



## Sixth Form Academic Mentor

**Grade/Scale:** Salary Scale 4 - £21,792 (pro-rata'd term time only plus 3 weeks)

**Responsible to:** The Lead Academic Mentor

**Hours:** *These posts are term time only plus an extra fifteen days (three weeks) made up of days during the school holidays or on Saturday or when extended days are required. These additional days will be negotiated with the successful candidate.*  
*The post will be 35 hours per week. Hours will be negotiated to ensure coverage in our sixth form study areas between the hours of 8.30am and 5.00pm.*

### Purpose of job

*The Academic Mentors will be key staff members who work with teachers/departments and the Sixth Form Year Teams to provide academic support and challenge for students who are studying AS/A2 examinations and Level 3 BTECs. As part of the team, mentors will support in class and provide one-to-one or small group subject specific tuition during students' Supervised Study periods, before or after school. They will supervise the Study Areas ensuring that all students are working purposefully during their supervised study periods.*

*We are committed to providing Induction, on-going support and professional training to enable our mentors to develop their roles fully.*

### Main responsibilities

- Provide one to one and small group subject specific tuition to AS/A2 and BTEC students in the Sixth Form in at least two subjects
- Work with the subject teachers and the Sixth Form team to identify students of all levels in need of support and challenge, and then create a mentoring timetable. Work with subject teachers to devise appropriate sessions to support these identified students.
- Develop and plan activities to develop study skills, good academic writing and independent learning.
- Produce weekly reports on individual students' progress.
- Highlight any concerns about their mentee's progress, behaviour or well-being.
- Manage a timetable of students and supervised studies effectively.
- Supervise different Supervised Study areas ensuring there is a quiet, focused atmosphere and behaviour appropriate to creating a conducive environment for independent study.
- Provide support for students on matters relating to time management, personal organisation, and achievement.
- Provide advice and support to students in exploring opportunities to progress into universities.
- Understand and implement the school's guidelines on child protection issues.
- Liaise effectively with tutors, Heads of Year 12 and 13, SLT and respond promptly to their concerns and queries.
- Attend and contribute to a regular team meeting.
- Run extra-curricular clubs.
- Contribute to ensuring a positive learning environment at all times.

### Academic Mentors may also:

- Assist with other activities relating to supervision of students including general supervision and attendance on Sixth Form trips.
- Create resources for students and revision guides.
- Look out for new opportunities for students related to the subjects in which they are mentoring.
- Attend subject lessons as required and facilitate study groups for some classes.
- Organise educational trips for sixth form students.
- Gain teaching experience in the classroom (if desired).

## **Sixth Form Academic Mentor - (Morpeth School)**

### **Selection criteria**

- A good honours degree in a relevant subject plus an A Level in the other subjects.
- The ability to support the academic achievement of AS/A2/BTEC level 3 students in two or more subject areas.
- Experience of working with young people and an ability to establish inclusive, respectful, supportive and constructive relationship with students.
- Good ICT, administrative and organisational skills. The ability to prioritise changing demands whilst managing own workload.
- The ability to communicate well with a variety of audiences including: students, parents, teaching/non-teaching staff, and outside agencies.
- The ability to work flexibly as part of a team and to work co-operatively and collaboratively.
- Evidence of a good record of attendance and punctuality and an ability to cope under pressure.
- Have high expectations of students and a commitment to ensuring that they will achieve their full educational potential.
- A “can do” attitude towards supporting the aims and ethos of Morpeth Sixth Form and contributing to its success.
- Willingness to undertake relevant training and professional development.
- Commitment to the protection and safe-guarding of children and young people.
- Knowledge of and commitment to strategies which ensure inclusion and equal opportunities.