



The Waldegrave Trust
Waldegrave School, Fifth Cross Road,
Twickenham, TW2 5LH
TEL: 020 8894 3244, FAX: 020 8893 3670

June 2019

Dear Applicant

**Sixth Form Academic and Pastoral Mentor
Permanent Contract**

35 Hours per week / Term time only (39 weeks per year)

Prorata salary: NJC 12 to NJC 15, £20,338 to £21,458 per annum depending on experience

Start date: 1 September 2019

Thank you for your interest in the above post based at Waldegrave School. Waldegrave is a school where everyone enjoys learning, feels valued and experiences success. We are a school that believe in a strong supportive environment. This has lead us to being graded as 'Outstanding' by Ofsted in 2018 and awarded 'Comprehensive School of the Year 2016' by The Sunday Times.

We are currently recruiting for an Sixth Form Academic and Pastoral Mentor. You will be joining a department who work closely together to support all students across the Sixth Form in order to enable them to reach their full potential. We are looking for someone who will be flexible and willing and play their part in the life of the school.

At Waldegrave we pride ourselves on having a supportive community environment in which to grow and progress your career. We are a member of the cycle to work scheme and have an active Staff Association who are there to help support staff as well as organise social events. We take staff wellbeing seriously and have an Employee Assistance Programme which offers free counselling and advice.

This pack includes the job description and person specification as well as information about the school and the department. Further information can be found on our website. We will use the person specification as the basis for the selection criteria.

I hope you will decide to apply. Please download an application form from the jobs page of our website www.waldegrave.richmond.sch.uk. Please submit your application form addressed to the headteacher, Ms Elizabeth Tongue by e-mail to: jobs@waldegrave.org.uk.

Closing date for applications is noon on Monday 1 July 2019, however the school reserves the right to bring these dates forward so early applications are encouraged.

The Waldegrave Trust is committed to safeguarding and promoting the welfare of students; We expect all staff to share this commitment and an enhanced DBS disclosure will be sought.

May I wish you every success, and take this opportunity to thank you for the time and effort I know you will put in to your application.

Yours sincerely



Elizabeth Tongue
Headteacher

Please read these notes before completing the application form

It will help us if you follow these instructions:

- We would prefer you to fill in your application using Word or a word compatible format and submit it by email. Please include everything you wish the panel to consider on the form rather than in any separate document or covering email. **Only applications submitted on the school's application form will be considered.**
- Please give the full name and title of both your referees, and ensure that the full address, telephone numbers and email addresses are included. Your referees will be contacted if you are short-listed.
- If you are short-listed we will contact you by email.
- Please submit your application form by 12 noon on the closing date to:-

jobs@waldegrave.org.uk

- You will be asked to sign a hard copy if you are appointed.
- Waldegrave Trust is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment. All our staff are required to complete a DBS (Disclosure Barring Service) check and declare previous convictions.
- We are fully committed to equality of opportunity and aim for our staff to reflect the school community. It will help us to monitor the success of our recruitment strategies if you complete the ethnic monitoring information page of the application form. The information you provide will be treated as confidential and will not be made available to the short-listing panel.

JOB DESCRIPTION:

Job Title:	Sixth Form Academic and Pastoral Mentor
Hours of Work:	35 hours per week. Times to be agreed but is envisaged 2 days 08.30am to 2.00pm and 3 days 08.30am to 5.00pm
Key purpose:	To support the development and implementation of strategies which will contribute towards effective learning, behaviour and achievement across the Sixth Form
Responsible to:	Head of Sixth Form

POST RESPONSIBILITIES

- To take sole responsibility for one tutor group including daily registration, communication, monitoring, pastoral and academic support [a separate job description for the role of tutor is available on request]. Further safeguarding training will/can be provided.
- To work closely with relevant staff to identify and address needs of students across KS5 requiring help to overcome barriers to learning, including but not limited to behaviour, attendance, punctuality and emotional support.
- To develop one to one mentoring relationships with identified students.
- To plan, deliver and evaluate 1:1, group sessions, mediation and workshops with identified students as required.
- To track and monitor identified students and maintain accurate records and reports on measuring the impact of intervention.
- To liaise with external agencies to ensure effective wellbeing and intervention support is delivered to identified students or families.
- To plan, deliver and evaluate enrichment lessons and activities.
- To support Heads of Year with the planning and delivery of a range of programmes and activities including the creation of resources where appropriate.
- To support students with bursary applications and support the monitoring of weekly bursary payments to eligible students.
- To supervise the study areas and ensure students are creating a positive study environment.
- To support the admissions process with the Student Officer who leads on admissions.
- To monitor the attendance of vulnerable students and persistent absentees.
- To produce correspondence to parents/ carers to raise concerns relating to attendance and punctuality.
- To attend Parents' Evenings and Key Information Meetings.
- To network with the Inclusion Team and to build on existing study skills expertise.
- To assist with First Aid provision as required [training will be provided].
- To support students with identified mental health problems
- To undertake all duties and interactions with staff, partner providers and students fairly, without unlawful discrimination and with due regard to our Equal Opportunities Policy.

To deliver services effectively, a degree of flexibility is needed, and the post holder may be required to perform work commensurate with the level of responsibility of the role not specifically referred to above.

PERSON SPECIFICATION:**QUALIFICATIONS****ESSENTIAL****DESIRABLE**

Degree or equivalent	✓	
Further relevant qualification/ willingness to obtain or enhance qualifications and training for the post		✓

EXPERIENCE**ESSENTIAL****DESIRABLE**

Experience of working within an educational environment or with young people	✓	
Experience of supporting students with Special Educational Needs (SEN)		✓
Proven track record of successfully supporting young	✓	
Experience of working with young people with challenging behaviour	✓	
Experience of running targeted small group work, workshops or intervention with young people		✓
Experience of recording, tracking and monitoring the impact of interventions		✓
Experience of working with students/ families to set short term goals for individual students and supporting students in achieving these	✓	

KNOWLEDGE AND SKILLS**ESSENTIAL****DESIRABLE**

Excellent English, Maths and IT skills	✓	
Excellent interpersonal skills	✓	
Good administrative and organisational skills	✓	
Ability to prioritise workload and work to given deadlines	✓	
Knowledge of the range of support/agencies available for students including mental health	✓	
Knowledge of KS5		✓
Ability to work independently and as an effective team member.	✓	
Knowledge of the principles and strategies involved in giving advice and guidance to young people, including the place of confidentiality and sharing information	✓	

PERSONAL ATTRIBUTES**ESSENTIAL****DESIRABLE**

Proven tact and diplomacy when dealing with adults and young people.	✓	
Reliable, honest and trustworthy	✓	
Able to remain calm and cope with the unexpected	✓	
Committed to being a role model for staff and students in relation to overall conduct, including dress code, attendance and timekeeping.	✓	
A 'can do' attitude.	✓	
Energy, enthusiasm and commitment.	✓	
Committed to safeguarding and promoting the welfare of children and young people.	✓	
Commitment to inclusion	✓	
Willing to work flexible hours	✓	

School Information – Waldegrave School

Waldegrave is a successful and over-subscribed comprehensive school for girls aged 11 to 16. Waldegrave introduced a sixth form in September 2014 which also welcomes boys.

The wider success of Waldegrave has been recognised in many different ways:

- Graded “outstanding” by Ofsted.
- 78% of students achieved A*-B at A level in 2018
- 89% of students achieved at least 5 good passes including maths and English at grade 4 +; 44% of all grades at A*/A or equivalent in 2018
- Sunday Times Parent power Top 11-16 school in the country 2011-2015 and Comprehensive of the Year 2016
- Designated a Teaching School (2011)
- Designated a Science College (2004)
- Sportsmark Award, Silver Artsmark, Healthy Schools Award, Eco Schools Award
- Investor in Careers

Staffing

The school has a staff of 100 teachers, 15 technicians and curriculum support staff, 15 administrative staff and 3 premises staff. School lunches, grounds maintenance and cleaning are provided through competitive contracting. There is a strong commitment to training and professional development, and the work/life balance of all staff.

Students

There are 1,036 students on roll, plus a further 335 enrolled in the sixth form. In recent years the number of applicants for places at Waldegrave has greatly exceeded the planned admission number. The students come from a wide range of religious, cultural, social and ethnic backgrounds. Approximately 20% of the students are from homes where English is not the first language, and there are 43 home languages other than English spoken amongst the students. The number of students entitled to free school meals is approximately 9%.

Student Academic Achievement

We are very proud of our results at Waldegrave and we will continue to aim to achieve the very best results possible. In 2018, our Progress 8 score was well above average. 89% of grades for the new style GCSEs were grade 4 and above and 44% of grades were grade 7 and above. Overall our students attained 180 grade 9 results. Click [here](#) for further information on our exam results.

Curriculum

The curriculum at KS3 and KS4 is broad, balanced and differentiated so that the needs of individual students are met. Students are placed into eight all-ability tutor groups in years 7 to 11 and these form the basis of teaching groups. The vast majority of teaching is mixed ability and there is very little setting at any age. Home learning is set regularly and seen as an important extension to the curriculum. We offer a wide range of extra-curricular activities such as orchestras, choirs, sports clubs, drama club and maths and science drop in sessions. Productions and musical events are a part of the school calendar. All students in KS4 have a work experience placement. In our thriving and over-subscribed co-ed sixth form we offer an academic curriculum of A level subjects and have a consortium arrangement for some subjects with Teddington School.

Pastoral System and Student Voice

The pastoral system at KS3 and KS4 is based on a year group support structure. Each year is divided into 8 mixed ability form classes of 27 students. Form tutors have the first responsibility for the welfare, progress and attendance of their tutor group. The School Council and Year Councils are led by students who meet regularly to discuss a wide range of issues. These forums provide an opportunity for students to voice their ideas and to influence any aspect of school life. A Head Girl and her Deputy Heads lead a team of senior prefects and perform duties on behalf of the whole school.

Sixth form students are in tutor groups of approximately 24 students and a Head Girl and Head Boy are elected to carry out responsibilities in relation to sixth form.

The school operates a house system which provides opportunities for students in KS3/4 to come together and participate in competitive competitions and charity events. Students also have opportunities to gain leadership skills within the house system and allows students to throw themselves into the life of the school and have fun. We have an active school parliament who contribute to on-going improvements to the school.

Site and Buildings

The school is set in spacious and attractive grounds; we have our own playing fields within the 14.5-acre site. The school has received significant investment over the past in a new sixth form block, dining room and sports hall, and a refurbished performing arts centre. There are well-equipped specialist facilities and good staff room facilities. There are twelve science labs and seven ICT suites.