



CANDIDATE BRIEF
POST 16 ACADEMIC MENTOR

LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as NQTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email recruitment@qmschool.org.uk or visit our website:- www.queensmeadschool.org.uk

Yours sincerely

Rhona Johnston
Head Teacher



We have consistently achieved excellent results at Queensmead and we were in the top 10% nationally for student progress at KS4. See the table below for a summary of our 2018 provisional results:

YEAR 11

Progress 8 score	Significantly above National Average
9-4 in English & Maths	72%
Ebacc	45%
Maths 9-4	78%
English 9-4	79%

YEAR 13

A*-B	59%
A*-C	83%
A*-E	99%
Vocational Average Grade Per Entry	Distinction*-

JOB DESCRIPTION



Overall Responsibilities

- To contribute and develop high quality academic mentoring within the Post 16 and to monitor and evaluate its impact in the learning community
- To support the development and implementation of strategies which will contribute towards effective learning, behaviour and achievement across Post 16
- To contribute to a healthy, safe, happy and challenging environment in which Post 16 students can work hard, free of disruption, develop mutual respect for each other, grow in maturity and achieve their potential
- To support safeguarding and prioritising the welfare of Post 16 students in line with 'Every Child Matters'
- To inspire, challenge and motivate students

Key Responsibilities

- To ensure that students are receiving an education appropriate to their needs by removing barriers to learning and developing effective learning behaviour
- To assist and develop appropriate intervention strategies, working with curriculum team leaders, to ensure that students achieve and develop learning behaviour
- To work with students on the development of skills necessary for academic success, such as time management, organisation, study strategies and reading techniques
- To have a commitment to develop strategies that raise student achievement which can be adapted in tutorial/academic mentoring
- To work closely with the Post 16 Leadership Team and the Post 16 Tutor Team to ensure that the needs of Gifted and Talented students and those with other special education needs are met
- To identify those students who would benefit most from intervention work, and working with others, draw up and implement an action plan for each student who needs particular support (except where the student is already receiving additional support)
- To monitor and report on the implementation of all plans drawn up to remove barriers for effective learning and transition to higher education for all students

- To ensure that all support work for the student is appropriately managed in an integrated way that is focused on higher education
- To contribute to Enrichment activities relating to helping students access Higher Education and other professional routes
- To manage and develop Enrichment activities
- To have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students
- To contribute to discussions, meetings and the management and administration system within Post 16
- To keep abreast of new developments in Post 16 Education and to share and implement good practice
- Supervision of Post 16 Study Room and Common Room
- Following the instructions set by the teacher
- Communicating to the pupils the classwork and homework set by the teacher for the students
- Making full use of the resources available (books, equipment, worksheets, other teaching materials)
- Motivating pupils to complete the tasks set and promoting active learning
- Classroom management and organisation, including health and safety
- Behaviour management duties as required
- Upholding school policy and promoting active learning
- Supporting the delivery of a programme of Personal Development
- Supporting Post 16 student committees

PERSON SPECIFICATION

Essential

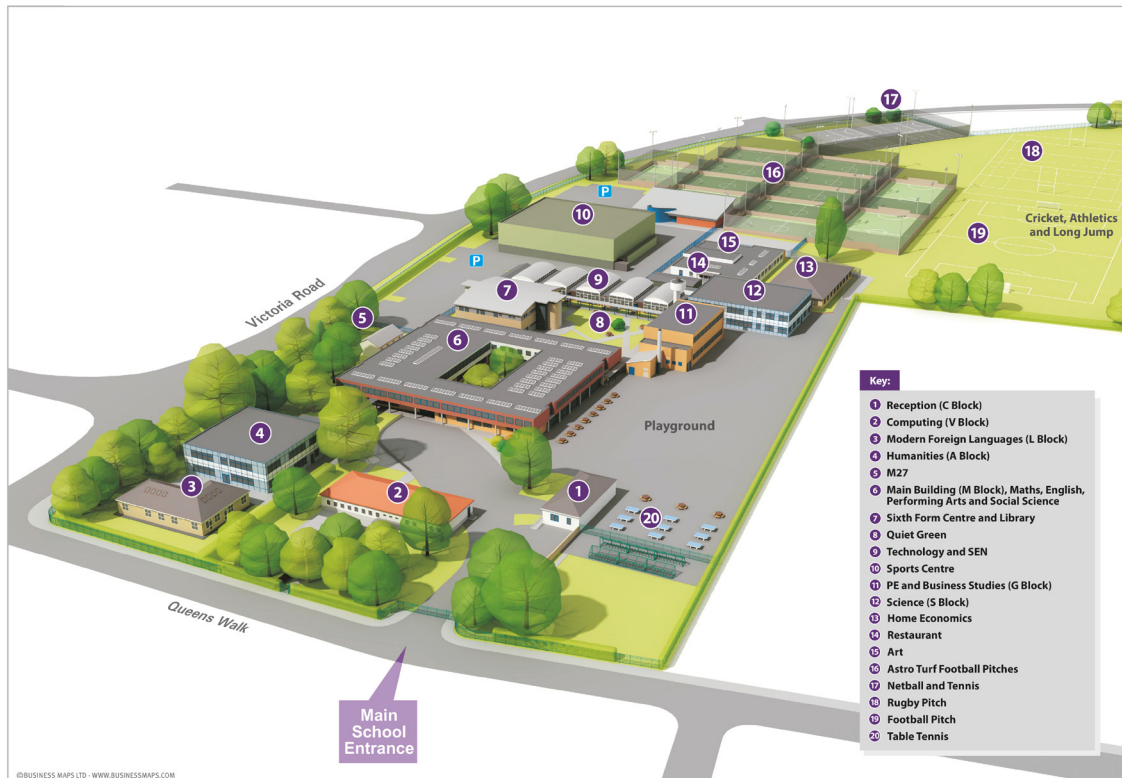
- Educated to Degree level
- Understanding of the UCAS process
- Excellent numeracy / literacy skills, verbal and written communication skills and the ability to use ICT
- Understanding of principles of how young people learn and develop
- Ability to manage classroom activities and the physical learning space safely
- Ability to manage student behaviour
- Be able to work effectively with other members of staff
- Ability to communicate at all levels in a professional manner
- Ability to be flexible and adaptable and able to use own initiative
- Where appropriate, to attend events and meetings outside of school hours
- Sound understanding of Child Protection and Safeguarding procedures
- Personal Attributes - Conscientious / Reliable / Reasonable / Calm / Well organised and efficient / Good attention to detail / Understand the principles of confidentiality / Good sense of humour

Desirable

- Experience of working with children
- Knowledge of effective behaviour management strategies

QUEENSMEAD

excellence through learning



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HOW TO APPLY



Applications must be received by **12 noon** on **Wednesday 14th November 2018**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:
recruitment@qmschool.org.uk

If you have any questions, please email recruitment@qmschool.org.uk