

Job Description

Sixth Form Academic Mentor

Reporting to:	Line Manager in Leadership Team (Director of Sixth Form) / Headteacher;
Liaising with:	Senior Leadership Team, Parents/Carers, Students, Colleagues;
Grade/Salary:	Band 3 (SCP 6-9) £25,989 to £27,254 FTE, actual salary £22,415 to £23,506
Hours of work:	37hpw / 39 weeks per year

Main Purpose:

Support for students academically in the Sixth Form:

- To provide academic mentoring for students with target grades A*/A in the Sixth Form.
- To provide coaching, support with revision strategies and mentoring.
- To provide support with applications into university/ degree apprenticeships.
- Responsibly for managing the Sixth Form study area ensuring an appropriate working ethos is maintained.
- To develop the Sixth Form 'Super Curriculum' maintaining resources.

Duties & Responsibilities:

Key Responsibilities

- Oversee the sixth form study area or Ambrose Centre.
- To supervise study conditions during lesson times, ensuring a calm and productive atmosphere and ethos of study.
- To provide study skills for students – this could be in the form of personalised 1-1 or group mentoring sessions.
- To work with students who have A*/A grade targets but are at risk of underachievement/ poor attendance/ low engagement and develop targeted interventions.
- To track students who are on recovery plans and provide academic mentoring support.
- To communicate with parents and keep them informed of about the progress of key students.
- To help students develop effective study techniques, and time management skills.
- To draw up individualised action plans including short- and long-term targets.
- To maintain and develop the Key Stage Five 'Super Curriculum.'
- To work closely with teachers, staff, and external partners to provide comprehensive support for students.
- To coordinate with colleagues to integrate academic support with classroom learning and address any learning barriers students might face.
- To develop strong, trusting relationships with students to understand their needs and provide effective support.
- To act as a mentor and role model, offering guidance and encouragement to help students navigate their academic journey at KS5.

- To provide support with applications to universities in particular Russell group universities/ Cambridge and Oxford.
- To provide support and intervention when required for university progression.

Wider support in the Sixth Form:

- To support when required with timetable changes.
- To support form tutors if required.
- To track attendance of some key groups.
- To work closely with the pastoral assistant, Heads of Year and Careers Leader to support students in the sixth form.
- To assist with administration on results days.
- To attend parents evening and Sixth Form events when required.
- To update content on the sixth form website and to help promote the sixth form on social media when required particularly celebrating sixth form success.
- To work as part of team to provide the highest quality of support for Sixth Form students.

The St Thomas Aquinas Catholic Multi-School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to satisfactory references, which will be requested, prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.

The Trust 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.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exhaustive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character of the duties or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

Person Specification

Sixth Form Academic Mentor

A. Training & Qualifications	Essential	Desirable
Level of numeracy and literacy sufficient to carry out the duties of the posts.	A	
Qualified at Degree Level	A	
Qualified to at least GCSE level or equivalent including English Language and Mathematics to Grade C/ grade 5 or above	A	
Commitment to ongoing professional development	A	

B. Experience	Essential	Desirable
Experience of using IT systems (Word, Excel)	A & I	
Experience of working with children	A & I	
Recent experience of working in a supportive role within an educational setting 16-18 year olds	A & I	
Experience of analysing data to track student performance	A & I	
Experience of mentoring and supporting students academically	A & I	
Experience of Extended Project Qualifications or anything equivalent		A
Experience of safeguarding issues		A
Experience of working in a school or a similar establishment		A
Experience of making contact and dealing with external agencies		A

C. Professional Knowledge and Skills	Essential	Desirable
An understanding of the potential barriers to learning faced by young people and how they can be overcome	A & I	
Knowledge of Safeguarding legislation and Procedures including Prevent	A & I	
Secure knowledge and understanding of the secondary education system	A & I	
Understanding of the national performance criteria which schools are measured against	A & I	
Literacy, Numeracy and ICT skills to analyse and present data/reports	A & I	
Ability to confidently use ICT software specifically Microsoft Office, Arbor and Go4Schools		A & I

D. Personal Attributes	Essential	Desirable
Willingness to support Catholic life in schools	I	
Professional, friendly and approachable and able to relate well to staff, students and visitors	I	
Able to adapt to changing circumstances and new ideas	I	
Attention to detail	I	
Can-do attitude and solution focused approach	I	
Ability to be respectful and promote equality of opportunity and diversity	I	

E. Safeguarding & Equality	Essential	Desirable
Understanding of responsibilities of the Trust and schools in ensuring compliance with all relevant legislation	I	
Must be able to recognise discrimination in its many forms and willing to put the School's equality policies into practice.	I	
Aware of equal opportunities in relation to this role	I	
Enhanced DBS & Online Check (Satisfactory)	I	

Application (A) | Interviews (I) | References (R)