



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Learning Mentor: Sixth Form</b>
<b>Grade:</b>	<b>H5 - £26,107-£28,322</b> <b>Actual salary range of £22,831 - £24,768 (inclusive of fringe)</b>
<b>Purpose of the Job:</b>	To provide pastoral and mentoring support to Sixth Form students that enhances learning, attendance, motivation, participation and encourages students to reach their full potential.  Lead on the provision of high quality apprenticeship/work destination information and experiences for Sixth Form students.
<b>Reports to:</b>	Assistant Principal – Sixth Form
<b>Staff Reporting to Job Holder:</b>	None
<b>Contacts within each School within the MAT:</b>	All teaching and support staff, post-16 students
<b>Contacts outside the MAT:</b>	Parents of students, other schools, institutions and organisations, suppliers, UCAS
<b>Mains Areas of Responsibility:</b>	<ul style="list-style-type: none"> <li>• To maintain high visibility/profile with Sixth Form students throughout the school day to ensure that independent study time is being utilised effectively, including undertaking daily Sixth Form focused learning walks</li> <li>• To provide highly personalised coaching and mentoring to targeted Sixth Form students as agreed with the Sixth Form team</li> <li>• To support the monitoring of attendance of Sixth Form students, and work with targeted students (and their families) to encourage consistent attendance</li> <li>• To support the welfare, wellbeing and progress of Sixth Form students, offering additional 1-to-1 or small group sessions as appropriate, with targeted students</li> <li>• To liaise and meet with students, parents/carers and external agencies as required</li> </ul>

	<ul style="list-style-type: none"> <li>• To draw up and ensure success of individual action plans with specific targets for selected students, monitoring their implementation and impact</li> <li>• To feed back to staff at relevant meetings</li> <li>• To support Directors of Learning (DoLs) and senior link with Raising Achievement strategies</li> <li>• To analyse, interpret and effectively use student data to target students and support Directors of Learning/Senior link as appropriate</li> <li>• To monitor and review the effective use of independent study periods for targeted students. Monitoring will be via routine circulation of all Sixth Form areas and daily learning walks, undertaking your work in areas where students are working – private conversations aside - and regular mentoring conversations with students. This includes supporting Directors of Learning with following up any missed Study Plus or Personal Development lessons</li> <li>• To support key Sixth Form trips and events, including Into the Sixth evening</li> <li>• To support the Sixth Form Induction programme</li> <li>• To support targeted students through the university and college (UCAS) application period in liaison with DoLs</li> <li>• To encourage high levels of student participation in wider enrichment opportunities</li> <li>• Support with the development an Alumni Programme to fully support our community, helping student’s research destinations and supporting the provision of work experience links</li> <li>• Work effectively with relevant staff to develop partnerships with other schools, and/or Universities and employers, to support students academic development and preparation for life after 6th form</li> <li>• Make the most of extra opportunities offered to targeted students and promote additional support packages to support their chosen next steps. Monitor the impact this has and ensure that appropriate students take up the opportunities available to them</li> <li>• Develop a comprehensive programme of interview preparation and practice for students</li> <li>• Ensure good information, advice, guidance and support for targeted students throughout the Sixth Form, supporting aspirational destinations</li> <li>• Support targeted students in obtaining meaningful and relevant work experience placements</li> <li>• Organise key events relevant to the year group e.g Speakers Programme, Curriculum Enrichment Days, Career Preparation Workshops and undertake other duties commensurate with the post as directed by the Assistant Principal- Sixth Form</li> <li>• To attend fortnightly Vulnerable meetings with the Sixth Form team to discuss students of concern</li> <li>• To liaise with pastoral and teaching staff to monitor students on contract, and to ensure that appropriate paperwork is sent home to parents</li> </ul>
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	<ul style="list-style-type: none"> <li>• To deal with enquiries from Sixth Form students and to direct them to the appropriate source of support within school</li> <li>• To keep accurate records of communications with students and parents, as per school systems</li> <li>• To be responsible for safeguarding and promoting the welfare and wellbeing of students</li> <li>• To support other members of the Sixth Form team in their absence, as appropriate</li> <li>• To perform other reasonable duties within scope of skills as directed by line manager</li> </ul>
<b>Knowledge, Experience and Training:</b>	<ul style="list-style-type: none"> <li>• Microsoft Office Applications (Word, Excel, Powerpoint and Publisher)</li> <li>• Knowledge/experience of working with Arbor</li> <li>• Full understanding of school events, activities and projects relevant to post</li> <li>• Ability to get on well with colleagues and to work under pressure</li> <li>• Ability to build positive supportive relationships with Sixth Form students</li> <li>• Confidentiality</li> <li>• Flexibility</li> <li>• Good organisational skills</li> <li>• Accuracy and attention to detail</li> <li>• To have a positive outlook regarding all aspects of the school</li> <li>• Evidence through DBS check and recruitment process of suitability for working with children</li> </ul>
<b>Working Environment:</b>	Sixth Form office, Sixth Form Common Room, Sixth Form Silent Study Room, other relevant areas of the school
<b>Additional Information:</b>	The post holder will need to work effectively in a team whilst also being a self-starter and having high levels of individual motivation and positivity
<b>Other Specific Duties:</b>	
<ul style="list-style-type: none"> <li>• To continue personal development as agreed at appraisal reviews</li> <li>• To engage actively in the appraisal review process</li> <li>• To address the appraisal targets set by the line manager each Autumn Term</li> <li>• To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example</li> <li>• To support the school in meeting its legal requirements for worship</li> <li>• To promote actively the school's corporate policies</li> <li>• To comply with the school's Health and Safety policy and undertake risk assessments as appropriate</li> <li>• To show a record of excellent attendance and punctuality</li> <li>• To adhere to the school's Dress Code</li> <li>• To undertake any other reasonable duty delegated by the Principal</li> </ul>	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Governors to reflect or anticipate changes in the job which are commensurate with the salary and job title.