



# RLA's Job Description for Temporary Academic Tutor and Mentor for Our Children



## **Terms and Conditions**

- 37 hrs per week, term-time only, working at either Devonshire Primary Academy (DPA) or Revoe Learning Academy (RLA).
- Salary:
- One-year contract or secondment initially.
- Induction to be provided by Virtual School and Trust's setting.
- Candidates to be a proactive, positive and valued member of Blackpool network of ATMs for support, sharing of good practice and contributing to professional development opportunities
- Job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

## **Key Roles:**

- Provide academic intervention for Children in Blackpool's Care, who attend The Sea View Trust academies in Blackpool: Revoe Learning Academy (RLA).
- Nurture positive behaviours, attitudes and self-esteem so as to raise aspirations and educational outcomes for each of Our Children

## **Role Outline (continued on Page 7):**

- ✓ Be a valued member of staff, acting as tutor, mentor and advocate for each Our Child at RLA
- ✓ Provide individual and small group work on the necessary key subjects or developmental areas for each Our Child at Revoe Learning Academy (RLA).
- ✓ Provide both in-lesson, and withdrawn, timely support when key concepts or skills are being introduced and has been agreed as a strategy to enhance the child's outcomes and self-worth.
- ✓ Liaise directly with colleagues to plan, prepare and deliver effective learning to enhance understanding of key-concepts and skills; and to practise and apply them to support knowledge growth and retrieval.

- ✓ Work with class teachers and relevant leaders to establish an academic plan, with specific objectives and targets, for each Our Child using agreed baseline assessments and data.
- ✓ Liaise with the relevant academy's Designated Teacher to provide regular (eg 1/2 termly) progress reports.
- ✓ In consultation with the relevant Designated Teacher, to liaise directly with Virtual School staff regularly and provide a termly progress report.
- ✓ Provide direct input into PEPs around academic progress and other agreed areas of child development.
- ✓ Provide weekly academic and nurturing mentoring meetings that provide nurturing support and guidance to Our Children to promote their academic resilience and life chances.
- ✓ Hold regular, time limited (SMART), focused conversations with each Our Child, identifying the issues affecting their academic and developmental achievement and giving guidance to support academic success, great attendance, effective learning habits and positive mental wellbeing.
- ✓ Co-produce plans, targets and aspirations with each Our Child and to track, monitor and record achievement.
- ✓ Implement strategies to nurture the confidence and self-worth of each Our Child and promote their academic and developmental growth and progress.
- ✓ Work alongside colleagues and agencies, to identify each Our Child's particular talents and encourage their excellence and engagement with wider enrichment opportunities.
- ✓ Assist curriculum and teaching delivery, in accordance with the RLA Way by providing assistance and coaching to individuals and small groups of Our Children and their agreed peers.
- ✓ Work closely with relevant staff to develop each Our Child's academic and organisational skills
- ✓ Undertake targeted, planned one to one and small group support interventions for each Our Child as directed by relevant colleagues and the academy's Designated Teacher for Our Children.
- ✓ Identify and refer to relevant leaders when further targeted academic intervention or specialist support might be necessary in order to design and deliver a personalised offer to each Our Child.
- ✓ Work alongside peers to be an active member of Blackpool's network of ATMs in order to share good practice; learning; and professional development opportunities and growth.
- ✓ At all times, maintain professional conduct, confidentiality and adhere to safeguarding procedures in accordance with both academy and Trust policies.

- ✓ Completion of all related administration, or other tasks, requested by relevant senior leaders in the academy.