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| **Post Title and Grade**  | **Post 16 Student Learning Mentor** **36.5 hours per week | Term Time + 5 Days****Grade 3 SCP 19-22 | £24,799 - £26,317 pro rata****Actual Salary £22,226 - £23,586** |
| **Reporting to** | **Director of Sixth Form** |
| **Liaising with** | **Senior Leadership Team, Teaching Staff** |
| **Areas of Responsibility and Key Tasks** |
| **Purpose** * Responsible for the pastoral welfare of Sixth Form students, ensure effective communication with their parents/carers to engage them as key stakeholders in their child’s educational experience
* To support the Director of Sixth Form in all elements of their administration and communication with parents/carers
* Work with parents/carers to ensure you resolve any initial conflict and work with students to ensure that they are fully prepared for their learning, dealing with minor incidents where students fail to meet Sixth Form expectations
* Support Sixth Form Tutors and the Director/Assistant Directors of Sixth Form in their roles
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| **Key Tasks** * Support the Director of Sixth Form to remove barriers to learning for students and ensure they are prepared for their learning
* Assist in managing and improving student performance, progress, behaviour and attendance - this includes leading projects in this area
* Assist the Director of Sixth Form/Assistant Director of Sixth Form to ensure students actively participate in Key Stage 5 including community service expectations and enrichment programmes
* Maintain up to date knowledge of students in Key Stage 5; to be accepted as a person they can turn to for guidance
* Assist the Director of Sixth Form/Assistant Director of Sixth Form in creating an orderly atmosphere and working ethos across the Key Stage 5, to include the support of directed study programmes for identified students and supervision of Sixth Form Study Centre
* Utilise electronic recording systems, and other sources, to monitor the positive and negative aspects of student behaviour
* Assist the Attendance Officer with monitoring, evaluating and improving attendance and punctuality
* Assist in organising strategies to promote the welfare, guidance, personal and social development of pupils
* Support the development and organisation of Student Voice across Key Stage 5.
* Assist in the recognition and celebration of students’ achievements, leading the organisation of Rewards Events/Assemblies and displays
* Assist in the organisation of key school events including Open Evening and Taster/Induction Days
* Co-ordinate a Sixth Form mentoring programme
* Support the safeguarding agenda in relation to Sixth Form students as a trained Designated Safeguard Lead
* Be aware of and comply with policies and procedures relating to child protection and safeguarding ensuring all concerns are reported appropriately in a timely manner
* To be First Aid trained and respond to requests for First Aid in line with the First Aid Policy
* From time to time to undertake lunch or break time duties as requested by SLT
* Assist with the invigilation and/or administration of internal assessments, as required
* Accompany students to enrichment activities (driving minibus when required)
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| **Safeguarding** * Ensure that all students have a safe environment in which they can learn, reporting any concern about the environment to a member of the site team or if appropriate to one of the Designated Safeguarding Leaders
* To be aware of systems which support safeguarding and following the procedures as highlighted in the Safeguarding Policy
* To identify children who may benefit from early help as soon as possible and discuss this with one of the Designated Safeguarding Leaders
* To consider at all times what is in the best interests of the child
* To protect children from maltreatment; preventing impairment of children’s health or development; ensuring that children grow up in circumstances consistent with the provision of safe and effective care
* To take action to enable all children to have the best outcomes
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| **Other Specific Duties**To continue personal development as agreedTo engage actively in the performance review processEstablish and maintain effective relationships and communication with staff, parents and studentsUphold the high standards of the Academy in all communications.Adhere to the Academy’s policies.Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task to be undertaken may not be identifiedEmployees 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 descriptionEmployees are expected to adhere to Holyhead’s agreed Code of ConductThe school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition  |
| This job description is current at the date shown but in consultation with the post-holder may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. |