitate the ongoing development and improvement of Raising Standards Intervention services and Pastoral Care intervention programs.

Academy Ethos

- Assist the Academy, meet its aims and objectives as laid out in Academy Policies and the Academy Improving Performance Action Plan.
- Regularly update personal skills and participate in the Academy's professional development programme.
- Play a full part in the life of the Academy community, supporting its distinctive values and ethos and encouraging staff and students follow this example.
- Support the Academy in meeting its legal requirements for worship.
- Duties, before during and after Academy hours.
- Promote actively the Academy's corporate policies
- To attend and participate in meetings as required.
- To participate in programmes of training as a trainee and when required as a trainer facilitator.
- To undertake training to provide First Aid cover as required.

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake such other duties and responsibilities of an equivalent nature as may be determined from time to time by the Headteacher (or nominated representative) in consultation with the postholder (and if he/she so wishes, with his/her Trade Union representative).

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

To undertake such other duties and responsibilities of an equivalent nature, particularly in response to the changing needs of the Academy, as may be determined by the headteacher (or nominated representative) from time to time in consultation with the postholder and, if he/she so wishes, with his/her trade union representative.

Job Description Prepared by: _____ Date: _____

Postholder Signature: _____ Date: _____

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly as part of the appraisal process and may be subject to modification or amendment at any time after consultation with the post holder.

Watergrove Trust Person Specification

Academy :	Wardle Academy	Post:	Raising Standards & Curriculum Intervention Mentor
Section :	Associate Staff	Scale:	Grade 6 (19 – 22)

Note to Applicants:

Essential Criteria (E) are the qualifications, experience, skills or knowledge that you MUST SHOW YOU HAVE to be considered for the job.

There are a range of methods by which this information can be obtained. The '*How Identified*' column illustrates how the Trust will obtain the necessary information about you.

For example: Where **(AF)** is indicated next to an *Essential Criteria* you MUST include details relating to this aspect in your **Application Form**. You can include examples from either paid, or voluntary work. Please do not leave gaps in any employment history.

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Criteria	Essential (E) or Desirable (D)	How Identified: AF Application Form I Interview A Assessment C Certificate check
Qualifications		
GCSE English & Mathematics at Grade C or above (or equivalent)	E	AF, C
Professional qualifications relating to the role	D	AF, C
Knowledge & Skills		
Understanding of current requirements for GCSE English and Mathematics	D	AF, I
Experience of working with children or students within an educational or youth setting	E	AF, I
High expectations of all students, respect for their social, cultural, religious and ethnic background and a commitment to raising the achievement and self-esteem of students	E	AF, I
Experience/knowledge of how students learn with evidence to show how this can be effectively enacted into positive achievement	E	AF, I
An understanding of how pastoral care, welfare and guidance contribute towards learning	E	AF, I
Understanding of monitoring & evaluation processes and how they improve teaching & learning	E	AF, I
The ability to analyse trends in performance in order to set challenging but achievable whole targets	E	AF, I
The ability to lead, manage, inspire and motivate students	E	AF, I
The ability to manage change	E	AF, I
The ability to set up and manage appropriate intervention strategies to enhance achievement by students	E	AF, I
Demonstrate a knowledge of equal opportunities and how equality issues can be addressed throughout the Academy	E	AF, I
Excellent communication and inter-personal skills	E	AF, I

Experience		
Ability to use ICT both as a resource and a management tool	E	AF, I
Understanding of the importance of safeguarding/child protection when working in a school setting	E	AF, I
Personal qualities/skills		
Experience of raising standards for disadvantaged/LAC	D	AF, I
Ability to build and maintain successful relationships with students, to treat them consistently, with respect and consideration and to demonstrate concern for them as learners	E	AF, I
Ability to communicate effectively with staff and students	E	AF, I
A fundamental belief that all young people can achieve greatness, regardless of background or prior experience	E	AF, I
Commitment to team work and the sharing of best practice	E	AF, I
Appropriate appearance and presence	E	AF, I
Willing to take part in and lead extra-curricular activities	E	AF, I
Driving Licence and access to transport	D	AF, I
Values		
<p>The Wardle Way:</p> <p>W - Well-being A - Ambition R - Respect D - Diversity L - Leadership E - Excellence</p> <p>Please confirm you are willing to adhere to these values.</p>	E	Letter of application, Interview
Special Working Conditions		
Enhanced DBS clearance	E	