



JOB DESCRIPTION & PERSON SPECIFICATION

Sixth Form Learning Mentor

Bow School
44 Twelvetrees Crescent,
Bow, London, E3 3QW
Telephone: 020 7536 5525
Email: hr@bow-school.org.uk



Sixth Form Learning Mentor – Person Specification

Qualifications and Training

- Degree or equivalent
- High levels of literacy and numeracy
- Excellent ICT skills, including Word, EXCEL, e-mail and internet

Experience of:

- Promoting a positive ethos
- Working with young people and/or families to set targets
- Working with young people to secure improvement and maximise academic potential
- Developing and sustaining a high quality working environment
- Working collaboratively with others
- Taking ownership of, and responsibility for, given tasks

Knowledge and Understanding of:

- The education system
- The range of post-16 qualifications
- How an equalities and diversity policy can effectively operate within a school
- The importance of maintaining strong links with parents
- The principles and strategies involved in giving advice and guidance to young people, including the place of confidentiality and sharing information
- Knowledge of Safeguarding procedures

Personal qualities:

- Reliable, honest and trustworthy
- Committed to acting as a role model for staff and students in relation to overall conduct, including dress code, attendance and punctuality
- High quality communication skills, both written and oral
- An ability to liaise effectively with a range of personnel both in and out of school
- An ability to accept guidance and direction from teachers and other adults working in the school
- Highly developed time-management and organisational skills
- An ability to reflect on own practices
- Energy, enthusiasm, resilience and flexibility
- Willingness to work as part of a team

- Willingness to undertake training to ensure that roles are carried out effectively

Job Description

Post Title:	Sixth Form Learning Mentor
Purpose:	To take a leading role in mentoring and providing support to sixth form learners to ensure they make outstanding progress in their studies and develop wider skills. To supervise students during study sessions to ensure they remain focused on independent study.
Reporting to:	HO6F
Scale/Grade	Scale 3, Term Time Only

Key Duties: All of the duties listed below are in addition to the general duties and expectations of a member of support staff within the school:

Developing attitudes to learning

- To contribute to the overall ethos and aims of the school
- To promote a positive learning culture with high aspirations across the sixth form
- To supervise students in study areas as appropriate
- To hold a register of students in their study sessions
- To ensure that the sixth form environment is stimulating and engaging to all students
- To attend Parents' Evenings
- To assist with A-Level and GCSE results day

Support improvement in performance

- To undertake one-to-one mentoring with targeted students and monitor their progress
- To foster the development of skills such as time management, independence, revision techniques and research skills
- To implement intervention strategies with underperforming students to include setting up individual action plans, monitoring student performance, and supervising these students in extra timetabled study periods
- To support SEN students in the sixth form in class, in small groups and after school
- To identify students at risk of disengagement and offer appropriate strategies
- To support tutors during tutor time activities

Support improvement in behaviour, attendance and appearance

- To support the work of the sixth form team and tutors
- To attend fortnightly KS5 briefing meetings
- To attend fortnightly Pastoral Support Meetings

- To discuss absences with students in response to concerns
- To monitor standards of dress to ensure all students meet dress code requirements

Communication

- To support YLA in making regular first day response attendance calls to parents to improve attendance and punctuality
- To update contact logs and review outcomes
- To conduct attendance review meetings with parents/carers
- To liaise with tutors, teachers and students
- To liaise with external agencies where relevant
- To assemble and write specific reports on students causing concern
- To provide regular feedback on student progress to the Head of Sixth Form
- To be involved in the interview process for Year 11/external applicants into the Sixth Form
- To have a presence in sixth form areas and deal with student enquiries where necessary

Additional Duties

- To be responsible, along with all other staff within the school, for promoting and safeguarding the welfare of children and young people within the school
- To undertake administrative duties when required
- While every effort has been made to explain the main duties and responsibilities and of the post, each individual task undertaken may not have been 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