



Collingwood  
College  
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## Collingwood College Recruitment Information

### Sixth Form Study Support Mentor

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**Dear Applicant,**

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2023, in the Sixth Form, 74% of A level qualifications were at A\*-C and our ALPS three year rolling average (progress) score for A level and BTEC qualifications was a 4 ('very good', top 40% nationally).

At GCSE, almost 80% of entries were graded at 9-4. 71% of our students also achieved 9-4 grades in both English and Maths. Our ALPS progress measure was 4 ('very good', top 40% nationally).

This continued level of success is down to the hard work of our students, their teachers and our educational support staff.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

We welcome and encourage applications from graduates who are looking to gain experience before going into Teacher Training.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Eden Tanner', written over a horizontal line.

**Mr Eden Tanner**  
**Principal**

## 6<sup>th</sup> Form Study Support Mentor

**27.5 hours per week, term time plus 5 inset days plus 5 additional August in August, during results weeks (GCSE and A Level)**

**Working Pattern:**

Monday, Tuesday, Thursday, Friday: 8.45am to 3.00pm / Wednesday: 8.15am – 3.00pm (includes a 40 min unpaid break/lunch)

**Salary:** £15,193.56 to £16,183.05 (FTE £22,541 to £24,009) per annum.

Early applications are encouraged, and we reserve the right to close the vacancy early if a suitable candidate is found.

**To apply:** Please complete the application form available from [www.collingwoodcollege.com](http://www.collingwoodcollege.com) vacancies.

**Closing Date:** 14<sup>th</sup> September 2024

**For more information:** Please contact HR 01276457600 or email [hr@collingwood.surrey.sch.uk](mailto:hr@collingwood.surrey.sch.uk)

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

## The Role

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

We have an exciting opportunity for a Sixth Form Study Support Mentor to join our team. We are looking for an enthusiastic and committed individual to join this vibrant and high performing College to support students with the Sixth Form Supervised Study programme and development of independent learning skills for post-16 students.

You will be part of the Sixth Form Supervised Study programme including monitoring student attendance and staff cover arrangements. You will support students to develop their study skills and will provide academic mentoring for a sub-set of students aimed at deepening the independent learning culture of Sixth Form students, therefore improving student progress. You will support the Sixth Form Student Services Manager in a range of Sixth Form matters, including administration and organising of Sixth Form events such as Open Evenings, Parents' Evening and Enterprise Days.

The successful applicant will demonstrate excellent organisational and administration skills, be proficient with the use of IT programmes including MS Office and have outstanding communication skills. Relevant experience in a similar role will be an advantage.

## Probationary Periods

All posts are subject to a probationary period. For support staff this is 6 months. Collingwood College's Probationary Policy is available upon request.

## Remuneration and Benefits

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.

All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification, clearance from the Disclosure and Barring Service at Enhanced level as well as other checks relevant to the role.

Access to other benefits including:

- Outstanding facilities, including free on-site parking
- BUPA Healthcare cash Plan including 24/7 Employee Assistant programme for staff and families
- Local Government Pension Scheme
- Supportive Special leave of absence policy

## Training and Development

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff received the following training:

- Collingwood College Company Induction
- Safeguarding and Prevent Training
- Mandatory and Compliance Training including Fire Awareness and Health and Safety at Work
- Training linked directly to the job role, which may be delivered by other colleagues or external trainers

In addition, staff can have:

- An opportunity to access other training as detailed in the termly training calendar
- An opportunity to access training outside the college linked directly to your role or career aspirations
- Other on-line training relevant to the role.

## JOB DESCRIPTION

### Sixth Form Study Support Mentor

<b>POST:</b>		<b>Sixth Form Study Support Mentor</b>
<b>REPORTING TO:</b>		Sixth Form Student Services Manager
<b>JOB PURPOSE:</b>		To be responsible for the supervision and academic mentoring to a sub-set of Sixth Form students and provide admin support to Sixth Form pastoral and teaching staff.
<b>DIRECT INVOLVEMENT WITH:</b>		Senior Assistant Principals, Assistant Principals, teaching and support staff, Systems Manager, parents, students and external agencies.
<b>KEY RESPONSIBILITIES:</b>	<p>To effectively manage, organise and oversee the Sixth Form study programme in the Sixth Form Study Centre to establish a positive, welcoming and professional physical and working environment.</p> <p>To supervise timetabled Sixth Form study periods and promote a culture of focused study through monitoring and intervention.</p> <p>To liaise with subject teachers regarding the independent study skills required and how to support the development of these skills.</p> <p>To liaise closely with the Sixth Form pastoral and teaching teams to ensure the maximum effectiveness of the supervised study periods, including staff absence cover requirements.</p> <p>To provide effective academic support, monitoring and mentoring for a sub-set of students to achieve their full potential, for example SEN students in the Sixth Form.</p> <p>To assist with the monitoring of Sixth Form attendance using SIMS, supporting targeted students and communicating with parents where necessary.</p> <p>To foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating support for attendance and learning, maintaining sensitivity and confidentiality at all times.</p> <p>To distribute documentation to students e.g. timetables, examination information, reports and letters.</p> <p>To retrieve messages from the Sixth Form Absence line and update Lesson Monitor accordingly.</p> <p>To provide general administrative and clerical support to Sixth Form Student Services Manager and Personal Tutors</p>	

<b>POST:</b>	<b>Sixth Form Study Support Mentor</b>
	<p>To assist in the administration of the Sixth Form admission process including organising application interviews and enrolment.</p> <p>To organise the 6th Form Open Evening</p> <p>To assist in the organisation of Enterprise days and Academic Review Days.</p> <p>To organise Parents' Evenings for Years 12 and 13.</p> <p>Handle and distribute mail received.</p> <p>To take minutes, type and distribute minutes of Pastoral meetings.</p> <p>Operate the SIMS database and Lesson Monitor as required.</p> <p>Monitor stationery stocks for the 6<sup>th</sup> Form Office</p> <p>To maintain confidentiality in and outside the workplace.</p>
<b>OTHER RESPONSIBILITIES:</b>	To undertake such other duties as may reasonably be required in consultation with the post holder.

**PERSON SPECIFICATION**

<b>CATEGORY</b>	<b>ESSENTIAL</b>	<b>DESIREABLE</b>
Qualifications and Training	Candidates should be educated to GCSE Level or above (including English and Maths at Grade C or above)	<ul style="list-style-type: none"><li>• Degree</li></ul>
Skills, Knowledge, experience and Aptitude	<ul style="list-style-type: none"><li>• Previous experience of working within education, youth or community work</li><li>• Have a high level of communication and listening skills.</li><li>• Have sound organisational, planning, administrative and ICT skills.</li><li>• The ability to motivate students by establishing empathetic and supportive working relationships.</li><li>• The ability to build effective working relationships with students, parents/carers and staff.</li><li>• Have excellent personal and social skills.</li><li>• The ability to able to work under pressure and the ability to prioritise and meet deadlines.</li><li>• The ability to command and show respect.</li><li>• Have a caring and patient personality.</li><li>• The ability to work as part of a team and have the initiative to work alone.</li></ul>	<ul style="list-style-type: none"><li>• A working knowledge of relevant policies/codes of practice and legislation</li></ul>

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|  | <ul style="list-style-type: none"><li>• Be flexible.</li><li>• Be sympathetic to the aims of the College.</li><li>• Have a confident and positive outlook.</li><li>• To be co-operative, willing and reliable.</li><li>• The ability to deal with information of a confidential nature.</li><li>• A bright, warm personality and a sense of humour</li><li>• Excellent written and verbal communication skills and ability to relate well to School staff, students and awarding bodies.</li><li>• Sound organisational and coordination skills.</li><li>• Ability to work effectively under pressure.</li><li>• Ability to work accurately and to deadlines.</li><li>• An understanding of data protection and confidentiality.</li><li>• Understanding and appreciation of working in a School context and how the role contributes to safeguarding and positive outcomes for students.</li><li>• Understand barriers to learning and able to motivate student.</li><li>• Good interpersonal skills and the ability to communicate effectively both orally and in writing.</li><li>• The ability to assimilate information quickly.</li></ul> |  |
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	<ul style="list-style-type: none"> <li>• Committed to working as part of a team and contributing to its effectiveness and success.</li> <li>• Accurate and efficient word processing skills.</li> </ul>	
Safeguarding and Welfare	<ul style="list-style-type: none"> <li>• The ability to maintain appropriate relationships with all members of the School community</li> <li>• The ability to manage student and colleagues behaviours in a positive way</li> <li>• Be clear on their motivation to work with young people</li> <li>• Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.</li> </ul>	