

JOB DESCRIPTION

Sixth Form Mentor / Admin Support

Reporting to:	Head of Sixth Form
Location:	Aston Manor Academy (Sixth Form)
Weeks of work	36.5 hours per contracted working week (pro rata for part time) Flexible in line with the needs of the Trust 41 weeks per annum (term time only + two weeks - one week of which must be the last week of the Summer six weeks holidays)
Grade/salary:	Grade 3, Spinal Column Points (SCPs 9 to 22) £21,289- £27,021pa pro rata of £23,194 - £29,439 pa (salary range as at 1.4.2022)
Pay progression:	Incremental progression within the grade will be subject to professional criteria-based performance assessment

Job Purpose

- To work with sixth form students effectively to support the development and implementation of strategies which will contribute towards effective learning, behaviour and achievement across the Sixth Form.
- Effectively manage the Sixth Form Study Centre ensuring it is a positive learning environment for the students.
- To contribute and develop high quality academic mentoring within the Sixth Form and evaluate its impact.
- To lead and support students through the UCAS process into university, apprenticeships and alternative routes liaising with universities, work placements and outside agencies.
- To lead and manage the Bursary Fund in school in conjunction with the Finance Team.
- To lead and manage the My Tutor programme in school to ensure the 16-19 Tuition Fund is spent with our targeted students.
- To work in collaboration with all members of the sixth form team to ensure administrative tasks are completed effectively to support the sixth form.

Key Responsibilities

- To act as an academic mentor to sixth form students.
- To promote effective learning environments by establishing clear boundaries and expectations.
- Supervise the study rooms effectively ensuring there is a quiet, focused atmosphere and behavior appropriate to creating a conducive environment for independent study.
- To accurately maintain attendance records for periods of independent study.

- To meet with the Head of Year at key stages in the assessment calendar and identify underperforming students from the data.
- To work with subject teachers to create effective personalised mentoring programmes for students with subject specific targets.
- To review personalised mentoring programmes for students and feedback to sixth form team at regular intervals.
- To provide advice and guidance on methods for effective study and revision through one to one and group work.
- To maintain attendance records for after school mentoring sessions and share with the sixth form team daily.
- To lead and support the UCAS process to ensure students are supported in this.
- To lead and organise the Bursary Fund to ensure students are identified and supported in this process.
- To source and organise enrichment opportunities (e.g. Master Classes, UCAS Convention).
- To create and support effective home/school partnerships, liaising between staff, students and parents/carers.
- Attend and contribute to regular team meetings.
- To be involved with all sixth form events eg, Sixth Form Parents' Evenings.
- To keep abreast of development and issues regarding the education sector and curriculum in KS5.
- To refer any safeguarding issues to DSL of the Sixth Form.
- To maintain safe learning environments and refer matters of concern to the Head of Year.
- To be available to attend results day for GCSE/A Level and the day before.
- To lead on the administrative side of student and parent voice whole school.
- To provide administrative support during busy periods.
- To perform other duties as required by the Assistant Headteacher/Head of Sixth Form.

Other

- Speaking and listening to young people to promote learning.
- To act as a role model to pupils, providing clear and objective guidance
- Attend regular performance reviews and improve own practice through self-evaluation and target-setting, including your mentoring of team members
- Maintain regular contact with line managers
- To undertake any other duties commensurate with the grade as required.

Equitas Academies Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The successful candidate will be subject to all pre-employment checks necessary to meet safer recruitment requirements, including a satisfactory enhanced DBS check, right to work check and references.

PERSON SPECIFICATION
Sixth Form Mentor/Admin Support

Method of Assessment (MOA)

AF Application form	C Certification	I - Interview	T – Test or Exercise	P Presentation
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Criteria	Essential/Desirable (E/D)	MOA
Qualifications/Education NB: Full regard must be given to overseas qualifications	Degree or equivalent (E)	AF/C
Experience Relevant work and other experience	Experience of working with young people (D)	AF/I
Skills & Ability	An understanding of learning behaviour, including young people with SEN and disability (E)	AF/I
	Able to develop a good rapport with pupils across KS5 (E)	AF/I
	Excellent organisation and administrative skills, including excellent oral and written communication skills (E)	AF/I
	Good listening skills (E)	AF/I
	Able to work under pressure and to deadlines (E)	AF/I
	Proficient in IT (D)	AF/I
Behaviours	Good judgement in knowing when to highlight/ escalate issues (E)	AF/I
	To proactively take the time to develop yourself and others through attendance at training, coaching, mentoring, etc. (E)	AF/I
	A willingness to personally embrace and celebrate the ethos and values of the Trust (E)	AF/I

All staff are expected to understand and be committed to equal opportunities in employment and service delivery in line with the equality act.

Reviewed by: _____

Date: _____