

JOB DESCRIPTION

Job Title:	Academic Improvement Mentor (part time, term time, plus additional weeks/College holidays as agreed, fixed term contract)
Responsible to:	Student Achievement Co-ordinator/Supervisor
Job Purpose:	To work with targeted students in order to address barriers to learning and to enable them to develop their skills and achieve their full potential.

A. SPECIFIC RESPONSIBILITIES

1. To work with and support targeted students who have been identified by the College, focusing on achieving their potential in their study or specific subject/course (e.g. by providing in-class support, small group support, and/or individual student support on a one-to-one basis).
2. To provide subject guidance and advice to targeted students.
3. To liaise and work with teaching staff to provide particular support to targeted students.
4. To undertake requests by teaching staff to provide particular support to targeted students.
5. To identify those students who need extra help to overcome barriers to learning inside and outside the classroom.
6. To assess the progress of targeted students and report back to the subject teacher, as required.
7. To monitor the implementation of all plans and provide feedback to the students of progress and achievement.

B. GENERAL RESPONSIBILITIES

All College employees are expected to:

1. Maintain their own continuing professional development and attend meetings, training and conferences, as required.
2. Maintain discretion and confidentiality as appropriate for the post.
3. Comply with all College policies and procedures particularly the Code of Professional Conduct, Health & Safety, Safeguarding, Equality Policy and Procedures.
4. Positively promote and represent the College both internally and externally, particularly within the local community.
5. Proactively assist in the management of students and visitors throughout the College.
6. Effectively use IT systems and further enhance IT skills in order to continually develop efficient ways of working.
7. Liaise with other departments/faculties and members of staff, as appropriate.
8. Participate in College events, as required.

9. Carry out other duties commensurate with the grade and general nature of the post under the direction of the Principal or other designated manager of the College.

PERSON SPECIFICATION

The college regards the following as important criteria and will look for evidence that candidates meet as many as possible.

C. QUALIFICATIONS

1. Degree or equivalent level of education for the post would be desirable.
2. Good level of Level education (or NVQ Level 3 Teaching Assistants).
3. Training in literacy and/or in particular curriculum or learning area.
4. Evidence of further professional study.
5. Good standard of general education, 5 GCSE's A-C including Maths and English or equivalent.
6. Qualified by relevant experience.

D. EXPERIENCE

1. Acting as a mentor or coach
2. Experience of working with students in the 16-18 age range. Sixth Form College experience would be advantageous.
3. A demonstrable record of success in previous roles.

E. KNOWLEDGE AND AWARENESS

1. Understanding of classroom roles and responsibilities and your own position within these.
2. Understanding of learning, teaching and assessment processes.
3. Up to date knowledge of national curriculum and other relevant learning programmes/strategies.
4. Understanding of principles of child development and learning processes.
5. Up to date working knowledge of relevant policies/codes of practice and awareness of relevant legislation.
6. Clear understanding of safeguarding processes and procedures.
7. Understanding of issues relating to equality, diversity, health and safety and the safeguarding of young people.

F. SKILLS

1. Highly effective organisational skills, a methodical approach such that all work is undertaken in a thorough and accurate manner.
2. Excellent written and verbal communications skills, in particular the ability to communicate complex information to others, with effective listening and influencing skills and the ability to consult at a face-to-face level on a wide range of issues.
3. Excellent interpersonal and negotiation skills in order to develop and manage relationships with a diverse range of people internally and externally with tact and diplomacy.
4. Highly effective decision-making skills with excellent analytical and problem-solving abilities.
5. The ability to work under pressure and be flexible.
6. Innovative, resourceful, creative with the ability to achieve the highest levels of quality and performance.
7. Excellent administrative, recordkeeping, organisational and IT skills (e.g. Microsoft Office software suite – Word, Excel, PowerPoint and Outlook, and any other relevant software/database).
8. An ability to take responsibility for several tasks, while remaining calm and coping effectively with a high workload and many priorities and seeing these through to completion within agreed timescales.

G. PERSONAL QUALITIES

1. High levels of emotional intelligence with evident sensitivity to the needs of students, staff and key stakeholders.
2. High levels of emotional resilience, positivity and drive.
3. Strong intellectual powers and the ability to be reflective.
4. Personal and professional integrity, which includes: having a good work ethic, high levels of personal integrity and professionalism, the ability to undertake work of a discreet nature, handle difficult situations with tact and diplomacy and have complete respect for confidentiality.
5. Passionate about teaching, learning, quality improvement and the wider Sixth Form College experience.
6. To work collaboratively and constructively as a member of a team and to support colleagues as required.
7. A proactive approach demonstrating an openness to change.
8. The suitability to work with children.
9. A commitment to the College's values and a shared responsibility to achieving greatness
10. A commitment to provide an outstanding and inspirational service to staff and students (which includes developing them to their full potential).
11. A commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people.
12. A commitment to continuing professional development.
13. A commitment to equality of opportunity.

Please note that the College requires candidates wishing to be considered for employment to complete an application form via the My New Term website. The College is unable to accept any standalone CVs submitted. Any CVs that are submitted with a completed application form will be seen as secondary information. As such, shortlisting will be on the basis of the information provided in the application form.

Luton Sixth Form College is an equal opportunity employer. It is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All roles in the College have contact with children and as such anyone that is employed by the College is considered to be engaged in regulated activities. The successful applicant will be required to undertake an enhanced disclosure via the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Orders 1975, 2013 and 2020.

Offers of employment are subject to evidence of the relevant qualifications, the right to work in the UK, references and DBS clearance that are deemed satisfactory to the College.

PAY AND CONDITIONS

SALARY: Sixth Form College's Support Staff Spine point 14, £24,454 (Annual for 1 Full Time Equivalent) (£12.71 per hour). This will be pro-rated according to hours worked per week, weeks worked per year and the fixed term period.

For example (based on working 34.6 weeks per year):

15 hours per week – annual pro rated salary £7,588
20 hours per week – annual pro rated salary £10,116
32 hours per week – annual pro rated salary £16,188

CONTRACT: This will be a Fixed Term Contract until 25th June 2027

HOURS: Hours will be worked as and when required by agreement, between the hours of 8.30am and 5.10pm for up to 32 hours per week, term time with the possibility of additional weeks during the remainder of term time and possibly during College holidays.

Some of this work will be supporting study clubs after college and/or at weekends. A degree of flexibility is required.

START DATE: As soon as possible

DISCLOSURE: The College will seek an enhanced disclosure from the Disclosure & Barring Service.

Closing date for all completed application forms: Friday 14th August 2026, at 8:00am

Interviews planned for week commencing: Monday 7th September 2026