



Highclare School

EPPP Mentor

Responsible to: Deputy Head: Academic

JOB OVERVIEW

To act as an academic and pastoral mentor to a group of Highclare GCSE students who are also part of an elite sporting performance player programme (EPPP). Supporting students in their preparation for GCSE examinations and being a key point of liaison between the School and external organisations.

To carry out the professional duties of a member of Highclare School staff as circumstances may require and in accordance with School policy.

To be an effective professional who demonstrates thorough curriculum knowledge, can teach and assess effectively, take responsibility for professional development and has students who achieve well.

All adults working in, or on behalf of the School have a responsibility to safeguard and promote the welfare of children. This includes:

- Responsibility to provide a safe environment in which children can learn and develop.
- To identify children who may be in need of extra help or who are suffering or are likely to suffer significant harm. All staff then have a responsibility to take appropriate action to prevent concerns from escalating, working with services as needed.

MAIN DUTIES AND RESPONSIBILITIES:

- To be the main personal tutor to students on the EPPP programme. In combination with academic and pastoral staff, to support them in transition to Highclare School and be their main point of contact for both academic and pastoral matters.
- To work in liaison with subject teachers to develop engaging, interactive sessions and learning activities tailored to the student's needs.
- Conduct tutoring sessions with small groups of students in both Yr10 and 11, focusing on GCSE exam preparation for both English & Maths supporting them in completing work for other GCSE subjects (specific knowledge of the GCSE Science curriculum would be an advantage).
- Supporting in assessing the students' progress and working with them, using a variety of methods, to maximise learning outcomes.
- Be the main liaison point between Highclare School, parents/guardians, and external organisations so all are kept informed on academic progress, pastoral matters and the organisation and scheduling of the education programme.

- To prepare for, provide and review student learning so that the students learn effectively and are prepared thoroughly for external assessment and progression.
- To take all possible steps to ensure that all students develop a positive attitude to learning and good learning habits. These steps include acting as a role model to students.
- To maintain good order and discipline among the students and to safeguard their health and safety and wellbeing.
- To promote excellent attendance and punctuality in all classes while in School, including the maintenance of accurate records.
- To inform the relevant line manager of any concerns relating to progress, discipline and attendance of students.
- To go off site with students to support them at training sessions and provide academic support in situ (own transport required).
- To support across the School eg, in PE in lessons/extra-curricular activities
- To cover for absent colleagues as required.
- Contribute to break and lunchtime supervision duties and co-curricular provision as required.
- To contribute to the development of learning resources to enable the School to make economical use of such materials and to provide an attractive environment for students to learn in.
- To undertake personal and professional development in accordance with School expectations.
- Any aspects of the teachers' role outlined in the general teacher job description not covered above (available from HR)
- To uphold all aspects of the Teachers Standards' as defined by the Department for Education <https://www.gov.uk/government/publications/teachers-standards>

PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY (Application, Task, Interview)
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Qualifications

Good honours degree or equivalent in relevant field	✓		Application
PGCE or equivalent teaching qualification and QTS		✓	Application
Willingness to undergo an Enhanced DBS	✓		Application

Professional development, skills, experience and knowledge

High quality teaching/tutoring leading to excellent student outcomes	✓		Application / Interview / Observation
A sound knowledge and understanding of the Mathematics & English GCSE curriculum	✓		Application / Observation
Experience teaching GCSE Mathematics and/or English Language/Literature		✓	Application / Observation
Understanding of and commitment to inclusive learning and equal opportunities/diversity	✓		Application / Interview / Observation
Excellent IT skills to promote effective learning both inside and outside the classroom	✓		Application / interview / Observation
An understanding and ability to implement a range of teaching methodologies including assessment for learning techniques		✓	Application / Interview / Observation
Ability to support the development of literacy and numeracy in young people	✓		Observation
Experience working with small groups/individuals to improve academic outcomes		✓	Application / Interview
Experience working with students on high performance programmes		✓	Application / Interview
Ability to reflect on own performance and a desire to continually improve the learning experience of young people	✓		Application / Interview

Personal skills and attitudes

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY (Application, Task, Interview)
An enjoyment of working with young people and an empathy for their needs and concerns	✓		Application / Interview / Observation
Ability to work both on your own initiative and as part of a team	✓		Application / Interview
Commitment to on-going professional learning and development	✓		Application / Interview
Excellent interpersonal and communication skills	✓		Application / Interview / Observation
Resilience, determination and a sense of humour	✓		Application / Interview
Commitment to professionalism, objectivity, teamwork and collaboration	✓		Application / Interview
Ability to contribute to the School's wide extra-curricular and pastoral programmes.	✓		Application / Interview
Must accept and actively support the School values including equality and diversity	✓		Interview / Observation
Enthusiasm and passion for learning and ability to inspire others	✓		Interview / Observation
Flexibility of working patterns to promote tailored support for young people	✓		Application / Interview
A full, clean UK driving license (D1 category an advantage) and own transport	✓		Application / Interview

The post holder will be expected to carry out such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Highclare School has its own salary scales which track, but do not mirror national teaching scales, and a private, contributory pension scheme. The starting salary will be commensurate with the experience and qualifications of the appointed candidate. All staff at Highclare School qualify for fee reduction for their children.