



PROGRESS MENTOR MANAGER

Sir John Deane's Sixth Form College (Northwich)

Band 5

SP15 – SP19

Job Description & Person Specification

Job Description

Reporting to

Head of Achievement & Support

Purpose of the role

Responsible for the operational management, development and quality of the College's Progress Mentor provision. To use data effectively to support the raising of standards at the College in relation to achievement, attendance, equality, welfare of students and closing all achievement gaps.

Main Responsibilities

1. To act as a key member of the College's safeguarding team.
2. To manage, coordinate and quality assure the work of the Progress Mentors.
3. To oversee the development and implementation of student tutorial programme including creation of appropriate resources and provision of training to mentors.
4. To lead, monitor and embed effective student support strategies and processes relating to achievement, progress and attendance.
5. To co-ordinate and advise on the completion of UCAS application forms including gathering specific subject references to ensure that a high standard of forms are produced by students to time.
6. To lead, review and monitor the discipline of students, in accordance with the College's Disciplinary Policy as appropriate.
7. To engage with the families/carers of students or other outside agencies and encourage their involvement and support for the student in order to raise achievement.
8. To implement and support the College's career's strategy.

9. Accurately record and relevant information regarding student's achievement and progress and ensure that this information is disseminated to the relevant parties across the College.
10. To be involved with whole College professional development initiatives.
11. To act in accordance with and promote the Staff Code of Conduct and Safeguarding and Prevent policies.
12. The post holder will be required to undertake any other duties consistent with the job-title as may reasonably be required from time to time by College Management.
13. To promote British values of democracy, the rule of law, individual liberty and mutual respect for and tolerance of those with different faiths and beliefs for those without faith.
14. To implement appropriate personal, technical and organisational measures to ensure that data processing is performed in accordance with the GDPR, and review and update those measures where necessary.

Other

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.
7. This role follows a college academic calendar and requires onsite attendance from the start of the academic year on GCSE Results Day (third Thursday in August), ending in mid-July.

Person Specification

	Desirable	Essential
Qualification		
Degree or equivalent qualification	✓	
Educated to A-level standard		✓
Proven success in improving student outcomes within a school	✓	
Experience		
Experience of working with children		✓
Successful experience in more than one school.	✓	
Knowledge & Skills		
Good literacy and numeracy skills		✓
Good organisational skills		✓
Ability to build effective working relationships with students and adults		✓
Effective ICT skills to support students' learning		✓
Skills and expertise in understanding the needs of all students		✓
Excellent verbal communication skills & active listening skills		✓
Knowledge of guidance and requirements around safeguarding children		✓
Understanding of roles and responsibilities within the classroom and whole school context	✓	
Interpersonal Skills		
Energetic, able to work under pressure and meet deadlines		✓
Approachable		✓
Flexible approach and positive attitude towards work		✓
Punctual and reliable		✓
Excellent team player		✓
Ability to adapt to changes in the workplace		✓
Excellent communication skills		✓
Ability to show initiative		✓
Personal Qualities		
Commitment to getting the best outcomes for students and promoting the ethos and values of the college.		✓
Commitment to equal opportunities and securing good outcomes for students with SEND or a disability		✓
Ability to work under pressure and prioritise effectively		✓
Commitment to maintaining confidentiality at all times		✓
Commitment to safeguarding and equality		✓