



Clitheroe Royal Grammar School

Founded in 1554

SIXTH FORM LEARNING MENTOR

Temporary to cover maternity leave

37 hours per week Monday to Friday

**Salary: Grade 6 Point 15 (£27,803) to Point 19 (£29,777) pro rata
(depending on experience)**

Actual salary £23,754 to £25,806 p.a.

Term Time only plus two days during the summer holiday

An exciting opportunity has arisen to develop and deliver support sessions for students in Year 12 and 13 at our Sixth Form site. You will be working within our Sixth Form Team to mentor our students to help them develop the skills necessary for success at A Level and beyond. This post is of a temporary nature to cover maternity leave, if you are considering a career in teaching, this role could be for you!

You will need to have excellent communication skills, resilience, enthusiasm and an ability to act on your own initiative. The postholder will have the opportunity to develop a wide range of skills and work as part of a coherent and experienced team.

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust with 1,432 students on roll including 650 in the Sixth Form. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 782 Main School students on roll, set to increase to 900 by September 2027.

The school is a centre of excellence and one of the highest achieving schools in the country, we were judged 'Outstanding' by Ofsted in November 2022. Our school is renowned for high quality teaching and learning, outstanding pastoral care and extensive extra-curricular provision.

Please complete the TES online application form (www.tes.com) which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at www.crgs.org.uk.

The closing date for applications is 12:00 noon on Monday 15th April 2024 and interviews are expected to take place week commencing 22nd April 2024.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.



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March 2024

Dear Applicant

Due to the Sixth Form Learning Mentor commencing maternity leave, an opportunity has arisen to provide cover on a temporary basis for up to 12 months, or until the postholder returns from maternity leave. We would like to thank you for the interest in this role.

Clitheroe Royal Grammar School is a historic school but also one which is forward-thinking, welcoming and responsive. Our school has not only grown over time but has also adapted to the challenges of preparing young people for life as a global citizen, requiring a contemporary curriculum and a holistic and supportive education. We are privileged to work with wonderful young people who are keen to learn and eager to achieve.

We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 650 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 782 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

As part of our steadfast commitment to educating young people we place great emphasis on pastoral care and guidance. The successful candidate will be working with young people to help them develop the skills necessary for success at A Level and beyond. You will be responsible for the preparation and delivery of study support sessions to whole classes and small groups as well as one-to-one support for identified students. In this role you will be working within the Sixth Form Team to develop personalised learning strategies and raising aspirations and attainment in students. This role would be excellent preparation if you are considering a role in teaching.

You will require excellent interpersonal skills, resilience, enthusiasm and an ability to act on your own initiative, along with the ability to manage and organise your departmental workload. You will be required to prioritise work throughout the day to deal with a variety of different responsibilities whilst maintaining high standards.

As a school we are committed to continuous staff development and relevant training will be made available, where required to the successful candidate. This position is 37 hours per week, term time only plus two days' work during the summer holiday around the examination results period in August, this will be agreed in advance with the Deputy Headteacher/Bursar. The hours of work will be for the benefit of the school and are expected to be 8:15am to 4:15pm Monday to Friday (3:45pm finish on a Wednesday) with a 30-minute break for lunch. There may be some flexibility around start and finish times which will be discussed at the interview stage.

Clitheroe Royal Grammar School is a very welcoming and close-knit community and a great place to work! If you feel you would like to be part of this dynamic and successful school and you feel you have the qualities we are looking for I would encourage you to apply.

Please complete the TES online application form (www.tes.com) which includes a supporting statement where we would like you to outline your particular strengths and how your experience has prepared you for this particular role. For further details please visit our website at www.crgs.org.uk.

If you have any queries or would like an informal discussion please do not hesitate to contact me. If you apply and have not heard from us by Monday 13th May 2024, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application. We look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lynne Higginbottom', with a stylized, cursive script.

Lynne Higginbottom
Bursar



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Job Description – Sixth Form Learning Mentor (temporary to cover maternity leave)

Salary	Grade 6 Point 15 (£27,803) to Point 19 (£29,777 p.a pro rata Actual salary £23,754 - £ 25,806 p.a.(depending on experience)
Responsible to	Deputy Headteacher/Assistant Headteacher (Sixth Form)/Bursar
Location	York Street / Chatburn Road
Hours of Work	37 hours per week. Term time only plus 2 days during summer holiday to be agreed with the Bursar

Core Purpose of the role:

- To work alongside the Sixth Form Team to support the academic progress of Year 12 and Year 13 students
- To help students overcome barriers to learning and ensure that they develop appropriate study skills for A Level study and beyond.

Responsibilities:

To deliver study support sessions to whole classes and small groups, in addition to providing one-to-one support for identified individuals. This will involve:

- Developing appropriate resources to support the development of key study skills such as independent study, time management, revision and note-taking skills
- To develop and manage positive learning behaviours within the Sixth Form
- Monitor attendance at these sessions and following up on any unauthorised absence

To contribute to the improved progress of identified students. This will involve:

- Liaising with members of the Sixth Form Team to develop an agreed approach to personalised learning to meet the specific needs of identified students, building effective, personalised strategies and Action Plans (where appropriate)
- To contact individual subject teachers to get feedback to inform intervention strategies
- Mentoring individual students who are underperforming or who need support with their academic work to help them reach their academic goals, including liaison with parents/carers (where appropriate)
- To use academic data to identify under performance, working with a wider team to support intervention and progress
- To contribute to process and procedures for improving attendance
- Attending meetings to disseminate information and evaluate student progress, such as Review Meetings
- Working with the Sixth Form Learning Resource Manager to ensure that students are using their Directed Study Periods (DSPs) appropriately
- Delivering relevant UCAS support, by running sessions to support applications, helping students to navigate and access resources on Unifrog and the UCAS website
- Promoting and supporting inclusion and the effective safeguarding of students

- Undertaking other reasonable responsibilities associated with the role as requested by the Deputy Headteacher/Assistant Headteacher

Contribution to Whole School:

- To work within and promote all school policies and procedures
- To contribute to the provision of an effective environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To attend skill training and participate in personal/performance development as required
- To take care for their own and other people's health and safety
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities
- Be aware of the responsibilities relating to the safeguarding and promoting of the welfare of children and young people.
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times

Conditions of Service:

- Conditions of service are in accordance with the National Joint Council Conditions of Service relating to Local Government staff
- The post is for 37 hours per week, term time only plus two days to be worked during the summer holiday around the examination results period in August, to be agreed with the Assistant Headteacher / Bursar
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either school site
- Hours for the post will be for the benefit of the school but are expected to be Monday to Friday 8:15am and 4:15pm (3:45pm finish on a Wednesday) with a 30 minute break for lunch. There may be some flexibility between start and finish times which can be discussed at the interview stage

Agreed by: Lynne Higginbottom

March 2024

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2023, an online search will be carried out as part of our due diligence on shortlisted candidates.

We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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Person Specification – Sixth Form Learning Mentor

	Essential	Desirable	Method of Measuring
Qualifications:			
GCSE level 5-9 or equivalent to include Math and English	X		A, C
Excellent numeracy and literacy skills	X		A, C
Experience:			
Experience of problem solving and applying solution focused strategies	X		A, I
Experience of communication with a range of stakeholders	X		A, I
Experience in working within a team	X		A, I
Experience of dealing with pastoral issues relating to individuals		X	A, I
Knowledge/Skills/Abilities			
Ability to perform tasks efficiently and accurately and use own initiative	X		I, R
Ability to work calmly under pressure prioritising competing demands effectively and to meet deadlines through excellent organisational skills	X		A, I
Effective written and verbal communication skills appropriate to a range of situations	X		A, I
To work flexibly as the workload demands and to accommodate the changing needs of the school	X		I
Knowledge and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	X		A, I
Excellent interpersonal skills	X		A, I
To build and maintain effective working relationships	X		A, I
Ability to maintain strict confidentiality of information received and processed with discretion	X		A, I
Other:			
A commitment to sustain regular attendance at work with a flexible approach to working hours	X		I, R
A commitment to continuing professional development	X		A, I
Full Driving Licence		X	A, I

Note to Applicants:

The **Essential Criteria** are the qualifications, experience, skills or knowledge you **MUST SHOW YOU HAVE** to be considered for the job. The **Desirable Criteria** are used to help decide between candidates who meet **ALL** the Essential Criteria.

The **Evidence** column shows how the School will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.