



### Job Description

JOB TITLE	Sixth Form Mentor
JOB FAMILY	Education Support
PHASE	Secondary
REPORTING TO	Head of Sixth Form

### Job Purpose

- Encouraging positive use of the Study Area
- Monitoring students' completion of work set by teachers and liaising with them to ensure completion of IL tasks.
- Working with specific groups of students as nominated by Head of Sixth form e.g. U grade or G&T
- Facilitating individual student intervention as required by Head of Sixth Form / Deputy Head
- Production of student resources. e.g. Revision guides etc.

### Duties and Responsibilities

#### Support for student(s)

- To organise and oversee the Sixth Form study programme
- Use specialist (curriculum/learning) skills/training/experience to support students
- Establish productive working relationships with students and act as a role model
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Provide day to day pastoral support and mentoring to students within the context of safeguarding procedures and with direct liaison with the Head/Deputy Head of Sixth Form and SLT where appropriate
- To have a marked impact on the attainment, achievement and progress of Sixth Form students through mentoring

#### Support for teachers

- Work with the teacher to establish an appropriate learning environment



- Provide objective and accurate feedback and reports as required, to the teacher on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
- Provide general clerical/admin support e.g. administer coursework, produce worksheets for agreed activities etc.

#### **Support for the Curriculum**

- Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Implement local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of relevant skills
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support

#### **Support for Sixth Form Activities**

Support the development of a work experience and volunteer programme for students and providing impartial and informed careers advice (to create an effective working relationship with college careers advisor). Support Sixth Form Celebration, activities and sporting events

#### **Attendance**

- To support Attendance Officer with day to day operations and deputise in their absence.
- Challenge students who are late and persistently late
- ClassCharts all students and parent/carer contact to provide an evidence trail of intervention
- Tracking, monitoring and challenging student truancy of lessons and liaising with teachers
- Undertake training as appropriate on data tracking systems such as SIMS Discover and implement them into our College routines and protocols



### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Deal with any emergencies or problems which occur, in line with Colleges' policies and procedures
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work aims of the school
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
- To maintain confidentiality at all times in respect of College
- Attend and participate in regular meetings
- Participate in performance management, training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- Undertake planned supervision of pupils' out of school hours learning activities
- Supervise pupils on visits, trips and out of school activities as required

### Generic Duties relevant to all members of Staff

#### The Trust

- The ethos of our Trust is “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.
- You will be based at Goodwin Academy. However, you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

#### Teaching and Learning

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.



#### ICT

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### Health and Safety

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.
- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### Safeguarding

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### Equal Opportunities

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

#### Data Protection

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.



The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Sixth Form Mentor.

Name:

Signed:

Date: