

Job Description

Job Title	Sixth Form Learning Mentor
Reporting to	Deputy Headteacher (Academic)
Location	Stratford, London
Type of Position	Full time, Permanent
Grade	Grade 6/7
Hours	Working hours 37.5 Hours – 8.00 am to 4.00 pm (0.5-hour unpaid lunch) Monday to Friday. Evening and weekend work may occasionally be required. There is a need to be flexible about hours in order to carry out the duties and responsibilities effectively.

The London Academy of Excellence is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

THE ROLE

- To work with the SENCo to identify and then to proactively support students who might benefit from additional learning support (ALS), including those with Special Educational Needs and Disabilities (SEND) and those not on track to meet their target grades.
- To work one-to-one and in small groups with students to support their development of independent learning, academic literacy and revision skills, and thus maximise their academic achievements.

A commitment to staff welfare and promoting LAE core values is at the heart of this role.

MAIN RESPONSIBILITIES

The person appointed will be required to work flexibly, both independently and within a team environment, and will be allocated a range of duties and responsibilities, including:

1. Identifying and supporting proactively students who might benefit from additional learning support, for example by:

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- identifying the learning requirements of students who might benefit from additional learning support by developing close links with Tutors, Heads of House and subject teachers, and maintaining a dialogue to ensure that each such student's progress is constantly being supported;
- organise and co-ordinate access arrangements for students needing support in public examinations and controlled assessments.
- assisting the Exams Office with exam arrangements as required;
- organising meetings with parents and carers of these students in order that their help and support can be engaged and developed;
- maintaining the SEND register;
- recording and reporting on such meetings to the relevant Head of House / tutor, and to the Deputy Heads.
- coordinating screening of all students for SEND at the beginning of the academic year and identifying those who will benefit significantly from additional learning support;
- compiling the ALS Register at the beginning of the academic year and liaising with the SENCO, Exams Office and the Deputy Head (Academic) to update the ALS Register throughout the academic year;
- liaising with tutors, Heads of House, subject teachers, the SENCO and the Exams Office to develop individual strategies for students who have been registered on the ALS register;
- liaising with external agencies where appropriate, including Newham Special Education Needs and Disability Service, to secure academic, pastoral and financial support for any student who may benefit from such support;
- supporting subject teachers to develop the Personalised Learning Plans (PLP) of those receiving ALS;
- communicating frequently and proactively with tutors, Heads of House and subject teachers to discuss the performance of students on the ALS Register, including tracking their progress;

2. Working one-to-one and in small groups with students to support their development of independent learning, academic literacy and revision skills, and thus maximising their academic achievements, for example by:

- working with tutors, Heads of House and subject teachers, to identify students who may benefit from this support;
- reinforcing higher level English language, essay writing and planning skills to support students in structuring their work and accessing more complex texts;
- supporting students in planning their time in order to complete all homework and additional tasks set around their lessons and commitments outside of school;
- coaching students in revision skills and support them in preparing for their internal assessments and summer examinations;

The role has the following additional responsibilities:

- be a form tutor and provide pastoral guidance and support as part of the house system;
- ensuring that all students observe LAE policies relating to dress, behaviour and other matters, and that they take proper care of LAE's environment and resources;

- contributing to the programme of co-curricular activities, which may sometimes require reasonable evening or weekend commitments, some of which will be offsite;
- leading or assisting offsite trips and visits (any necessary training, for example around First Aid or Risk Assessment, will be provided, at LAE's expense);
- contributing to the establishment and maintenance of a caring, positive, safe and stimulating environment for each student at LAE;
- prioritising at all times the safety and well-being of the students by following the Welfare & Safeguarding policies;
- attending training days in reasonable proximity to the start or end of the LAE terms (usually, within four working days of the published term dates), and demonstrating a personal commitment to be fully up-to-date with training;
- taking a share of the duties around student supervision;
- providing cover for absent colleagues, and participating in arrangements for students' supervision during public examinations;
- participating in recruitment events such as Open Evenings and Assessment Days, some of which take place after 17.25 on weekdays or at weekends;
- maintaining effective and harmonious professional relationships with colleagues, in particular by the retention of a sense of perspective and, on occasion, the invaluable ability to laugh at oneself;
- looking after one's physical and emotional well-being, and not being reluctant either to ask for help or support, or to accept and reflect upon it when it is offered;
- fulfilling any other reasonable duties, as requested by the SLT.

This job description is not exclusive or exhaustive. Whilst every effort has been made to explain the main duties, tasks and responsibilities for the post, each individual task undertaken has not been identified. The post holder may be required to undertake duties, which are broadly in line with the above responsibilities

The post holder will also be expected to undertake any other tasks as reasonably required by the Headteacher and Business Director to ensure the efficient and effective operation of LAE.

Person Specification

Essential Professional Criteria	How these will be confirmed
Be educated to a good standard at GCSE /Apprenticeship/BTEC level or equivalent/A-level	Sight of original exam certificates / academic qualifications will be requested.
Good general ICT skills with recent experience and knowledge of using Microsoft Office: Outlook (email and diary), Excel, PowerPoint, Word and the internet.	Application Form, Interview, References
Experience of handling confidential information.	
Working in a confidential manner. Ability to evidence discretion, tact, sensitivity, and diplomacy.	
Able to meet deadlines, and work under pressure of time constraints.	
Self-motivated and enthusiastic about working independently, but also enjoy working in a team and contributing to the success of a shared endeavour.	
Excellent communication skills, verbal, email and report based.	
Great interpersonal skills, smart and a friendly demeanour	
Desirable Professional Criteria	How these will be confirmed
Undergraduate degree or equivalent.	Original Certificates
Qualification with experience.	Original Certificates & Interview
	Application Form, Interview, References
	Application Form, Interview, References
Qualifications in First Aid, Mental Health First Aid, Safeguarding.	Original Certificates

Safeguarding Children

- LAE is committed to the safeguarding of the children in its care. To this end all employees will need to undergo pre-employment checks including references, a check of any relevant qualifications, photo and address identification.
- All posts in schools are deemed to have a high degree of contact with children and are, therefore, exempt from the Rehabilitation of Offenders Act 1974. An enhanced

disclosure will be sought through the Disclosure & Barring Service as part of the pre-employment checking process.

- All employees are expected to contribute to and support the overall aims and ethos of the school and to participate in training, performance management and personal development.
- All employees will need to confirm their right to work in this country or seek sponsorship to work via the school, where appropriate.

Child Protection

All members of staff must comply with LAE's Safeguarding & Welfare Policy. If, while carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety and welfare of our students, these concerns must be reported immediately in accordance with the policy.