



# **Whitworth Park Academy**

Academic Mentor

Candidate Information Pack

# INTRODUCTION

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Whitworth Park Academy is a successful, welcoming and caring school.

Whitworth Park School was opened in September 2012 following the amalgamation of Spennymoor School and Sixth Form Centre and Tudhoe Grange School. Both schools were highly successful serving the community of Spennymoor and the surrounding villages. On 1 September 2018, the school became an 11-16 Academy and is part of the Advance Learning Partnership (ALP)

Whitworth Park Academy is situated in a semi-rural location within easy reach of the cities of Durham and Newcastle-Upon-Tyne. Spennymoor is also ideally located for access to the A1M which is situated close by whilst house prices are moderate when compared to the National average.

Whitworth Park is a warm, welcoming and hardworking community with 'Children at the heart of everything we do'. We want children to leave school having maximised their academic progress but also with the social and personal skills needed to extract the maximum from what the world has to offer them. The school offers a broad and balanced curriculum and is committed to offering the highest quality learning experience to all of our children. We expect everyone to achieve the very best they can within a friendly and welcoming environment which inspires them to strive for and reach their full potential, no matter what their abilities or talents.

We have high expectations of ourselves and that is applied to all our children because they are here to learn. We are proud of our school and will ensure we do all we can to recognise and celebrate individual achievements.

## JOB DESCRIPTION

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### JOB TITLE:

Academic Mentor

### ACCOUNTABLE TO:

Head of Department

### SALARY:

£19,000 (pro-rata for part-time)

Term time

### THE POST:

The Academic Mentor will provide small group and one to one tuition to children in Key Stage 3 and Key Stage 4. You will work closely with the Head of Department to develop resources and monitor progress to improve attainment and progress for each child.



**Staff are expected to support and contribute to the school ethos.**

**Success through Partnership - an inclusive education for all learners in the community of Spennymoor.**

The school creates an environment which is inspirational and aspirational, in which every learner has the opportunity to develop the skills to lead a positive and fulfilling life. We work in collaboration with parents, carers, the community, and all other educational and service providers to nurture all of our young people. Our educational programme provides a climate which inspires learning, creates trust, respect and tolerance and promotes sustainability and collaboration.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedure and tasks but sets the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Whitworth Park Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This post is subject to signing our ICT Staff User Policy and having a satisfactory Enhanced DBS Certificate.

## **Duties and responsibilities specific to the post:**

### **THE POST:**

The post holder will be expected to support and deliver flexible, person-centred programmes of study for individual and small groups of young people.

### **MAIN (CORE) DUTIES:**

- To be responsible for delivering a curriculum programme in small group or 1:1 situation.
- To prepare, plan and assess sessions as part of each young person's education programme.
- To teach groups and individual students within the framework of the National Curriculum and programme where appropriate.
- To maintain an awareness of curriculum developments both locally and nationally.
- To be responsible for following schemes of work for specific areas of responsibility.
- To attend and actively contribute to staff meetings.
- To share relevant information with colleagues to ensure that an overview of the education service is maintained.
- To monitor progress of young people through regular tracking of performance.
- Assist with the creation of Individual Education Plans for each young person in liaison with the education team.
- To organise, prepare for and write reports for designated students in Class/Tutor Group.
- To build a relationship with all young people, which encourage their interests and participation in education.
- To assess and manage risk effectively in education and community settings
- To facilitate effective communication and record keeping of young people's progress.
- Support and encourage colleagues at all levels within the school.
- Support as directed throughout the school, subject to appropriate training.
- Expect, monitor and improve progress in student learning.

- Contribute to the personal and social development of all students.
- Take part in quality assurance and performance management procedures outlined in an agreed school policy.
- Take responsibility for personal development.
- Plan lessons using a range of strategies to meet student's individual learning needs understood from attainment and supporting data.
- Have a thorough knowledge and understanding of their subject.
- Use the models set out in School Policies for delivery of lessons.
- Mark, assess record and report on student's achievements, setting appropriate targets. Keep to deadlines for reporting, marking, submission of coursework and assignments.
- Prepare students for examinations when required, taking part in standardising and moderating activities required by departments and examination boards.
- Attend and contribute to appropriate meetings and professional development activities.
- Take an active part in the school's self-evaluation process, including the completion of appropriate documentation, and contribute to this process within the subject area.
- Undertake whatever other duties might reasonably be requested by the Head Teacher or Subject Leader.

### Special Conditions

- Participate in training and other learning activities and performance development as required.
- The post-holder will be expected to contribute to the protection of children and vulnerable adults, as appropriate, in accordance with any agreed policies and/or guidelines, reporting any issues or concerns to their immediate line manager.
- The post-holder will be required to promote, monitor and maintain health, safety and security in the work place. To include ensuring that the requirements of Health & Safety at Work Act, COSHH, and all other mandatory regulations are adhered to.
- To carryout duties with full regard to the Trust's Equal Opportunities and Dignity at Work Policy.
- An Enhanced Disclosure with the Disclosure and Barring Service (DBS) will be undertaken before and appointment can be confirmed.

### General expectations of all support staff:

Staff will:

- Maintain personal expertise, to be a role model and promote high expectations for all members of the Academies communities through your role within the structure.
- To model the values, ethos and vision of the Trust.
- Be aware of, comply and assist with the development of policies and procedures relating to child protection, health and safety, safety and security, confidentiality and data protection, reporting on all concerns to an appropriate person.
- Attend relevant meetings as required, including termly Academy Council meetings.

### Duties and responsibilities of all support staff:

All staff will:

- promote and safeguard the welfare of the students s/he is responsible for, or comes into contact with;
- support and encourage colleagues at all levels within the school;
- promote the school's stated ethos and support the school's policies;

- contribute to and implement the annual School Improvement Plan and agreed policies;
- support and assist the progress of student learning and achievement;
- take responsibility for their own professional development;
- contribute to the development of work policies as appropriate;
- attend and contribute to appropriate meetings;
- take an active part in the school's self-evaluation process;
- promote good behaviour and positive attitudes at all times;
- support subject, tutor group, year and school activities as appropriate;
- lead and/or support a range of learning outside the classroom events or activities;
- to accompany and supervise students on trips and visits as appropriate;
- carry out general administrative/clerical duties as necessary;
- undertake whatever other duties might reasonably be requested by the Headteacher;
- have common duties in the areas of: Quality Assurance, Communication, Professional Practice, Health and Safety, General Management (where applicable), Financial Management (where applicable), Appraisal, Equality & Diversity, Confidentiality and Induction.

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## PERSON SPECIFICATION

Criteria		Essential	Desirable
Application	Application form and a well-structured letter of application indicating interests.	*	
	Fully supported in references.	*	
Qualifications and Professional Development	5 GCSE (A*-C) including Maths and English or equivalent.	*	
	A Level in relevant subject A-C (or equivalent).	*	
	Appropriate Higher Education qualification such as HND, HNC or degree level.		*
Experience	Demonstrate an ability to use skills, expertise and experience to lead student	*	
	Knowledge of the national curriculum and other programmes related to		*
	Experience of working with young people and/or young adults		*
	Awareness of planning programmes of study for a range of subject areas		*
	Awareness of effective teaching and learning styles		*
	A clear understanding of keeping students safe in schools.	*	
Qualities & Values	A drive to make learning fun, engaging and exciting for all students.	*	
	A passion for the subject.	*	
	Ability to use ICT as a learning tool.	*	
	The ability to inspire others and share good practice.	*	
	Good communication skills with the ability to relate effectively to all ages and	*	
	A commitment to promoting inclusion.	*	
	A desire to extend learning outside of the classroom.	*	
Personal Attributes	Ability to work successfully under pressure and retain a sense of humour.	*	
	A strong moral purpose and drive for continued improvement for all.	*	
	Ability to work as a team member to achieve common goals.	*	
	Enthusiasm and self-confidence.	*	
	Personal presence and impact.	*	
	Initiative, energy and perseverance.	*	

Assessment against the criteria outlined above will be through the Application Form, Letter of Application, Work Related Assessments, Interview Process and References.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours;
- attitudes to use of authority and maintaining discipline;

Any relevant issues from references will be taken up at interview.

## APPLICATION

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Please return a completed application form including the names, addresses and relevant contact details of two referees together with your letter of application.

The letter of application should be no more than two sides of A4 and should set out the particular strengths that you would bring to the post and how you feel you meet the criteria outlined in the job description and person specification.

Please ensure you also complete and return the required DCCR form. Completed applications must be received by the school by **9am on Monday 1<sup>st</sup> November 2021** addressed to:

Mr D Stone  
Headteacher  
Whitworth Park Academy  
Whitworth Lane  
Spennymoor  
County Durham  
DL16 7LN

or by e-mail to the Headteacher's PA, Mrs E Rigby, [e.rigby@whitworthpark.org.uk](mailto:e.rigby@whitworthpark.org.uk)

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

Whitworth Park Academy:

- is committed to the protection and safety of its students. Appointment will be subject to an enhanced DBS check, satisfactory medical report and satisfactory references
- is an Equal opportunity employer
- operates a strict no-smoking policy

Where our roles are customer facing and you are required to speak to members of the public, the ability to converse at ease with customers and provide advice in accurate spoken English is essential for the post. As a disability confident employer, we are committed to employing disabled people and people with health conditions making reasonable adjustments to support disabled applicants when required

Unfortunately we are unable to acknowledge receipt of your application.