



Job Description



Grade Profile – Academic Mentor

POST TITLE:	Academic Mentor: Pupil Premium & High Ability Pupils (HAP)
GRADE/SALARY	Grade 6 SCP 11 - 19
CAR USER:	NA
LOCATION:	Mount Carmel RC High School
REPORTING TO:	The Headteacher
STAFF RESPONSIBLE FOR:	NA
Working Hours:	37 hours per week/Term Time only* Monday – Thursday: 8:00am – 4:00pm (30 minutes unpaid lunch) Friday: 8:00am – 3:30pm (30 minutes unpaid lunch) <i>*please see Additional Hours information</i>
JOB PURPOSE:	The main objectives to be achieved by the Postholder
	<ol style="list-style-type: none"> To rapidly improve attainment and progress of disadvantaged pupils & HAP across school. Provide additional capacity focused on disadvantaged pupils' & HAPs' achievement to support existing pastoral and quality of education school structures and systems. Work closely with and alongside teachers and pastoral support staff to provide effective additional support for disadvantaged pupils by removing the major barriers to learning such as, attendance, attitude to learning, behaviour, homework and parental support.
MAIN ACTIVITIES	What the Postholder will actually do. What prescribed duties the postholder will have
	<p>Supporting achievement</p> <ul style="list-style-type: none"> Contribute to the development of a whole school approach in creating and implementing policies and procedures to overcome obstacles to learning and improve participation in learning and school life for disadvantaged pupils/HAP across school. Regularly interpret and analyse key school pupil data to identify the most underachieving disadvantaged pupils / HAP and put effective strategies in place to demonstrate a positive impact on achievement. Work with the teachers of core subjects (English, maths and science) both in and out of the classroom to maximise the progress and learning of disadvantaged pupils/HAP. Organise and support each day in an after school 'catch up' session for disadvantaged pupils/HAP in the LRC for pupils who need to catch up or improve classwork / homework. Liaise with teachers and maths / English tutors, TAs of disadvantaged pupils to ensure they regularly attend any before and after school intervention sessions. Develop sustainable ways to ensure all disadvantaged/HAP have a positive attitude to their learning across school and complete classwork / homework that reflects their target grade. Ensure any PP pupils/HAP who are spending time in the school 'Reflect Room' have adequate support to keep up with their peers. <p>Supporting pupils beyond the classroom</p> <ul style="list-style-type: none"> To contribute/lead meetings, on an individual basis, with parents to provide feedback on pupil progress/achievement Closely monitor attendance with APLs and implement policies to improve attendance of disadvantaged pupils/HAP. Work in partnership with APLs / PLs and external agencies to support attendance initiatives, campaigns, parental responsibility measures and set up resources/initiatives to help address barriers to learning.

- Liaise with teaching staff to provide particular support to targeted disadvantaged pupils/HAP to raise achievement and attendance and help them to overcome barriers to learning, including nurture groups.
- If required put in place effective academic support packages for disadvantaged pupils/HAP to reintegrate them back into school following periods of exclusion / long term or persistent absence to ensure they catch up quickly.
- If a disadvantaged pupil/HAP is absent from school, ensure the pupil can 'catch up' academically when they return so they do not fall behind their peers. A proactive approach will be required for this, and systems will need to be put in place.
- Utilise the Pupil Ambassadors to build a programme of peer-to-peer support based on academic achievement as and when required.
- To encourage disadvantaged pupils/HAP to make a wider contribution to the extra-curricular life of the school and take full opportunity of educational visits, including residential visits.
- Liaise with teachers and maths / English tutors, TAs of disadvantaged pupils to ensure they regularly attend any before and after school intervention sessions.
- Ensure that disadvantaged pupils / HAP have access to additional revision materials.
- Support pupils disadvantaged pupils / HAP in their careers through liaising with the CEIAG coordinator to ensure pupils are aware of options, college open evenings etc.
- To work with FTs to put together and as appropriate update 'Pupil Profiles' for all disadvantaged pupils.
- Implement a system for loaning pupils' uniform and school laptops.
- Anything else that the DHT and / or HT requests that is reasonable and has a clear rationale to improve attainment and progress of disadvantaged pupils who are attending Mount Carmel RC High School.

** HAP refers to High Ability Pupils*

Additional Hours

There is a requirement for the successful applicant to work an additional 17 hours over the academic year. This will include attendance at five parents' evenings (3 hours per evening) and one GCSE revision evening (2 hours). In addition, the successful applicant will be expected to attend INSET days and twilight sessions as directed by their Line Manager. The additional hours may be claimed as either paid hours or time off in lieu (TOIL).

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

June 2026



Person Specification

Academic Mentor: Pupil Premium & High Ability Pupils (HAP)

Requirements (based on the job description)

Essential (E)
or
Desirable (D)

To be identified by:
(e.g. application form,
interview, reference etc.)

Qualifications

GCSE English and Mathematics Grade C (or equivalent)

E

Application

Experience

Experience of working with children

E

Application/Interview

Experience of working with children in a relevant classroom/service environment

E

Application/Interview

Experience of administrative work

D

Application/Interview

Knowledge/skills/abilities

Ability to relate well to children

E

Application/Interview

Strong behavioural management skills

E

Application/Interview

Ability to work as part of a team

E

Application/Interview

Good communication skills

E

Application/Interview

Ability to supervise and assist pupils

E

Application/Interview

Time management skills

E

Application/Interview

Organisation skills

E

Application/Interview

Knowledge of classroom roles and responsibilities

E

Application/Interview

Knowledge of KS3/KS4 curriculum

E

Application/Interview

Knowledge of the concept of confidentiality

E

Application/Interview

Knowledge of strategies, for example numeracy and literacy

E

Application/Interview

Ability to make effective use of IT

E

Application/Interview

Ability to assess children's development

E

Application/Interview

Understanding of how to motivate young people

E

Application/Interview

Flexible attitude to work

E

Application/Interview

Requirement to preserve and develop the Catholic Character of the school

E

Other

Commitment to undertake in-service development

E

Interview

Commitment to undertake relevant training and professional development

E

Interview

Commitment to safeguarding and protecting the welfare of children and young people

E

Interview

Commitment to equality and diversity

E

Interview

Commitment to health and safety

E

Interview

Must maintain good attendance at work

E

Application/Interview



Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

APPLICATION PROCESS

Posts that involve engaging in regulated activity relevant to children.

It is an offence to apply for a post if the applicant is barred from engaging in regulated activity relevant to children.

Application Process

Applicants should submit an application form along with a formal supporting letter addressed to the Chair of Governors detailing why they would like to be considered for the role. The letter of application should be a maximum of 2 sides of A4, Arial Font size 11, with normal margin settings. The letter of application should

- Be accurate and legible
- Be underpinned by an overall philosophy and have an understanding of Catholic education and how you will support the distinctive ethos of the school
- Be clear and concise clearly outlining how your experience has prepared you for the post.

Return application forms and supporting documentation to
vacancies@mountcarmelhigh.lancs.sch.uk

Note: We will always consider your references before confirming a job offer in writing.
Standalone CV's will not be accepted.

Please read the Application Guidance Pack located on the school website for guidance on how to complete an application form.

The Job description, person specification and application form are available from our website:
www.mountcarmelhigh.co.uk.

Mount Carmel is committed to safeguarding and promoting the welfare and safety of children and young people and expects all members of staff to share this commitment. Enhanced DBS check is required for this post.

Thank you for your interest in this position at Mount Carmel Roman Catholic High School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure. As this post is exempt from the Rehabilitation of Offenders Act, if you are shortlisted for interview you must declare any convictions, including pending convictions, cautions, reprimands and warning which would otherwise be regarded as 'spent' under this Act.



Further details will be sought prior to appointment. Please see the Recruitment Guidance pack on our website for further information. An Enhanced Disclosure is carried out by the Disclosure and Barring Service and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records. All information on criminal records provided both by you and within the Enhanced Disclosure will be used and stored.

Re-employment of Ex-Offenders.

Please see the Recruitment Guidance pack on our website for further information:

www.mountcarmelhigh.co.uk

Child Protection Policy Statement

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Safeguarding & Child Protection Policy Please see the Recruitment Guidance pack on our website for further information: www.mountcarmelhigh.co.uk

Shortlisted Candidates

Please note that in line with Keeping Children Safe in Education 2022 an online search will be carried out as part of our due diligence on shortlisted candidates.