**Job Title:** Alternative Provision Progress Mentor (KS3 or KS4)

**Salary:** Grade 5

**Hours of work:** 37 hours per week TTO + 1 Week

**Responsible to:** Alternative Provision Lead/Deputy

**Post Objective:**

To support the Deputy and Lead for Alternative Provision with a successful curriculum programme

To deliver mentoring, core subject learning and courses to both small groups and one to one that enable student progress, engagement, and achievement.

The ability to deliver core subject Maths up to GCSE level would be highly desirable.

**Duties, Responsibilities and Key Tasks:**

* To be able to plan, structure, organise and deliver curriculum subjects for AP students ensuring completion and achievement of qualifications.
* To work across the two provisions, having a flexible approach to your day.
* To raise KS3 or KS4 achievement including supporting students with alternative and short courses.
* To reflect with the students on their behaviour through various techniques.
* Deliver mentoring sessions for those struggling with personal organisation and truancy, and support individuals to change their behaviour and use rewards to promote positive changes and positive behaviour.
* To reduce barriers to learning through student engagement, creating excellent student relationships and improving motivation, engagement and enjoyment.
* To improve the academic performance of identified students who are underachieving against potential and in addition if affecting behaviour, work to improve levels of literacy and numeracy.
* To promote behaviour for learning strategies, create a nurturing, safe environment in which individuals can grow and learn, supporting individuals to change their behaviour and using rewards to promote positive behaviour.
* To deputise for the AP Lead & AP Deputy staff as necessary.
* To deal with safeguarding concerns according to school policies.
* To work in close collaboration with staff, attending regular inclusion meetings to enable full flow of communication.

* To support our most vulnerable students and their families to develop better learning, behaviour and social strategies and so maximise their potential.
* To liaise and communicate with parents, external agencies, and key staff in the school as appropriate.
* To meet and greet students on arrival to the provision.
* To undertake any other tasks as reasonably required by the Principal, Governors or MAT Directors to ensure the efficient and effective operation of the academy.

The responsibilities of the post may be reviewed and modified in light of the needs of the academy. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

Note: It is expected that all post holders at Magnus Academy take part in training opportunities provided as part of their continued professional development and that any gained time to be taken in lieu.