



Job Description

Sixth Form Learning Mentor

Bucks Pay Scale 3
30 hours per week

Principal Responsibilities

- To support the academic progress, behaviour and pastoral work within key stage 5.
- To secure excellent achievement and progress of all students and to ensure gaps are narrowed by working with students, families on attendance and behaviour.

Responsible to: The Headteacher

Duties and Responsibilities

Achievement and Progress

- Ensure all students, including those with Bursary and SEN make at least good progress during their KS5 studies by providing strong and impactful academic and pastoral support.
- Ensure variations between the progress made by different groups of students or any areas of underachievement including the variation of groups of students is addressed and the achievement gap is narrowed significantly.
- Ensure attendance and punctuality of all students is at least good when compared to national averages by monitoring the attendance of all students, including those with bursary and SEN.
- Role model good levels of literacy, communication and numeracy skills to support students' learning in this area.

Teaching and Learning

- Promote consistently high expectations of all students and apply whole school policies particularly in relation to the Behaviour and Attendance Policy.
- Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all students.
- Promote students' confidence and independence so that they are able to tackle challenging activities and can display high levels of resilience.

Behaviour and Safeguarding

- Develop and promote effective partnerships with parents, carers, other staff and students so they are highly positive about the school in terms of achievement, teaching and learning, behaviour and attendance.
- Ensure all students show high levels of engagement, courtesy, collaboration and cooperation.
- Ensure student behaviour is managed through a systematic, consistent approach to behaviour management, in line with whole school policy.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.

Leadership and Management

- Demonstrate an uncompromising and highly effective drive to improve achievement, or sustain the highest level of achievement, for all students, over a sustained period of time.
- Lead by example and demonstrate passion and ambition for the school and its students.
- Support the Assistant Headteacher - Sixth Form and other staff with Sixth Form responsibilities with administration and filing including the production, monitoring and evaluation of the Sixth Form development plan in line with the school priorities and the whole school development plan.

- Employ highly effective strategies to improve achievement and progress by seeking out and modelling best practice and reflection and be open to coaching, dialogue, mentoring and support.
- Seek regular feedback through line management and be positive and active in meetings to allow for effective communication and dissemination.
- Take part in staff appraisal and absence management meetings.
- Meet the statutory requirements for safeguarding.

UCAS Administration

- Administer the UCAS process for Year 13; ensuring all students have aspirational next steps by:
 - Supporting teachers and tutors to write references
 - Support students to write personal statements
 - Ensure deadlines are met
 - Quality assure all applications
 - Monitor and track applications

Key Areas of Responsibility

- To supervise and register the Sixth Form independent study and co-ordinate individual learning plans.
- To provide strong academic and pastoral support for Sixth Form students.
- To provide strong supervision of the Sixth Form area.
- To support with administration tasks as required. For example, UCAS completion, events organisation and filing.
- To support and attend Sixth Form Open Evening and Parents' Evenings.
- To support with, and attend, Sixth Form results day in August.
- To support with the organization and running of Sixth Form enrichment activities; including student sign up, allocating resource and evaluations of sessions.
- Monitor student progress and engage in intervention activities to raise attainment levels of students.
- Monitor and track student attendance and highlight areas of concern to the Sixth Form Team.
- Support the Sixth Form Team in the day to day running of the Sixth Form.
- Under the supervision of the Senior Leader for the Sixth Form work with individual or groups of students.
- To build purposeful relationships with students and to mentor accordingly.
- Ensure that the Sixth Form Learning Support base is welcoming, supportive and a stimulating environment.
- Develop good relationships with all students by establishing a positive, professional presence within the sixth Form and responding appropriately to individual needs.
- Establish constructive relationships with parents/carers, where appropriate.
- Engage with students as part of the Sixth Form 'Open Door' policy.
- Attend and participate in regular meetings, whole school and with the Sixth Form team and participate in training and enrichment activities and other learning activities, as required.
- Participate in and support the Performance Management Policy.
- Promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Assist in the development and review of the School's Improvement Plan.
- To support with enrichment activities.
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

Skills Required

- Ability to communicate effectively with secondary aged students.
- Ability to use ICT to support learning.
- A good standard of general education.

- Maths and English qualifications (GCSE), higher education qualifications (A Level, NVQ) an advantage.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date