

## JOB DESCRIPTION

Job Title:	Achievement Mentor
Responsible to:	SENCO
Grade:	TA2
Hours:	8.30am – 3.15pm - term time only (Plus 5 training days)

### Job Purpose

- To support the teachers, departments and other staff with their responsibility for the development and education of children, particularly those with social, emotional and mental health needs, by utilising detailed knowledge and specialist skills.
- To work under the guidance of teaching/senior staff, to implement interventions and mentoring with individuals and groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas.
- To support pupils in developing a positive attitude to learning, improving readiness to learn and supporting positive learning experiences in the classroom.

### Duties and Responsibilities

#### Specific Duties

Under the direction of the SENCO, the Achievement Mentor will:

- Assess pupils' readiness to learn upon arrival to school and throughout the school day.
- Employ a range of specialist strategies and approaches to find creative solutions which support improvements in pupils' readiness to learn.
- Support pupils with social, emotional and mental health needs with regulating their behaviour and improving their engagement in the classroom.
- Facilitate one-to-one and group interventions around behaviour, readiness to learn and social skills.
- Develop and lead mentoring programmes for pupils, tailored to the individual needs of pupils, which improve pupils' behaviour, attitude to learning and readiness to learn.
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- Promote the inclusion, acceptance and celebration of difference within and beyond the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Monitor, record and make basic assessments about individual progress

#### Other Duties

- To maintain personal and professional development to meet the changing demands of the job, participate in appropriate training activities and encourage and support staff in their development and training.
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job.
- Any other duties commensurate with the grade in order to ensure the smooth running of the school.
- To undertake health and safety duties commensurate with the post and/or as detailed in the Directorate's Health & Safety Policy.
- To attend school training days as required.

**Notes:**

- The Governing Body reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.
- The duties described in the Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the Academies Equal Opportunities Policy.

June 2019