
Sandringham School

Job Description



Job Title: Sixth Form Learning Mentor
Accountable to: Director of Learning: Sixth Form and AHT
Accountable for: Sixth form students and Sixth Form learning environment
Salary: H5
Start Date: March 2018
Hours: 14 hours per week. Term-time plus 2 days
(Mon & Tues 8.30am-3pm, Thurs 8.45-10.45am)

Core Purpose

To take a leading role in mentoring sixth form students to ensure they make outstanding progress in their academic studies. To supervise students during study sessions to ensure that they are focussed in independent study.

Key Tasks

1 Responsibility for developing positive attitudes to learning in sixth form

- a) Promote a positive learning culture with high aspirations across the sixth form
- b) Supervise the use of the sixth form study area throughout the week and ensure it is a high-quality learning environment
- c) Hold a register of students in their study sessions
- d) Provide mentoring sessions to individual and groups of students, as appropriate, to help support them in their studies and discuss strategies for study skills, revision techniques etc
- e) Support SEN students in the sixth form
- f) Promote and develop an inclusive learning environment and provide for the wellbeing of all students
- g) Ensure that the sixth form environment is stimulating and engaging to all students

2 Performance

- a) Support Performance Directors in monitoring the academic performance of students in the year using prior data and targets and implement strategies to support improved progress where necessary
- b) Identify students at risk of disengagement and offer appropriate strategies
- c) Where appropriate, assemble and write specific reports on students causing concern

3 Attendance, behaviour and appearance

- a) Monitor the taking of registers – ensuring all registers are taken for every lesson of the day
- b) Make first day response calls/texts to parents to improve attendance and punctuality
- c) Produce weekly absence reports
- d) Ensure the discipline and behaviour of the sixth form reflects the high standards expected in our code of conduct
- e) Discuss absences with students in response to 'cause for concern' comments from staff
- f) Contact parents, as appropriate, in response to absences
- g) Maintain records of contacts
- h) Monitor standards of dress to ensure all students meet dress code requirements. Deal with any students who are incorrectly dressed

4 Communications

- a) Act as first point of call for all communications regarding sixth form issues
- b) Ensure all communications between home and school are logged and acted upon appropriately, within our agreed timescale (response to parents on day of contact)
- c) Be pro-active in developing strong relationships with parents through regular communications
- d) Liaise with outside agencies as appropriate (e.g. AIO, Ed. Psych., Police)

5 Careers and University support

- a) Offer consultation and advice to students regarding further education
- b) Helping students with careers advice and UCAS process
- c) Assist year 13 team in writing UCAS references
- d) Support students applying for apprenticeship/employment

6 Environment

- a) Ensure the environment is vibrant and fit for learning
- b) Liaise with staff and caretakers over any specific changes that are needed to the organisation of furniture and seating for specific functions/activities
- c) Manage learning resource centre in conjunction with Library staff
- d) Make the best use of available space

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 procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.