

# Job description

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Sixth Form Learning Mentor



## Job Title:

Sixth Form Learning Mentor

## Salary:

H5 pro rata

Actual annual salary £17,706  
- £19,153, based on 28 hours  
per week

Full time salary range  
£27,982 - £30,268

## Contract:

Part Time, permanent

4 days (up to 28 hours) per  
week

Term Time only (38 weeks)

## The Role:

### Core Purpose

- Take a leading role in mentoring sixth form students to ensure that they make excellent progress in their academic studies through motivating students and offering specific learning strategies.
- Contribute to maintaining very high standards across key stage 5.
- Manage the sixth form study sessions to ensure focus and excellent behaviour.
- Deliver a robust mentoring programme to support students, particularly those in disadvantaged circumstances or with SEND.
- Liaise with parents and staff of targeted students at KS5 to support them in meeting academic targets.
- Offer support to students regarding their future pathway after school.
- Provide support to the Designated Person in Charge of Child Protection and DSPs on safeguarding issues.
- Work alongside sixth form colleagues to encourage students in enrichment activities to support their personal development.

# Main Responsibilities:

The successful candidate will be responsible for (but not limited to) the following:

## Responsibility for developing positive attitudes to learning in sixth form

- Promote a positive learning culture with high aspirations across the sixth form
- Supervise the use of the sixth form study areas throughout the week and ensure it is a high-quality learning environment
- Take a register of students in their study sessions
- Provide mentoring sessions to individual and groups of students, as appropriate, to help support them in their studies and discuss strategies for study skills, revision techniques etc
- Support SEND students and students in disadvantaged circumstances in the sixth form alongside the PDs
- Promote and develop an inclusive learning environment and provide for the wellbeing of all students
- Ensure that the sixth form environment is stimulating and engaging for all students
- Encourage and support students to pursue enrichment activities to enhance their personal development throughout their time in the sixth form

## Performance

- Support the PDs in the monitoring of the academic performance of students in the year using prior data and targets and implement strategies to support improved progress where necessary
- Identify students at risk of disengagement and offer appropriate strategies to support them in their specific needed

- Where appropriate, assemble and write specific reports on students causing concern
- Support transition for targeted students from KS4 into sixth form and from KS5 to HE / college / apprenticeships

## Attendance, behaviour and pastoral support

- Monitor the taking of registers in study sessions – ensuring all registers are taken for every study session of the day
- Make calls to parents where there is an on-going cause for concern over attendance, as directed by the PDs
- Ensure the discipline and behaviour of the sixth form reflects the high standards expected in our code of conduct
- Discuss absences with students in response to 'cause for concerns' from tracking data and staff reports
- Work with sixth form colleagues to identify students in need of pastoral support, including those where there are safeguarding concerns or pastoral concerns
- Provide support to students with emotional wellbeing needs
- Contact parents, as appropriate, in response to absences
- Maintain records of contacts
- Monitor standards of dress to ensure all students meet dress code requirements

### **Communications**

- Act as a point of call for communications regarding pastoral sixth form issues
- Work closely with the PDs and the Director of Sixth Form to take actions on student issues as assigned
- Ensure all communications between home and school are logged and acted upon appropriately, within our agreed timescale
- Be pro-active in developing strong relationships with parents through regular communications
- Liaise with outside agencies as appropriate (e.g. CAMHS, Children's Services, Police)

### **Careers and University support**

- Offer advice to students regarding their future pathway, referring students to independent advice and specialist support as needed
- Assist the Year 13 team in writing UCAS references and in supporting students with their applications for apprenticeships and technical pathways

### **Environment**

- Liaise with staff and site team over any specific changes that are needed to the organisation of furniture and seating for specific functions/activities
- Manage space during examination sessions and liaise with the Exams team over requirements
- Make the best use of available space

### **Other responsibilities**

- Support the Director of Sixth Form and PDs with ad hoc tasks as appropriate
- Support the admissions process through taking guidance discussions with prospective students and working with KS4 colleagues prior to new students starting
- On rare occasions, the nature of the role may require meetings/intervention to take place outside of normal working hours for which time off in lieu will be granted.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

# Person Specification:

Criteria	Details	Essential	Desirable
<b>Qualifications and training</b>	GCSE or equivalent level, including at least a grade C/grade 4 in English and maths	✓	
	ICT skills sufficient to deliver use of technology in registering and tracking students	✓	
<b>Experience</b>	Experience of working with children or young people in any capacity		✓
	Experience of motivating others to achieve of their best		✓
	Working within a team with multiple demands and priorities		✓
<b>Personal qualities</b>	Ability to inspire and motivate others	✓	
	High expectations of all students	✓	
	Energy, commitment and attention to detail	✓	
	Sense of humour, presence, drive and flexibility	✓	
	Excellent communication and interpersonal skills	✓	
	Resilience	✓	
	Excellent organisational skills and ability to meet deadlines	✓	
	Approachable and sensitive to the needs of others	✓	
<b>Additional requirements</b>	Commitment to continuous improvement	✓	
	Commitment to meeting the needs of all students	✓	
	Ability and willingness to work flexibly to meet school needs	✓	
	Ability to work independently and as part of a team	✓	



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