**JOB DESCRIPTION**

Langley Park School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

|  |  |
| --- | --- |
| **Title:**Sixth Form Learning Support Mentor  | Schools are complex organisations designed to support the learning of our young people. The better the education they receive, the greater their life chances and choices they will have. All young people deserve a world class education. This is only possible when everyone within a school works as part of a team, regardless of their role, to support the creation of effective and inspiring teaching & learning experiences.**Job Purpose:**To support teaching staff in delivering the highest quality learning experiences in order that all our students achieve their potential.To support the outcomes of young people by performing the following:**Duties and Responsibilities**1. To value and contribute to the school’s achievement culture, to its commitment to ensure that all students make the progress of which they are capable
2. To implement all whole-school policies so that students’ learning, health and safety are consistently supported
3. To attend and participate in all scheduled meetings in accordance with the school’s published calendar
4. To share in supervisory duties in accordance with the school’s published rotas
5. To manage a caseload of Sixth Form learners who are identified as needing additional support that includes liaising with subject teachers and the Sixth Form team as well as the Learning Support Team in order to support them achieving their potential
6. To be conversant with all published school information
7. To keep lesson registers and to record details of classwork and homework set for students
8. To participate in public and internal examination arrangements together with any other review or assessment programmes and to report on these in accordance with published schedules
9. To contribute to the formulation and implementation of departmental and faculty policies
10. To be responsible for the best use, supervision and security of any resources allocated to you
 |
| **Postholder:**  |
| **Date Appointed:** |
| **Salary Point:**Scale 2 Point 3 |
| **Hours**31.5 hours a week 39 weeks a year |
| **Date of this Job Description**December 2020 |
| **Immediately responsible to:** SENCO**Responsible for:**Progress of Sixth Form students with additional needs |
| **Job Purpose:** |
| Through effective support of students and liaison with colleagues to be responsible for helping students to realise their learning potential. |

# Agreed and signed

Postholder ................................................ Date ....................................

Headteacher ................................................. Date …….............................