



Title of Post:	Subject Intervention Mentor - English
Salary Scale:	Grade 7 NJC SCP 12-17 (£21,589-£23,836) (pro rata £14,645-£16,169)
Hours:	30 hours per week term time only
Responsible to:	Head of English
Notice Period:	1 month

PRINCIPAL DUTIES AND RESPONSIBILITIES

The Intervention Mentor will work under the direction of the appropriate Head of Department

Support for KS3 Pupils

Support students in class or outside the classroom, individually or in small groups with subject specific teaching, coaching and mentoring in the subject area as directed by the line manager.

- a) Support students in areas such as confidence, belief and esteem building, personal organisation and revision technique.
- b) Assist with the development and implementation of personalised learning programmes to address underperformance and gaps in skills and knowledge.
- c) Assist with the development and implementation of revision days
- d) Run after school homework club.
- e) Develop and implement catch up programmes for students who may have missed school for a variety of reasons
- f) Assist with after school clubs
- g) Invigilate and support students in completing controlled assessments or examinations.
- h) Work with identified groups of students with barriers to learning to improve achievement.
- i) Establish constructive relationships with pupils and interact with them according to individual needs.
- j) Promote the inclusion and acceptance of all pupils.
- k) Encourage pupils to interact and work co-operatively with others, and engage in learning activities.
- l) Set challenging and demanding expectations and promote independence.
- m) Provide constructive feedback to pupils in relation to progress, achievement, behaviour, attendance etc.
- n) Use specialist skills to assess the needs of pupils and support their learning.
- o) Produce a timetable to address work to be completed each half term under the direction of the appropriate Head of Department.

- p) Keep accurate records of intervention work including dates, names of those involved, work covered and outcomes.
- q) Encourage students to develop their literacy skills at home by providing or recommending age/stage appropriate tasks, games and activities.
- r) Develop and deliver booster sessions and other programmes as directed by the appropriate Head of Department after school and during school holidays.
- s) To liaise effectively with tutors, Heads of House, the Student Support Officer and SENCo in meeting the needs of students.
- t) To refer students formally to the Learning Support department when significant learning difficulties are identified.

Support for the Teacher

- a) Assist in data processing and analysis which supports the identification of the target students and students generally.
- b) Monitor, track and report on student progress.
- c) Work with the teacher in lesson planning, evaluating, and adjusting lessons / work plans as appropriate.
- d) Use strategies, in liaison with the teacher, to support pupils to make progress.
- e) Provide the teacher with objective and accurate feedback and reports as required, on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- f) Manage the compilation of records, information, and data, and produce reports for analysis.
- g) Give feedback on pupils' work, and accurately record achievement / progress.
- h) Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and practice and encourage pupils to take responsibility for their own behaviour.
- i) Establish constructive relationships with parents / carers as agreed with the teacher, exchanging information, facilitating their support for their child's attendance, access and learning, and supporting home to school and community links.

Support for the Curriculum

- a) Support pupils in understanding instructions.
- b) Implement structured and agreed learning activities and programmes, adjusting activities according to pupil responses.
- c) Carry out independent research to develop the role and source high quality resources to promote student engagement and learning.
- d) Create ability and age appropriate resources at the direction of the appropriate Head of Department.
- e) Ensure that relevant departmental display is appropriate and regularly maintained.

Support for the School

- a) Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- b) Contribute to the overall ethos and aims of the school.
- c) Establish constructive relationships and communicate with other agencies / professionals, in liaison with the teacher, to support the achievement and progress of the pupils.
- d) Attend and participate in relevant meetings as required.
- e) Participate in training and other learning activities and performance development as required. Become and expert in the programmes and GCSE Specifications being delivered within the English academic area.
- f) Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- g) Be responsible for the provision of out of school hours learning activities, within guidelines established by the school.
- h) Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes as directed.
- i) Accompany teaching staff and pupils, as appropriate, on visits, trips, and out of school activities, and take responsibility for a group under the supervision of a teacher.

Name

Signed Date

English Mentor

Signed Date

Head of English