

SHOEBURYNESS HIGH SCHOOL

Job Description

Post Title: Graduate Learning Mentor

Responsible To: Academic Year Leaders and Head of Faculty

Purpose of the Job

Provide subject tuition to address gaps – students' knowledge and understanding

Core Responsibility of Job Role:

Using core subject knowledge, plan, teach and evaluate individual students and group tuition.

Example Duties and Responsibilities

- Plan resources for student tuition
- Work with groups of four to eight students
- Provide one to one tuition
- Complete records of students attainment and attendance
- Provide after school tuition sessions
- Liaise with parents for weekly attendance / achievement
- Attend necessary meetings

General

- To undertake any training commensurate with the post.
- All employees are expected to show a responsible attitude to health and safety issues and have due regard for their personal safety and that of others.
- Support, uphold and contribute to the development of the school's equal rights policies and practices in respect of both employment issues and the delivery of services to the community.
- To be responsible for safeguarding and promoting the welfare of children and young persons for whom the post holder is responsible, or comes into contact with.
- The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

..... Postholder

..... date

..... Line Manager

..... date