Job Description

# Job Title

#### 6th Form Learning Mentor

# Purpose

#### To support Associate Assistant Headteacher (Key Stage 5 and Transition) and the Leadership Group (LG) in the management of pastoral care for students in Key Stage Five

# Reporting to

#### Associate Assistant Headteacher

# Salary/Grade

#### Scale 5 – Term Time Only plus 5 extra days in the Summer holidays

# Disclosure

#### Enhanced

# Working day

#### Daily attendance – Term Time Only (no leave to be taken in school time), attendance in school holidays as needed.

#### Attendance at events relevant to the year group(s), including interventions or mentoring groups, evening events, team meetings and residential trips

#### Compulsory Lunch duty each day (for which there will be an additional payment of £10 per duty)

#### Break duty every day

#### Any reasonable hours as required by the demands of the role

# Main Duties

#### 6th Form Support

* To supervise the 6th Form Study Space and support other supervisors in ensuring it is a focused, silent place for learning
* To provide support for a key client list of 6th Formers who require additional support for their learning as directed
* To provide advice and guidance for students as they make choices over their lives beyond school
* To support and liaise with parents and students where their attendance falls below key thresholds
* To support UCAS process as directed by Deputy Head of 6th Form
* To liaise with all staff, parents and outside agencies as necessary, on behalf of the sixth form.
* To facilitate meeting, including the taking of minutes, making room booking, arranging refreshments and welcoming visitors
* To co-ordinate the administration and planning of Sixth Form events.
* Use of SIMS packages, interrogating and retrieving information as required.
* Data input, including maintenance of student records including census data
* Coordinating applications for senior prefects and Head Boy/Girl
* Maintaining displays/careers resources/and equipment for learning in the Sixth Form area
* Support for the organisation and administration of admissions/enrolment process
* To support the KS5 RSL in putting intervention plans in place for students with levels of achievement or progress below expectations
* To liaise with employers and support students in making effective choices for work experience
* Administering the 16-19 Bursary, verifying attendance records of eligible students, record keeping and authorising payments via Finance Department
* Support for the creation/updating of induction programme materials and coordinating Induction Day
* Support with the organisation of Higher Education trips and key university fairs
* To contribute to reports about pupils as required.
* To attend Year Team meetings
* To assist in the running of PSHCE and activity days.
* To lead their own tutor group of vulnerable learners

#### Attendance

* To liaise and support the Attendance team in order to record and ascertain why a pupil is absent from school.
* To meet and record students in the 6th Form who are late on a daily basis, in order to monitor punctuality.
* To ensure that identified “pupils of concern” are supported to attend more regularly.
* To carry out the morning “lates” duty on a rota basis with other members of support staff.
* To liaise with the Attendance team to ensure letters home about attendance are sent promptly.
* To attend any attendance related meetings with outside agencies, as may be necessary.
* To support the Head of Year in improving pupil/student attendance and punctuality
* To maintain register of attendance in the 6F learning area

#### General

* To liaise with all staff, parents and outside agencies as necessary.
* To support the Associate Assistant Headteacher in the planning and coordination of parents’ evenings and open events.
* To attend and support HOYs assemblies for Key Stage Five
* To be proficient use of SIMS packages, interrogating and retrieving information.
* To ensure that all safeguarding procedures are adhered to (e.g. to ensure that pupils cannot access confidential files or SIMS data in the PSO base).
* To work with students on administrative tasks.
* Support with the organisation of Higher Education trips and key university fairs
* To coordinate induction, transition or year group events, ensuring resources are available on a timely basis.
* To support and promote the Christian ethos of the school.
* To actively promote Fundamental British Values.
* To adhere to the Staff Handbook and Staff Code of Conduct.
* To communicate with pupils in a professional, formal and consistent manner.
* To be articulate, modelling effective use of language in order to build rapport and maintain positive relationships with and between learners.
* To actively participate in all aspects of self-development.
* To undertake other duties and responsibilities of a similar grade and nature in order to support workload peaks and resources and skills shortages to ensure the school's priorities are met. This will be sensitive to available resources and individual skills and will normally be within the same service area. Such other duties will not compromise the post holder's participation in the Performance Management Scheme.
* To undergo appropriate training in connection with the development of new technology and assist in the implementation of computerised systems, in accordance with developments in Information Technology.

# Notes

* Whilst every effort has been made to explain the main duties and responsibilities of this post, each individual task undertaken may not be identified.
* Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
* Employees are expected to present themselves and to act in a professional manner at all times.
* The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled applicants or continued employment for any employee who develops a disabling condition.

November 2018