

Learning Mentor

Candidate Information



Principal's Welcome



(left to right)

- Kate Parsons, Assistant Principal
- Dan Hards, Principal
- Sagar Patel, Deputy Head
- Anna Mawson, Assistant Principal

- We firmly believe that Esher Sixth Form College offers an ideal environment in which students can embark on the next stage of their educational career and one in which they can be able to thrive academically and grow as an individual.
- We are committed not just to their academic success, but also in ensuring that they can develop the skills and qualities that will help them to prepare for the future. We have a strong track record in providing the appropriate support to allow our students to successfully progress to the next stage in their careers, whether that be higher education, an apprenticeship or employment.
- When you join us, you will become part of a community with over 2000 full-time students from more than 100 different schools, each following an individual study programme relevant to their needs and ambitions. You will find a friendly and vibrant atmosphere where positive relationships are always promoted.
- We enjoy excellent accommodation and facilities, including a highly sophisticated IT system and an attractive campus environment. Our teaching staff are specialists in post-16 education, both in their subject areas and in the support they provide through our tutorial system. We pride ourselves on a successful record in enabling students from all types of backgrounds to reach their full potential.

Our College



- Based in Thames Ditton, Surrey, we are specialists in educating 16-19 years olds and deliver outstanding results in 40+ A Level and vocational courses.
 - As well as being committed to academic success; we also believe our College community offers the ideal environment to help develop the life skills and qualities that individuals need to prepare for university, apprenticeships and employment.
 - “The students have exceptionally positive attitudes towards their education and that as a result learners are highly motivated, committed to their studies and thoroughly enjoy their time at Esher Sixth Form College.”
- Ofsted, September 2022





Esher
Sixth Form College

Entrance

CCTV in Operation



Role and Opportunity

The Role

- The Additional Learning Needs (ALN) Department provides support for any student who needs help to develop essential study skills, whilst providing specialist help for students with specific SEN needs/requirements.
- The ALN team work directly with subject departments to enable them to support students on all courses, whilst also ensuring they manage socially and emotionally within the college. The overall approach is rooted in the philosophy of inclusive learning and the College is viewed as a 'best practice' college in terms of providing an all-embracing system of learning support.
- The College seeks to appoint a term time Learning Mentor to provide, in-class, group and one to one support to students along with other general administrative duties. Candidates must possess strong communication, interpersonal and ICT skills, along with and manage their time effectively. Applicants must also the ability to organise have 'O' level/GCSE A*-C (or equivalent) in Mathematics, English and Science and be confident supporting students on these courses. Knowledge and experience of supporting students with learning difficulties and disabilities would be an advantage.
- There also may be the opportunity for the appointed Learning Mentor to be a personal Tutor as part of the Personal Development Programme, in addition to the Learning Mentor role. This is paid at a higher hourly

Job Title: Learning Mentor

Reports to: Director of Additional Learning Needs

Salary

Spine Point 7 – £23,378.33 per annum (full-time equivalent), inclusive of Fringe Area Allowance. Actual salary will be pro rata according to hours worked.

Working Hours

This post is term time only (39 weeks per year) and is offered on a fixed-term basis until the end of June 2027. The role is available on either a full-time or substantial part-time basis, working Monday to Friday. Part-time working patterns will be agreed depending on the successful candidate's availability.



Job Description (page 1 of 2)

Main Purpose

To support students with additional learning needs across the college enabling them to access learning and improve their study skills. This includes working in and outside of classroom situations, based predominantly in the Additional Learning Needs Centre. The Learning Mentor is line managed by the Director of Additional Learning Needs.



Job Description (page 2 of 2)

- To support students with additional learning needs, including learners with Education Health & Care Plans, High Needs Students and Access Arrangements under the instruction of the Director of Additional Learning Needs.
- To run group sessions delivering study skills and academic support under the instruction of the Director of Additional Learning Needs.
- To contribute to the day to day running of the Additional Learning Needs Centre.
- To support students that experience difficulty with their social and emotional mental health under the instruction of the Director of Additional Learning Needs.
- To keep appropriate records via the College database on the evaluation and monitoring of student progress, including the non-academic outcomes of students with an Education Health & Care Plan.
- To provide examination support for students with Access Arrangements during internal and external examinations (e.g. acting as a reader or scribe).
- To attend relevant meetings as required by the Director of Additional Learning Needs.
- To carry out other tasks, as may be reasonably required by the Director of Additional Learning Needs.
- To demonstrate an awareness and commitment to equality and diversity, health and safety and safeguarding.
- To carry out other reasonable requests as may be required from time to time by the Principal.

Application Process



Closing Date:

9am Monday 5 October 2026

We reserve the right to close this vacancy early if sufficient suitable applications are received.

Interviews:

Friday 9 October 2026

Start Date:

As soon as possible

Person Specification

The ideal candidate The ideal candidate will be organised, proactive and approachable, with strong communication and interpersonal skills and a genuine interest in supporting young people to achieve their potential.

They will be confident supporting students with a range of additional learning needs, both academically and pastorally, and able to build positive relationships while encouraging independence. They will work effectively as part of a team and be adaptable, patient and confident using ICT.

Experience of supporting young people in an educational or learning support environment would be advantageous, particularly experience of working with students with learning difficulties or disabilities.

Experience and Skills
Have effective listening skills when dealing with students who are concerned with their academic and personal progress
Have an awareness of and responsiveness to the needs of students in the 16-19 age range and the ability to form good relationships with them
Have excellent administrative and ICT Skills (Outlook, Word and Excel)
Have knowledge of study skills and strategies
Be able to anticipate needs, whilst promoting independence
Have the ability to digest subject material quickly and efficiently
Where required, have the ability to take notes during lessons
Be versatile and have the ability to take the initiative
Be committed to personal development and training

Personal Qualities
Have good interpersonal, communication and ICT skills
Have a good general standard of education. Applicants must have ‘O’ level/GCSE A*-C (or equivalent) in Mathematics, English and Science and be confident and able to support students on Maths and Science courses
Have the ability to work effectively as part of a team
Be hard working
Be prepared to be flexible
Be willing to co-operate and work collaboratively with staff and assist both staff and students
Have a sense of humour

Desirable
Have experience and qualifications in the support of students with learning difficulties and disabilities
Have an interest in developing numeracy/literacy skills
Have previous experience of working in a school or college in a similar or related role

Staff Benefits

Secure Your Future

Enjoy one of the best pension schemes in the UK, the Local Government Pension Scheme, with generous employer contributions and long-term peace of mind.

Balance Your Work and Life

Benefit from a term-time working pattern that provides extended breaks during College holidays and supports a positive work-life balance.



Grow Your Career

Develop your confidence and professional expertise through an induction programme aligned to your experience and background, alongside access to training and continuing professional development opportunities relevant to the role and wider sector.

Feel Your Best

Stay healthy with free access to our on-site gym, weekly yoga classes, annual flu jabs, and discounted memberships at local fitness clubs.

Get Support When You Need It

Access free, confidential support for mental health, finances, and personal challenge any time, any day via the Employee Assistance Programme.

Commute with Ease

Save time and money with free on-site parking, great train connections just 5 minutes away, and a tax-free Cycle to Work scheme.

Safeguarding and Child Protection

- Esher Sixth Form College is committed to safeguarding and promoting the welfare of all students. We aim to provide a safe, supportive and inclusive environment where every student feels respected, valued and able to thrive.
- All staff receive regular safeguarding training, and our dedicated safeguarding team works closely with students, families and external agencies to support wellbeing and safety. Safeguarding includes protecting students from abuse, neglect, exploitation, online harm and radicalisation.
- The College follows safer recruitment practices, including enhanced DBS checks for all appropriate staff.
- Further information is available on the College safeguarding webpage [here](#)



Esher Sixth Form College

Single Academy Trust

- Esher Sixth Form College Academy Trust is the governing body of the College and consists of volunteers drawn from the local community. Trustees or Governors include staff, student and parent members.
- The trustees (or Governors) bring a wide range of expertise to Academy affairs, including business, finance, human resources and local government. External members are appointed by the members of the Academy Trust, while staff, student and parent trustees are elected by their peers.
- The Academy Trust has ultimate responsibility for the strategic direction for the College and its overall performance.

Mission Statement

“We are specialists in sixth form education who are committed to creating a culture of high expectations and outstanding achievement.”



Values

- Inclusivity: We actively embrace diversity, ensuring every community member is valued, respected, and provided with equal opportunities for growth and participation.
- Community: We cultivate a vibrant community characterised by collaboration and mutual support where everyone contributes to our collective and individual successes, fostering a strong sense of belonging and shared purpose.
- Empowerment: We champion autonomy and aspiration, empowering every individual to actively shape their educational and professional paths to achieve their full potential.

How to find us

Address

Esher Sixth Form College
Weston Green Road
Thames Ditton
Surrey KT7 0JB

Tel: 020 8398 0291

Please note

The main College car park is accessed from the Weston Green Road entrance. If you are using Sat Nav – please be aware that the College postcode (**KT7 0JB**) takes you to the back of the College and you will not be able to enter the car park via this route.

- The College is just a few minutes' walk from Thames Ditton and Esher train stations, as well as being served by several bus routes.
- Set in a leafy residential neighbourhood close to Hampton Court Palace, Bushy Park and Kingston, we are within easy reach of the M25, M3 and A3
- Esher Sixth Form College can be reached on the SWT Line from Waterloo to Hampton Court (Waterloo, Vauxhall, Clapham Junction, Earlsfield, Wimbledon, Raynes Park, New Malden, Berrylands, Surbiton, Thames Ditton, Hampton Court). Trains run every half-hour and the College is less than a **5 minute walk** from Thames Ditton Station.

Alternatively, a fast service is run by SWT between Waterloo and Guildford. Trains run every half-hour and the College is a 15 minute walk from Esher Station.

- We actively encourage cycling to and from College and have on-site parking for 300 bikes, 240 of which are covered– a large area of covered cycle racks in the staff car park near the main student entrance is available for use by cyclists. We strongly advise the use of cycle helmets.

