



## Sixth Form Mentor

## Appointment Information Pack

## Message from the Headteacher

Thank you for your interest in the post of Sixth Form Mentor at Coombe Girls' School and Sixth Form.

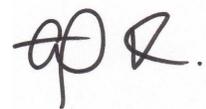
At Coombe, we are passionate about giving students access to a wide range of experiences and the best possible education during their time with us. Our deep-rooted belief in a rounded and broad education goes alongside a commitment to academic excellence for all our students, regardless of background or context.

Our students make significant progress from their starting points whilst at our school. We have a long tradition of innovative, research led teaching, which enables our students to flourish and thrive. We put significant emphasis on developing our teaching and learning and are committed to maximising the benefits of a girls' school education. We welcome a significant number of boys into our sixth form and work closely with colleagues from the other schools in the Coombe Academy Trust to our mutual benefit. More about the Coombe Academy Trust can be found [here](#).

We are looking to recruit two highly motivated graduates as Sixth Form Mentors and role models. The successful candidates will help support students to gain high levels of engagement in student learning and aspirations. Duties will include: administering supervised study sessions, mentoring specific students, supporting student wellbeing and accompanying trips.

Thank you for taking the time to find out more about this role. Please do contact me at school if you have any questions or would like a tour of the school. I look forward to receiving your application.

Best wishes,



**Emily Barns**  
Headteacher



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## Coombe Girls' School and Sixth Form

Coombe Girls' School and Sixth Form is a comprehensive girls' state secondary school, with a co-educational Sixth Form. The school is heavily oversubscribed and is committed to providing an excellent education to children in the local area. We are proud of the progress our students make from their starting points during their time with us: the school's Progress 8 score was +0.7 and 42% of GCSE entries were graded 7 to 9 last year. The school is proud to be part of the [Coombe Academy Trust](#).

Our school is vibrant and diverse, serving the local area of New Malden. We value every individual and the rich wealth of experience, knowledge, values and beliefs they bring to our school. The experience and talent you will bring to our school will ensure we continue to provide the best education for our students and further increase the breadth of opportunity for the next generation. We particularly encourage applications from colleagues in underrepresented groups.

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## Job Description: Sixth Form Mentor

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<b>Job Title:</b>	Sixth Form Mentor
<b>Department or area:</b>	Sixth Form
<b>Responsible to:</b>	Assistant Headteacher / Head of Sixth Form
<b>Responsible for:</b>	Individuals and groups as directed by SENCo and Head of Sixth Form

### Purpose of the post:

- To provide professional support and guidance for all students in order to facilitate their successful development as effective learners and members of the school community.
- Run study sessions in the sixth form to support students in their independent study.

### Professional Values and Practice:

- Staff demonstrate high expectations of all pupils; respect their social, cultural, linguistic, religious and ethnic backgrounds; and are committed to raising their educational achievement.
- Treat pupils consistently with respect and consideration, and are concerned for their development as learners.
- Demonstrate and promote the positive values and attitudes they expect from their pupils.
- Communicate sensitively and effectively with parents and carers, recognising their roles in pupils' learning and their rights, responsibilities, and interests in this.
- Understand the contribution that all staff and other professionals make to teaching and learning.
- Contribute to, and share responsibility in, the corporate life of the school.

### Main responsibilities and tasks:

- To administer supervised study sessions during P1 and P2 each day for Y12 and Y13 and P3 and 4 for students who need extra support.
- To ensure students are fully engaged in curricular and super-curricular study during supervised study sessions
- To communicate with subject teaching staff regarding specified students, and be the first point of contact for curriculum matters concerning these students.

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- To carry out sixth form morning and after school duties (door/gate) on selected days during the week
- To support specified students until 4pm as necessary.
- To mentor specified students in Y12 and Y13 in study skills, revision techniques, organisation skills
- To meet with specified students each week to check in on academic progress and record using school systems
- To contact parents/carers regarding specific students
- To accompany sixth for trips/visits when appropriate
- To assist the administration of assessments in study areas when required by teaching staff
- To support the Careers/Futures Planning Programme where required, e.g. running mock interviews, CV building with specified students
- To support student wellbeing in the sixth form
- To perform any other duties which the Headteacher or Head of Sixth Form may reasonably require

**Appraisal:**

Participate in any arrangements within an agreed national framework for the appraisal of performance.

**Key Internal Relationships:**

Students and all staff

**Key External Relationships:**

Parents

**Health & Safety:**

Ensure health and safety is effectively addressed, managed and reported on; and that risk assessment is routinely carried out.

**Terms of Employment**

**Time**

*The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time in accordance with the school's published Time Budget policy.*

**Undertaking other duties as may reasonably be expected**

*NB This job description is not necessarily a comprehensive definition of the post. It will be*

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*reviewed regularly and may be subject to modification or amendment after consultations with the post holder.*

**Records, reports and other written work**

*The post holder may be responsible for producing, consulting on and presenting written records and reports to: Line manager, Senior Leadership, Governors, other teams/audience (as appropriate).*

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## Person Specification: Sixth Form Mentor

The following comprises the qualifications, personal qualities, skills and experience required to fulfil the duties as outlined in the job description.

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### Qualifications and Experience

#### Essential:

- GCSE grade C or above (or equivalent in both English and Mathematics)
- Have a good degree in a relevant subject area

#### Desirable:

- A proven record of working with young people
- Have direct experience of raising achievement within an educational setting.
- Have experience of identifying potential barriers to learning and working jointly to devise strategies to enable students to overcome these barriers.

### Personal and Professional Skills and Attributes:

#### Essential:

- A Literacy and Numeracy skills
- Have excellent written and oral communication skills
- Highly motivated and enthusiastic
- Have high expectations of all students, respect for their social, cultural, religious and ethnic background and a commitment to raising their achievement and self-esteem.
- Work independently and as part of a support team
- Have a willingness to participate in relevant training and development activities.
- Ability to establish effective mentoring relationships that motivate change and promote personal growth.
- Have ability to use good listening and counselling skills while keeping mentoring relationships structured and focused; ability to give constructive feedback.
- A commitment to working to strict deadlines
- Ability to demonstrate and promote good practice in line with the ethos of the School
- Understanding of safeguarding issues and promoting the welfare of children and young people
- Suitability to work with young people
- A solid belief in the inclusion of all students in a full educational experience

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## Why work at Coombe?

Coombe Girls' is a great place to work: our students are motivated and keen to learn, staff work hard and look out for each other. We take the wellbeing of our staff seriously and actively look to reduce workload whilst retaining very high standards. We are a Google school and all staff are provided with a Chromebook to support their work. The school is within walking distance of New Malden train station with its fast links to central London. For those coming by car, parking is available in the school car park, with bike racks and showers for colleagues who cycle to work.

In terms of professional development, the school prides itself on its commitment to CPD with, for example, staff supported to access National Professional Qualifications and Thrive training. There are opportunities to work collaboratively across schools in the Trust (both primary and secondary) as well as with the central Trust team. The Trust looks to provide opportunities for growth for colleagues within the Trust.

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***Coombe Girls' School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

[www.coombegirlsschool.org](http://www.coombegirlsschool.org)

@CoombeGirlsNews

**Coombe Academy Trust:**

[www.coombeschools.org](http://www.coombeschools.org)

@CoombeAcademy

**Coombe Girls' School  
Clarence Avenue  
New Malden  
KT3 3TU**

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