

## **Job Description**

**Job Description:** Sixth Form (KS5) Progress and Learning Mentor

**Grade:** NJC SCP 19-22

**Contract:** *37 Hours per week, Term Time only + 3 weeks (before start of new Academic year)*

*Some evening work will be required on a few days e.g. Open Evenings, Parents evenings.*

**Core Purpose of the Job:** The Progression of students into and beyond Rainhill Sixth Form Centre

**Responsible to:** Director of Sixth Form

**Responsible for:**  
Quality of work for Sixth Form Tutors  
Quality and quantity of students recruited into the RSFC  
Quality and quantity of the destinations of RSFC Students.

### **Specific Responsibilities:**

1. To assist the Director of Sixth Form:-  
To assist the Director of Sixth Form in maximising the recruitment, retention and achievement of students at RSFC, within the principles and ethos of Rainhill High School.
2. Progress Mentor
  - a) To work with identified individual and groups of Sixth Form students to ensure they maximise their academic performance.
  - b) To plan, prepare and deliver study skills programmes to groups of students.
  - c) To oversee the running of enrichment through supercurriculum experiences
3. University Partnerships
  - a) To initiate, lead, manage Rainhill Sixth Form Centre's formal partnerships with 3 contrasting Universities.
  - b) To provide a meaningful programme of activities with each of these universities for a range of students across the school
  - c) To develop new relationships
  - d) To be aware of, and distribute development opportunities from universities to staff and students. To oversee their take up, deployment and impact.
4. UCAS
  - a) To be centre leader and point of contact for UCAS

- b) To coordinate the completion of UCAS references for all RSFC students.
  - c) To ensure that all designated staff complete their duties in terms of the UCAS process to the highest quality in a timely fashion.
  - d) To train staff in the latest developments in the UCAS process, and UCAS and University expectations and outcomes.
  - e) To provide UCAS advice and guidance to all students who require it.
  - f) To ensure you are fully updated with trends and facts about UCAS and University requirements for admissions.
5. Employment
- a) To be fully aware of local employment trends
  - b) To be fully update to date with local and regional employment opportunities
  - c) To ensure staff are fully aware of local and regional employment trends.
  - d) To ensure students are fully aware of local and regional employment trends.
  - e) To assist RSFC students with their applications for post 18 employment and employment with training.
6. More Able Students
- a) To work with the Director of Sixth Form on the more able programme and to help with identified students across the school. For example, to help organise University residential experiences.
  - b) To work with RSFC Elite programme students to ensure all aspects of their personalised programme are successful.
7. Communication
- a) To attend GCSE and A-level results days, plus preparation for and follow up as required.
  - b) To be the school's point of contact for all post 18 destinations.
  - c) Attending meetings of staff as required.
  - d) To attend meetings off site as required.
  - e) Representing the school in meetings to improve the service for our students.
  - f) Working with key staff to evaluate, and improve the quality of provision in this area.
  - g) To work with SFC staff to complete Self Evaluation and Development Plan processes.
  - h) To have an input into the review and evaluation of service level agreements that affects this area of work, e.g. Connexions.
  - i) To help other SFC staff in the day to day running of the SFC.
  - j) To take responsibility for overseeing the Common Room during lesson times.
  - k) To oversee the students use of the laptop provision.

### **Additional Duties**

To be willing to be trained as, and to be one of the school's many, First Aid Officers.  
Any other duty deemed reasonable, as directed by the Headteacher.

### **Review of Performance**

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'.



### **Code of Conduct**

The School expects all staff to ensure that their standards of conduct are, at all times, compliant with the St Helens Council Code of Conduct for Employees in Schools.

### **Mode of Working**

The post will necessitate some evening and out of hours work, both on-site at different venues and at home.

Time off in lieu will be given, within the context that there is an expectation that you shall be on site and available for work throughout term time, and for the weeks @ GCSE and A level results days.

### **Generic Responsibilities of all Rainhill Staff**

- (a) To work consistently to uphold School's aims.
- (b) To work in a co-operative and polite manner with all stakeholders.
- (c) To work with Students in a courteous, positive, caring and responsible manner at all times.
- (d) To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- (e) To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- (f) To work with visitors to the School in such a way that it enhances the reputation of the school.
- (g) To seek to improve the quality of the School's service.
- (h) To present oneself in a professional way that is consistent with the values and expectations to the school. The appearance of all staff should at all times be supportive of school policies for the students;  
e.g. 1 professional, and appropriate, smart appearance at all times including when out of school, eg trips, CPD etc.