

Raising Attainment Mentor

JOB DESCRIPTION

Salary / Grade range	Contract: Full time, Term time only + 10 days + 5 trainings days. Fixed-term for 1-year Grade 4, points 7 to 11, pro rata £23,876.13 - £25,448.70 35 hours per week, 8.30 - 16.00 There will be some requirement to work during parents evening and opening evening.
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Job Purpose:

To support the academic progress and personal development of underachieving students in secondary school, with the goal of raising attainment levels through targeted mentoring, intervention strategies, and motivational support.

Main purpose of the job

Key Responsibilities:

- Work closely with identified students to set academic goals and action plans.
- Deliver 1:1 or small group mentoring sessions to improve motivation, study habits, and confidence.
- Support students in core subjects (e.g., English, Maths, Science), either directly or by coordinating support.
- Liaise with teaching staff to monitor progress and adapt interventions as needed.
- Track and report on student progress against key attainment benchmarks.
- Promote a growth mindset and help students overcome barriers to learning.
- Engage with parents/carers where appropriate to encourage support at home.
- Assist in the delivery of after-school study clubs or catch-up sessions.

Essential Skills & Qualities:

- Strong communication and interpersonal skills.
- Ability to motivate and inspire secondary-aged students.
- Understanding of challenges faced by underperforming students.
- Organised, reliable, and committed to student success.
- Team player with the ability to work independently when needed.
- Minimum GSCE C/4 above
- Ability to work at pace and under pressure
- Strong team player that loves to bring new ideas to the table

Desirable Qualifications/Experience:

- Experience working with young people in an educational or mentoring role.
- Knowledge of the UK secondary curriculum.
- Relevant qualifications in education, youth work, or mentoring (preferred but not essential).
- Results-oriented, motivated, enthusiastic, and resilient

Equal opportunities Policy

Promote equal opportunities in all aspects of responsibility according to the school's aims and objectives.

In addition to those duties and responsibilities outlined above, the contributions of each member of staff to the work of the school will include the following:

- to play a positive role in the spiritual life of the school community;
- to maintain a high standard of discipline, appearance, punctuality and commitment in all students;
- to promote parental and community involvement in the life and work of the school.

All job descriptions are subject to modification as the needs of the school change and/or circumstances demand. Following consultation between the Headteacher and the member of staff concerned, reasonable changes may be made.

This job description should be read in conjunction with the statutory conditions of the latest *School Green book for support staff Pay and Conditions Document*.

Personal Specification		
	Essential	Desirable
Qualification and CPD		
Studied to a minimum standard of GCSE or equivalent in Maths & English	/	
Educated to degree level		/
Experience, Knowledge and Skills		
Supportive of the Catholic ethos and values of the school	/	
Excellent interpersonal skills	/	
Strong organisational skills and prioritising	/	
Flexible approach to working	/	
Qualities to be a positive role model	/	
Confident and able to accept challenge in a professional manner	/	
Ability to motivate and inspire secondary-aged students	/	
Ability to maintain confidentiality.	/	
Experience of working with outside agencies		/
Knowledge of Safeguarding Policies and Procedures	/	
Experience in setting and working towards targets and deadlines	/	
A good working knowledge of office management systems such as Microsoft Word/Excel/Outlook/MS Teams	/	
Ability to analyse data	/	
Experience of using SIMS		/
Excellent Literacy and Numeracy skills	/	
Excellent verbal and written communication skills	/	
Excellent health and attendance records	/	
Ability to work effectively in a team	/	
Excellent professional conduct	/	