



JOB DESCRIPTION

Job Title: Sixth Form Study Mentor
Grade: H4
Reports to: Director of Sixth Form

Purpose of the job:

To provide study support in the Sixth Form Centre

Main areas of responsibility:

The role primarily involves mentoring Sixth Form students whilst they undertake their private study sessions. The post involves close liaison with teaching staff, the Director of Sixth Form and other members of the Sixth Form team.

- Manage Learning Environment, displays etc in Sixth Form Study Centre
- Register students and mentoring of students in 'study'
- Attendance/ lates - follow up Internal truancy
- Liaise with teaching staff and pastoral
- Cover form time registers
- Support the Director of Sixth Form with other duties

To take part in:

- professional development and training
- school performance management process
- any other reasonable duties as requested by the Director of Sixth Form

Person Specification

Experience and qualifications:

- Familiar with Post 16 education
- A good standard of education

- Ability to use ICT
- Evidence of working with young people would be an advantage

Personal qualities

- Hardworking
- Flexibility and a good sense of humour
- Good self-management and organisational skills, including the ability to plan one's time effectively
- Is pro-active
- An ability to relate to young people
- Able to work under pressure
- Able to work as part of a team
- Enjoys working in new and challenging situations
- Committed to maintaining a positive ethos (E)
- A willingness to be fully involved in the life of the school
- A high level of personal integrity and probity

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships and personal boundaries with children and young people;
- emotional resilience in working with challenging behaviours; and
- attitudes to use of authority and maintaining discipline
- Experience of working within schools or an educational setting.
- Knowledge and understanding of safeguarding procedures.

Review arrangements:

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may be gained without changing the general nature of the duties or the level of the responsibility entailed. Consequently, the school will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

Conditions of Employment:

- The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract)
- The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body
- To uphold the school's policy in respect of child protection and safeguarding matters

- Will be subject to the National Agreement on Pay and Conditions of Service, supplemented by local conditions as appropriate and all relevant statutory and institutional requirements
- The post holder may be required to perform any other reasonable tasks after consultation
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed
- This job description is not necessarily a comprehensive definition of the post. It may be subject to modification at any time after consultation with the post holder.
- Staff will be expected to participate in the school's staff appraisal scheme.

If you are shortlisted, any relevant issues arising from your references will be taken up at interview.

The selection panel will be looking for evidence in your application form and supporting letter of your strengths and abilities in relation to the criteria set out in this person specification.

