



Mossbourne
Federation

Academic Mentor

Job Description

POSITION	Academic Mentor
SALARY	UQ1 £23,139
START DATE	Monday, 1 st September 2025, [INSET 1 st , 2 nd September 2025]
HOURS	40 hours per week
FULL TIME EQUIVALENT	52.14 weeks per annum
CONTRACT TYPE	Permanent
RESPONSIBLE TO	Extended Leadership Team Pastoral
LOCATION	Mosbourne Fobbing Academy
KEY WORKING RELATIONSHIPS	Staff, Students, Parents

Background

Mosbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mosbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mosbourne Federation consist of seven academies: Mosbourne Community Academy (MCA), Mosbourne Fobbing Academy (MFA), secondary and sixth form, Mosbourne Victoria Park Academy (MVPA), Mosbourne Port Side Academy (MPA) secondary, Mosbourne Parkside Academy (MPA), Mosbourne Riverside Academy (MRA), Mosbourne Herd Lane Academy (MHLA) primary.

The Mosbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mosbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

Mosbourne Fobbing Academy (MFA)

Mosbourne Fobbing Academy is a school with a rich history of excellent academic, artistic, and sporting achievements. Today, that legacy of excellence lives on through our wonderfully talented students and terrifically dedicated staff.

Everything we do is built on the conviction that learning and safeguarding come first. We expect the highest standards of behaviour so that our students can focus on learning in an environment that supports them to feel, and be, safe. This means our teachers intellectually plan and teach lessons with great care, and in great detail, to ensure that all our students acquire the knowledge, character and qualifications they need to reach their potential.

Our students capitalise on a fantastic range of facilities that encourage them to nurture and pursue their passions in sports and the arts. While our range of extra-curricular activities, including the Combined Cadets Force and The Duke of Edinburgh's Award, offer experiences that broaden horizons and enrich lives.

We are dedicated to ensuring that our students leave equipped with the knowledge, character and qualifications that open the doors to whatever future they envisage for themselves. Our students leave ready to make their mark on the world and bring positive change to their communities.

Mosbourne Fobbing Academy is at an exciting point in its history as it joins the Mosbourne Federation – a Federation with exceptionally high standards where students achieve outcomes which are among the best in the country. These

exciting times bring our school a fantastic opportunity to develop, to grow and really prosper as we continue our mission to ensure our students get the outstanding education they deserve.

If you want to be part of the team that is improving the life chances of our students, then read on.

Job Summary Academic Mentor

The Academic Mentor is a key member of the Pastoral Team whose focus is to support teaching and learning in the academy. The Pastoral Team is led by a Vice Principal and comprises of a Head of School, Heads of Year, the Head of SEND Inclusion and the Pastoral and Safeguarding Administrator. The Pastoral Team is essential in maintaining the purposeful and disciplined environment in which students excel. The Pastoral Team supports the daily smooth running of the Academy and is also intrinsic in supporting the personal development of the students in our care. The Pastoral Team is always highly visible around the Academy and form the Safeguarding Team (Designated Safeguarding Leads) at the Academy. The Academic Mentor will have a case load of students who require a layer of support above and beyond the universal offer which may include individual meetings with students, parents and other stakeholders.

Main Duties & Responsibilities

Responsibilities include, but are not limited to:

- Take responsibility for mentoring students as designated by the Senior Pastoral Leader or by members of the Pastoral Team. This may include students on the SEND Register.
- Ensure that students receive regular support and input to promote their progress both academically and socially in the Academy
- Involve the student as much as possible in decisions regarding the learning process, available support and target setting.
- Be responsible for the planning, delivering, assessing and recording of support given to students in line with Mentor Record Keeping and Action Plan Procedures and to ensure that these are in good order.
- Support the learning of mentored students in a variety of ways to meet the needs of the student: e.g. 1:1 support in class, individual and regular withdrawal, observations in class, as appropriate to each student's needs.
- Prepare review reports for students receiving SEN Support or with EHCPs, in line with the Annual Review Procedures.
- Contribute to Personal Education Plans and reviews for Looked After Children on the caseload
- Hold Review Meetings with parents for students on the caseload
- Liaise closely with the Pastoral Team in the identification and the provision of targeted support for students identified with social and behavioural difficulties and prepare Behaviour and Pastoral Support Plans, as required.
- Work closely with the staff responsible for transition to provide support for students identified as vulnerable at the time of transition.
- Attend all meetings as directed by the Senior Pastoral Leader or the Pastoral Team.
- Take responsibility for a range of interventions such as support clubs and groups as directed by the Senior Pastoral Leader.
- Work with teachers to identify and respond appropriately to student's individual needs, assisting students in areas of specific difficulty.
- Help promote and reinforce students' self-esteem, encouraging inclusion of students with special educational needs.
- Accompany teachers and pupils on school visits and in other activities outside of the classroom, taking responsibility for specific pupils or small groups as directed by the teacher.



- Supervise students during breaks and/or lunchtimes and before the start of the academic day.
- Follow all federation policies and procedures, particularly those related to health and safety, child protection, behaviour management, inclusion, equality and data protection. Ensuring the health and safety of all pupils in the classroom and throughout the academy in accordance with the academy's policy.
- Participate as required in the Federation's performance management process and take part in appropriate training and development activities, including a First Aid Certificate.
- Have a flexible and proactive approach to ensuring the needs of the children are being met, with the support of the team.
- Undertake and carry out, in line with Academy procedures, all designated duties to ensure the smooth running of the Academy.

Person Specification Academic Mentor				
E Essential Or D Desirable	Requirements	Assessment Criteria		
		Interview	Application Form	Task
Experience				
D	Able to liaise in a professional manner with parents and external agencies, as appropriate	X	X	
E	Experience working independently and as part of a team	X	X	
D	Develop & maintain positive relationships with all stakeholders, communicating key information in a timely way	X	X	
D	Experience of support work with children within an inner-city multicultural academy	X	X	
D	Experience of handling sensitive data	X	X	
D	Experience of monitoring children’s achievement	X	X	
E	Knowledge, understanding & commitment to equal opportunities	X	X	
E	Demonstrable knowledge of strategies to support children to be their best	X	X	
D	An awareness of strategies for managing pupils with challenging behaviour	X	X	X
E	Knowledge of issues related to underachievement of children and strategies to engage reluctant or underachieving learners	X	X	X
Qualifications				
D	Mentor or counselling qualifications – highly desirable		X	
D	Good educational qualifications (preferably a degree)		X	



IT knowledge				
D	Strong working knowledge of the MS Office Applications		X	X
D	Ability to swiftly adapt to and utilise new/various systems/software		X	X
Behavioural Competencies				
E	Excellent communication skills	X	X	X
E	Commitment to meeting deadlines internally and externally ensuring output consistently is of an exemplary standard	X		
E	Upmost integrity and high levels of motivation & commitment	X		
E	Proactive approach to dealing with problems as they arise	X		
E	Efficient time management & prioritisation skills			
E	Genuine interest & passion for the education of young people & the will to contribute to the wider life & community of the Federation; Committed to the principles of Inclusive Education	X	X	X
E	Be an integral member of the team with the initiative to work independently with minimal supervision	X		X
E	Strategic approach, ability to see the 'big picture' and also think 'outside of the box'	X	X	X
E	Understanding of the need for confidentiality	X	X	
Applicable to all staff				
E	Undertake training as required to fulfil the requirements of the role	X	X	X
E	Support Mossbourne's efforts both verbally and non-verbally (i.e. via actions and attitude), including adjusting performance and practice in accordance with Mossbourne's initiatives and findings	X	X	X
E	Recognise your role as part of the success of Mossbourne	X	X	X
E	Play an active role in terms of Safeguarding all students and adults	X	X	X

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability or status. The document is not a comprehensive list; it simply outlines expectations of this role. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.