



Academic Mentor

Part time or Full time for the right candidate – Fixed term post



Academic Mentor

Salary: Unqualified Teachers' Scale

£15.29 to £23.85 per hour (UQ1 to UQ6)

Remote working will be considered

Required: As soon as possible

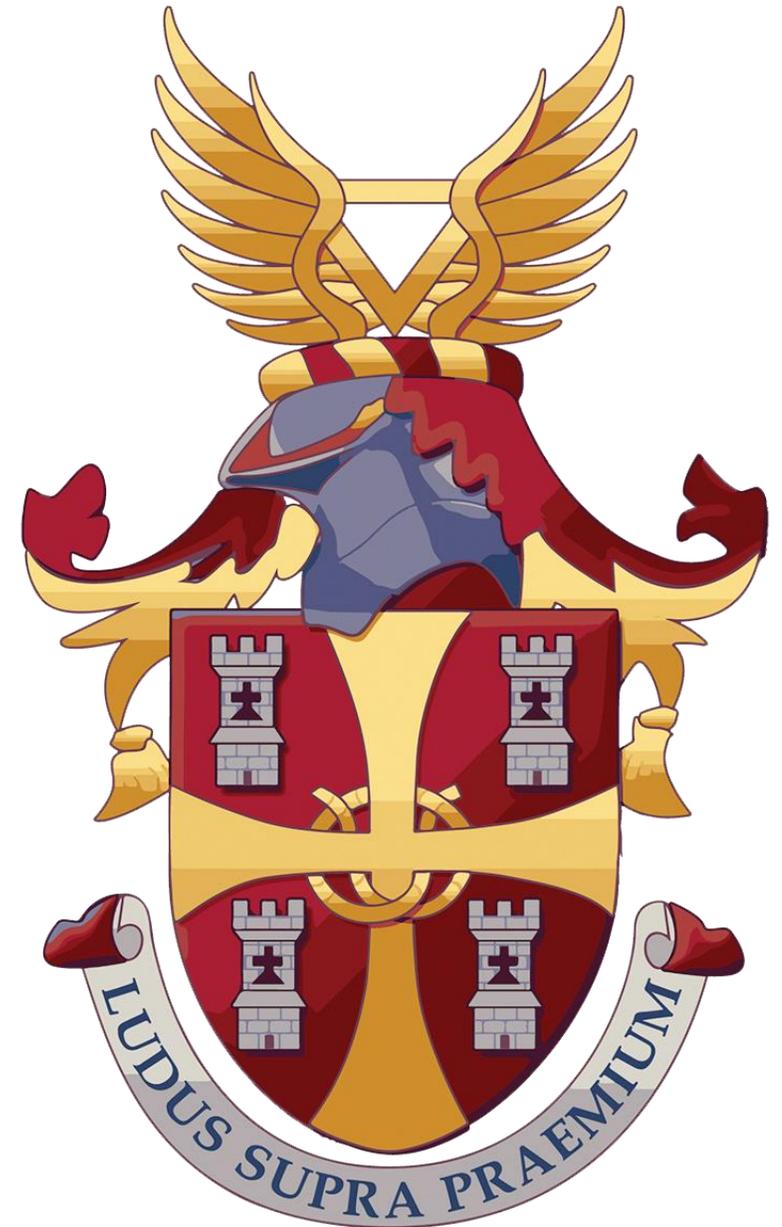
A new and exciting opportunity has arisen to join one of the country's leading grammar schools and offers the opportunity to work with able and well-motivated students. Academic Mentors will play an important role in the delivery and implementation of the school's Covid-19 recovery plans. Academic Mentors will utilise their strong subject knowledge to provide in-class support to students, to deliver small group or individual subject clinics and to contribute to the student's preparation for examinations through revision sessions. Whether you are a recent graduate, retired teacher or considering a career change, this role is ideal for those wanting to support young people at a time of unprecedented need.

Currently, we are recruiting academic mentors specialising in:

Biology; Chemistry; Physics; Business Studies; Economics; Geography; German; Latin/Classics; Psychology; Religious Studies; Sociology; Maths; English; History; Politics and Russian

Please visit the school website for further details and the employment application pack. Potential candidates who wish to informally explore more details about the role or school should contact the Headteacher at recruitment@wghs.org.uk

Closing date for applications: 9am on 14 December 2023





Welcome to WGHS

Wolverhampton Girls' High School has a long and established history of providing outstanding education for girls for over 100 years. We pride ourselves on our traditions, but we do not stand still, we are striving for continuous improvement. There is no charge or cost related to the admission of a student to the school and we welcome students from within the City of Wolverhampton and beyond.

We offer a broad and rich curriculum where all students are encouraged and supported to achieve their personal best in all aspects of school life. Our combination of high expectations and support tailored to meeting individual needs leads to confident and well-rounded young women who are well prepared to take on the next stage of their lives. Students are highly motivated to learn and personalised learning lies at the heart of our provision. Students also benefit from exceptional learning facilities.

The school is respected as one of the best state schools in the country, regularly achieving examination results which place it at or near the top of national league tables. This success has also been recognised by Ofsted, with the school achieving four successive "Outstanding" inspections. Indeed, the school was awarded this highest rating in every category in each of the two most recent inspections. In November 2017 we were also awarded the Sunday Times West Midlands Secondary State School of the year award.

Whilst academic achievements are an important part of life at WGHS, students enjoy the wide range of other opportunities. These include participation in the thriving house system, and opportunities in the fields of sport, music and drama. There is a plethora of activities for the students to engage in from leading whole school events; to organising charity fundraising activities; participating in debating competitions and enjoying expeditions abroad.

Our team of dedicated staff ensures that students are well supported to achieve academic success, within a caring community. We have placed pastoral care at the centre of our school community through our "Hub". Pastoral care provided is exceptional, focusing upon student wellbeing and equipping students with the skills and knowledge that will support them to navigate life beyond the school.

The school's motto: Ludus Supra Praemium (which translates as "the game before the prize"), emphasises the value of taking part as a member of the school community. Our girls are encouraged to develop skills for lifelong success in terms of understanding themselves as learners and developing as responsible citizens, demonstrating care and respect for all members of the community. As a result, they leave WGHS with fond memories, and equipped as confident and independent minded young women ready to take on the challenges ahead and enjoy success in their chosen fields.

WGHS is a special place to be, with its supportive atmosphere encouraging all students to achieve their best in all aspects of school life

Mrs Trudi Young
Headteacher



Ludus Supra Praemium

“the game before the prize”

We value highly the experiences students gain both in and out of the classroom. The House System offers wide variety of opportunities for students deliver softer skills including events such as the annual House Arts, House Winter Games and Sports Day events.

Our staff offer a range of extra-curricular opportunities in school and a variety of opportunities for students to travel abroad. This has included expeditions to Iceland, Russia, Nepal and China!





Our Students

All, of our students, are high achieving and almost all go on to study university courses with girls accessing some of the most competitive courses at the most sought-after institutions.

Examination results are exceptional, year after year.

Fewer students than the national average are eligible for the Pupil Premium (Years 7 to 11) (129) 141 FSM and 4 Service Children. 23 students are eligible for the 16-19 Bursary and we have two Looked After Children.

We have 63 students with SEND needs.

The proportion of students from ethnic minority groups is 75% with Indian students making up 35% and 24% who speak English as an Additional Language.

There is a very strong community ethos across the school with the House system at its heart. Students compete enthusiastically in a range of different competitions. These events, together with academic and pastoral mentoring across the year groups, ensure that students actively support each other from Years 7-13. Students seize leadership opportunities, running many clubs at lunchtime and leading a variety of fundraising activities.

All of our girls want to and are encouraged to achieve their personal best. They support each other in and beyond the classroom to strive for excellence and subsequently achieve great success in all areas.



Our Staff

We have 128 staff; 80 teachers of whom 36 are part-time; and 48 support staff. There are 14 Curriculum Leaders, 3 Directors and 4 House Leaders. The Senior Leadership Team is comprised of the Headteacher, 2 Deputy Headteachers, 1 Senior Assistant Headteacher and 3 Assistant Headteachers.

There is a strong sense of support and community amongst the staff.

Staff are actively encouraged to inform the planning of future whole school priorities. In addition, staff make valuable and active contributions to several school-working groups.

All staff receive an annual appraisal with a mid-year review, alongside ongoing professional development. Career development is an expectation for all, and we provide support within school to help colleagues to develop. There are opportunities to lead whole school training sessions and to share expertise across and within departments.

We are very fortunate to be supported by a team of dedicated and high-quality support staff who support the school in a variety of ways. These include administration, finance, learning support, data and examinations and site.

Students and parents have high expectations of the staff as a result of their thirst for learning and ambition. This makes our focused learning environment a very rewarding one of which to become apart.

Our Facilities

The school is steeped in traditions from over its 100-year history, but we are forward looking and aiming for continuous improvement. We have recently benefited from an £8million BSF investment updating facilities across the school and extending our facilities to include new science laboratories, new art rooms, new lecture theatre and a £2.3 million ESFA investment for new sixth form social and study facilities. All Sixth Form students are issued with a one-to-one device to support their learning.

Work is now completed on a £3.4 million funded project. This included provision of four new science laboratories and refurbishment of two others, as well as an Activity Studio.

Job Description

Academic Mentor

Purpose and Responsibilities

Academic Mentors will provide an academic support service to the students of Wolverhampton Girls' High School to support their progress and address gaps in their learning as a result of Covid-19.

Reporting to the Curriculum Leader of the subject area they are mentoring.

Main Duties and Responsibilities

- To lead subject-specific work with small groups, both in the classroom and through withdrawal sessions.
- To run 1:1 subject specific work with targeted individuals.
- To organise and lead revision sessions.
- To provide additional support remotely for students isolating or not in school.
- To monitor and evaluate the progress of students and keep up-to-date student records as may be required.
- To liaise with the Pastoral Leader to ensure the implementation of the school's pastoral procedures.
- To register students' attendance, supervise them, encouraging full attendance and full participation in other aspects of school life.
- To maintain appropriate records and to provide relevant accurate and up-to-date information for SIMS, registers, etc.
- To complete the relevant documentation to assist in the tracking of students.
- To use data and information to track student progress and to inform teaching and learning.



Job Description

Academic Mentor

Purpose and responsibilities

Undertake any other duties as are commensurate with the grade of the post, as may be reasonably required by your line manager or the Headteacher subject to any reasonable adjustments under the Equality Act.

To comply with and promote all various codes of practice within which the school operates and upon which its ethos and core values are based.

The many and varied tasks involved in the administration of the School require a team effort with a flexible approach and a willingness to co-operate with other members of the staff.

The Associate Staff Team members have a key function of providing the interface between the School, the public and the parents.

A high priority is to be given to standard of presentation of all written communications, booklets, and information sheets.

Similarly, there should be a high standard of courtesy and good manners in all dealings with visitors and enquiries to the school.

Postholders must comply with the policies and procedures of Wolverhampton Girls' High School.



Person Specification – Academic Mentor

Area	Essential	Desirable
Qualifications and Experience	<p>The post holder must have the following qualifications:</p> <ul style="list-style-type: none"> • Good Honours Degree or equivalent in the subject they wish to mentor. <p>Experience of undertaking a Level 3 or above qualification in a relevant subject.</p>	<p>Interest in pursuing further qualifications.</p> <p>Recent relevant and successful experience supporting others <u>OR</u> experience working with young people.</p>
Knowledge and Understanding	<ul style="list-style-type: none"> • An understanding of the specification and examination arrangements in the subject at GCSE/A level 	<p>Subject knowledge sufficient to challenge and support the most able students and achieve high outcomes at GCSE and A' Level</p>
Skills and Abilities	<ul style="list-style-type: none"> • Able to develop and maintain good relationships with colleagues and students • Able to use ICT to support learning and teaching • Able to use data to inform planning and future developments • Monitor, evaluate and review support processes to seek improvements • Able to plan and manage a busy workload • Able to find solutions and make rational, well informed and pragmatic decisions 	<p>Able and willing to engage in extra-curricular activities</p> <p>Confident and competent user of ICT</p>
Personal attributes and values	<ul style="list-style-type: none"> • Positive and solution focused with a flexible approach to work • Conscientious and self-motivated • Works well within a team and contributes to team development • Reflective and keen to develop self and others • Effective inter-personal skills • Reliability and integrity • A clearly articulated philosophy on the teaching of the subject • Belief in the ethos of selective, single-sex education • Commitment to high standards 	<p>Willing to seek and respond to advice positively</p> <p>Sense of humour</p> <p>Commitment to Personalised Learning</p>

Staff Wellbeing Charter

WGHS takes the wellbeing of all staff very seriously. The charter below takes into account all of the measures we have in place to assist staff to carry out their professional duties. The staff are very supportive of each other we ask all staff to be committed fully to the charter below through their actions.



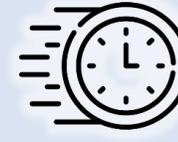
No student or class data collected for data's sake



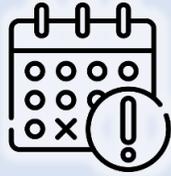
Staff marking expectations are minimum and workload regularly reviewed



Clear expectations around communication. There is no expectation to respond outside of the school day, although you can choose to do so



A flexible and generous discretionary leave policy. Teachers can leave from 3pm when they are free



Deadlines well publicised and annual calendar consultation



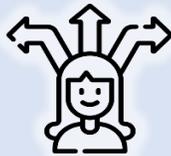
A flexible opt-in approach to directed time



Complimentary drinks in the staffroom at break time



A fitness suite available for staff use



Opportunities for career development



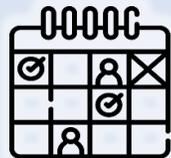
Meetings have a clear purpose, agendas are issued one week in advance, and those leading meetings ensure they are kept on track and finish on time



Counselling service free to all staff



The school will endeavour, wherever possible, to champion and enable flexible working



Calendared sanctuary weeks with no meetings/events



Coaching and shadowing opportunities



Complimentary Christmas dinner for all staff each year



Half-termly breakfast social for all staff



Your wellbeing matters.
The school is committed to prioritising and promoting staff wellbeing.



Wellbeing is a shared responsibility.
The school is committed to giving all staff the support they need to take responsibility for their own and other people's wellbeing.



How to Apply

To apply for this post, please complete the application form and submit it with a supporting letter. In your letter you should state:

1. Your reasons for applying for the post
2. The experience you believe to have prepared you for the post
3. The skills and strengths you will bring to the school with reference to the person specification

Important - Please note that the application form must be completed in full and submitted for the attention of the Headteacher by post or to recruitment@wghs.org.uk

This School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to satisfactory references which will be required prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications and verification of the Right to Work in the UK.

