

JOB DESCRIPTION	
Post Title: Academic Mentor – Sixth Form	Grade: Scale 4 Term Time +2 (35 hours per week) (Start and end times to be agreed with LM)
Department: Support Staff KS5 (Student facing)	Responsible to: Director of Learning (Sixth Form) Responsible for: None
Role summary: Working as a member of sixth form team, reporting to the Director of Learning – Sixth Form The post holder will provide ongoing support for students and staff, the teachers and the school in order to raise standards of achievement for targeted students. To encourage students to become independent, to ensure their safety and welfare and support the inclusion of students in all aspects of school life	

DUTIES & RESPONSIBILITIES

- To provide one to one and small group subject specific tuition to A Level students in the Sixth Form in at least two subjects, and monitor their impact and look out for new opportunities for students related to the subjects in which they are mentoring.
- To work with the subject teachers and the Sixth Form team to identify students of all levels in need of support and challenge, devise bespoke plans to support them and then create a mentoring timetable.
- To work with subject teachers to devise appropriate sessions to support these identified students.
- To develop and plan activities to support students' organisation, proactivity, good academic writing and independent learning, and monitor their impact
- To produce weekly reports on individual students' progress.
- To highlight any concerns about their mentee's progress, behaviour or well-being. □
- To manage a timetable of students and supervised studies effectively.

- To supervise different study areas ensuring there is a quiet, focused atmosphere and behaviour appropriate to creating a conducive environment for independent study.
- To provide support for students on matters relating to time management, personal organisation, and achievement.
- To co-ordinate the use of sixth form IT facilities.

- Provide appropriate advice and support to students in exploring opportunities to progress onto university.
 - Attend and contribute to regular team meetings.
 - To assist with other activities relating to supervision of students including general supervision and attendance on Sixth Form trips.
 - Contribute to ensuring a positive learning environment at all times.
 - To support the YTL in coordinating additional tutors and holiday revision programmes
 - To model the school behaviour policy expectations in the sixth form and across the school
 - To identify personal issues that are affecting students' performance and share this information with relevant staff
 - To support classroom staff working directly with students
 - To ensure that students follow the school's high expectations, in and out of the classroom
 - To participate in the transition processes and procedures into the sixth form
 - To support with parent meetings as necessary
 - To participate in the review, development and management of activities relating to the sixth form
 - To follow agreed policies for communications in the school
 - To attend Line Management meetings
 - To communicate effectively with all stakeholders and agencies
 - To take part in activities such as Open Evenings, Parents' Evenings and liaison events (to be agreed with the LM)
 - To support site supervision as directed and undertake lunch duties study areas ensuring there is a quiet, focused atmosphere and behaviour appropriate to creating a culture for independent study. This will include some evenings
 - Provide appropriate advice and guidance to students exploring pathways into Higher Education
 - Liaise effectively with tutors, Heads of Year 12 and 13, SLT and respond promptly to their concerns and queries.
 - Understand and implement the school's guidelines on child protection issues.
 - Assist with other activities relating to supervision of students including general supervision and attendance on Sixth Form trips.
- Planning and delivering sessions aimed to develop students' organisation, proactivity and good academic writing skills

The post holder must demonstrate a flexible approach in the delivery of work. Consequently the post holder may be required to perform work not specifically identified in the job profile but which is in line with the general level of scope, grade and responsibilities of the post.

Training

The post holder will be required to undertake training as required to be effective in carrying out all duties.

General

- Ensuring that all duties and responsibilities are discharged in accordance with the school's Health & Safety at Work Policy.
- Complying with the school's Equal Opportunities and other policies and assisting with their development and promotion within the school.
- Ensuring comprehensive procedures notes are compiled for key tasks.
- Any other duties commensurate with the grade of the post.

This Job Description is not intended to be prescriptive. The needs of the school may change and this could necessitate revision in the future and amendment at any time, following appropriate consultation.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Council's Equal Opportunities policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

CHILD PROTECTION

To have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the school and the local authority.

Signed _____
Postholder

Date _____

Signed

_____ **Date** _____

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Signed

_____ **Date**
_____ **Postholder**

Signed

_____ **Date**
_____ **Headteacher**

Person Specification for the Post of Student Support Assistant		Ess	Des	Evi
Knowledge	1. Sound knowledge of school procedures and practices			
	2. Ability to implement routines to establish good <u>behaviour management within the school</u>			
Qualifications & Experience	1. NVQ III or equivalent 2. GCSE A* - C English and Maths 3. Qualified first aider or willing to undertake training 4. Excellent word processing skills and a basic working knowledge of EXCEL 5. A belief in the value of the experience you can provide as a Behaviour Support Assistant 6. A calm and relaxed manner as well as a positive and optimistic outlook			
	1. Good organisational skills. 3. Ability to work under pressure in the School environment			
	4. <u>Ability to offer and engage in enrichment activities</u> The ability to work independently and as part of a team.			
Skills, Knowledge and aptitudes	1. Ability to communicate effectively groups of students, teachers, parents and other members of staff The ability to establish and maintain effective working relationships with teachers and other members of staff. The ability to keep accurate written records A willingness to undertake training to ensure that the roles are effectively carried out. A commitment to the LA's Equal Opportunities Policy. A commitment to ensuring every student achieves his or her very best. 9.Effective			

2. communication

	<p>skills, verbal and written 10.Ability to mediate, negotiate and problem solve 11.Good organisational skills 12. Ability to deal with complex and challenging behaviour 13. Ability to demonstrate empathy 14.Good IT skills 15. Ability to lead and coordinate effectively ☐</p> <ol style="list-style-type: none"> 1. IT literate and willing to undertake further training as required. 2. A commitment to continuous professional development 3. A satisfactory Enhanced DBS disclosure 			
<p>Engaging with Others</p>	<ol style="list-style-type: none"> 1. Excellent interpersonal skills skills to deal with staff, pupils, borough Governors and outside agencies, including the ability to promote the image of the school. 2. An understanding of the necessity for maintaining strict confidentiality, where appropriate. 			
<p>Valuing Diversity</p>	<p>Experience, or empathy with, working with young people in a multicultural environment</p> <ol style="list-style-type: none"> 1. people in a multicultural environment 			
<p>Learning Effectively</p>	<ol style="list-style-type: none"> 1. IT literate and willing to undertake further training as required. 2 A commitment to continuous professional development. 3.A satisfactory Enhanced DBS disclosure 			