

JOB DESCRIPTION

JOB TITLE:	Sixth Form Learning Mentor
REPORTS TO:	Head of Sixth Form
SALARY:	Scale 5
HOURS:	40 hours per week 8:00am to 4:00pm (Monday to Friday) (term time only plus five INSET days)
DATE:	September 2026

Purpose of the job

1. To work with Sixth Form students to support their learning and maximise their chance of success at university and beyond including helping them develop both their academic and wider skills, under the direction of the Head of Sixth Form and to act as a role model and mentor for learners, implementing and monitoring strategies to raise aspirations and attainment in students and encourage progression to higher education and beyond
2. To supervise the Sixth Form Learning Centre
3. To manage standards and environment of the Sixth Form Learning Centre
4. To undertake administrative duties relating to the Sixth Form
5. To undertake cover lessons on occasion

Key responsibilities

1. Working with post-16 students and supporting students

- To advise students on how to access advice and guidance; to enable them to make informed choices about post-18 education options
- To contribute to the UCAS quality assurance system to ensure that a high standard of applications are being produced by applicants, including checking draft personal statements and giving appropriate feedback
- To deliver relevant UCAS support to provide students with the knowledge to confidently navigate and access resources on the UCAS website and applying to university
- To implement intervention strategies with underperforming students to include setting up individual action plans, monitoring student performance, and supervising these students in extra timetabled study periods
- To be involved in the interview process for Year 11/external applicants into the Sixth Form
- To support with finding and organising external speakers to visit and speak to Sixth Form students
- To be a Sixth Form tutor and deliver the tutorial programme as set out by the Heads of Year

2. Supervision of the Sixth Form Learning Centre

- To oversee the running of one of the school's supervised study rooms. This will involve supporting students with independent study, UCAS applications and wider reading.
- To develop good relationships with all students by establishing a positive, professional presence within the Sixth Form and responding appropriately to individual needs
- To encourage the development of academic skills such as time management, independent learning, revision techniques and research skills through individual and group activity

- To follow the schools behaviour policy and sanction and reward students as appropriate

3. Managing standards and the learning environment of the Sixth Form Learning Centre

- To assist in the educational and social development of students under the direction and guidance of the Head of Sixth Form and subject teachers
- To assist in the compilation of UCAS applications by students
- To provide support for individual students and small groups of students outside the classroom to enable them to participate fully in learning tasks
- To work with other professionals, such as speech and language therapists, specialist teachers, educational psychologists and occupational therapists as necessary
- To assist subject teachers with maintaining student records
- To support students with emotional or behavioural problems and help develop their social skills
- To attend review meetings for target students as required

4. Cover

To cover lessons on occasion, and ensure that:

- There is an orderly start and finish
- An accurate register is taken within the first 10 minutes of the lesson
- Work is explained to students and completed to the expected standard
- Students are supported as appropriate
- Behaviour and uniform standards are adhered to and an orderly environment is maintained
- Feedback is provided to curriculum leaders if cover work is deemed inappropriate
- All school procedures are followed

5. Administrative Support

- To support the Sixth Form team with administrative tasks, as directed by the Head of Sixth Form

Health and Safety

1. To be familiar with the school's policies that refer specifically to health and safety regulations and implement it as applicable within the department
2. To ensure that health and safety policies and practices, including risk assessments, throughout the department are in line with national requirements and updated where necessary
3. To have regard to health and safety across the school in all aspects of work, in line with the school's policies and keep up to date with all relevant policies and risk assessments

Other duties and responsibilities

Any other duties commensurate with the general level of responsibility of the post that the headteacher may from time to time ask the post-holder to perform.

These duties may be modified by the headteacher, with agreement, to reflect or anticipate changes in the job.

Ruislip High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Signed: _____ Post-holder Dated: _____

Signed: _____ Line Manager Dated: _____

The job description is formally reviewed annually and therefore may be revised in line with the level of responsibility.