

Harrow High School
Sixth Form Learning Mentor



Post: Sixth Form Learning Mentor
Salary range: H5 (pro rata)
Hours: 35 hours per week (flexible depending on successful candidate)
Term-time only plus 5 additional days
Responsible to: Sixth Form Personal Development & Progress Leader

1. Purpose of the job

The post holder will provide support to Sixth Form learners by helping them develop both their academic and wider skills. They will act as a role model and mentor for learners, delivering personal development lessons, implementing and monitoring strategies to raise aspirations and attainment in students, and lead on progression to Higher Education and beyond.

2. Role specific duties

- Prepare and deliver timetabled Personal Development lessons to both AS, A-Level and BTEC students on a daily basis. These sessions will focus on preparing students for life in modern Britain and developing academic skills. This is to encompass British Values, SRE, PREVENT, and e- safety.
- Encourage the development of academic skills such as time management, independent learning, revision techniques and research skills through individual and group activities.
- Supervise students supervised study, including monitoring the interleaving programme, and maintain an ethos of a calm, purposeful, learning environment in the Sixth Form.
- Advise students on how to access advice and guidance; to enable them to make informed choices about post-18 education options.
- Deliver relevant UCAS sessions to provide students with the knowledge to confidently navigate and access resources on the UCAS website and applying to University. Plan and deliver lessons on how to write the UCAS Personal Statements and how to identify potential courses and Universities.
- To contribute to the UCAS quality assurance system to ensure that a high standard of applications are being produced by applicants. This includes marking draft references and personal statements, checking the online form, and giving appropriate feedback.

- Monitor progression and keep a record of work experience/ summer school placements and open days attended by the students' to ensure preparation for University is maximised.
- Implement intervention strategies with underperforming students to include setting up individual action plans, monitoring student performance, meeting with parents and supervising these students in extra timetabled study periods.
- Attend training sessions throughout the year to keep up to date with changes to Student Finance, University admissions procedures and adapt teaching sessions accordingly.
- Support on the delivery of the Sixth Form tutorial programme, designing daily activities for form time, including the delivery of assemblies.
- Undertake the role of a KS5 Form Tutor
- Undertake pastoral duties, such as supporting pupils on an individual basis through academic or personal difficulties and liaising with relevant agencies where necessary to respond to these issues.
- Attend and contribute to weekly tutor team meetings and provide regular feedback on student progress to the Sixth Form Team.
- Draw up agreed action plans with learners, outlining the aims of the mentoring and monitor progress. This is to include Success Plans, and the monitoring of disadvantaged and vulnerable students.
- Support on Student Voice within the Sixth Form, monitoring the work of the Senior Team, particularly monitoring charity work, duties, and student council.
- Attend parents evenings/academic/recruitment evenings and A-Level and GCSE results days.
- Assist with administration activities, such as filing, making student phone calls for absence, and displays.
- Involvement with Sixth Form recruitment, through contributing to the delivery and planning of events.
- Keep the Sixth Form communal areas attractively displayed and ensure an inviting, stimulating and attractive learning space.
- Keep up to date with professional development through attending conferences, book fairs and other relevant forums.

3. Non - specific duties

- Contribute to the overall ethos, work, and aims of the school.
- A responsibility to promote and safeguard the welfare of children in line with the school's Safeguarding and Child Protection Policy

4. Person Specification

Criteria	Essential	Desirable
To be educated to degree level.	X	
Have knowledge of Higher Education procedures and undergraduate study or have a willingness to learn these.	X	
Experience of working with young people in a school environment.		X
Excellent IT skills, especially Microsoft Office applications.	X	
Strong oral and written communication skills, friendly and approachable.	X	
Ability to relate well to adults and young people.	X	
Good organisational skills with the ability to work calmly under pressure whilst managing a demanding work load and achieving desired results.	X	
Ability to work under pressure and meet deadlines.	X	
Commitment to raising levels of student engagement	X	
Ability to be innovative and creative and work methodically, accurately and logically.	X	

