



# Job Description

<b>Job Title</b>	<b>GRADUATE ACADEMIC MENTOR AND LEARNING SUPPORT ASSISTANT</b>
<b>Responsible to</b>	Deputy Headteacher and SENCO
<b>Job Purpose</b>	To promote, lead and execute high quality and aspirational university advice for the most able students in the school – a key aspect of this post is the delivery of the 'Oxbridge' support programme. Provide support for students with Special Educational Needs (SEN) both in and outside of the classroom and, where appropriate, contribute to the day-day running of the school.
<b>Duties</b>	<p><b>Graduate Academic Mentor</b></p> <ul style="list-style-type: none"><li>• To identify, track and expose high-ability KS3 and KS4 students to quality academic opportunities to provide a foundation for future competitive Oxbridge applications, via assemblies, google classroom, visits, external speakers and academic extension</li><li>• To provide parents/carers and students with high quality information about the Oxbridge application process.</li><li>• To plan, lead and coordinate a structured programme of support to Sixth Form Oxbridge candidates, to facilitate their applications.</li><li>• To provide advice and guidance to students on the university admissions process and to act as a point of contact with the Exams Office on communication</li><li>• To mentor and act as a point of contact for those Sixth Form students who are the highest achieving</li></ul> <p><b>Learning Support Assistant</b></p> <ul style="list-style-type: none"><li>• Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.</li><li>• Establish constructive relationships with pupils, staff parents/carers and other stakeholders</li><li>• Use strategies, in liaison with the teacher, to support pupils to achieve learning goals, monitor and feedback to teachers/SENCO</li><li>• Undertake structured and agreed learning activities / interventions, adjusting activities according to pupil responses and ensuring accurate records are kept to monitor progress</li><li>• Provide targeted support to several students as a Key worker, acting as a 'go to' person and helping to ensure they are making progress in all areas of their learning and school life.</li><li>• Work as part of a team to ensure HL2 works effectively to support SEND students, across the school day including; before school, break times and after- school.</li><li>• Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.</li></ul>
<b>General</b>	<ul style="list-style-type: none"><li>• To take personal responsibility for identification of own learning, development and training opportunities in discussion with line manager.</li></ul>

	<ul style="list-style-type: none"> <li>● To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>● Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>● The Governing Board is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>● The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>● All staff must adhere to the School's Safeguarding Policies and Procedures including engaging in annual Safeguarding Training and Updates.</li> </ul>

**This role is subject to a six month probationary period**

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: .....  
Employee

Date: .....

Signed: .....  
Line Manager

Date.....