

JOB DESCRIPTION

Sixth Form Learning Mentor	
Scale	G – Points 11 to 17
Hours	Hours to be agreed
Section	Support Staff
Responsible to	Head of Sixth Form
Responsible for	This position has no direct responsibility for line management.

Job Purpose	We are looking to recruit an enthusiastic graduate keen to work with students in the last 2 years of their secondary education. This is a new role which will include many aspects of the day to day running of a successful Sixth Form.
--------------------	--

Duties & Responsibilities	The current main areas of responsibility are as follows but all staff within school are expected to show flexibility in the reviewing of responsibilities to meet the school's needs, which may change from time to time.
--------------------------------------	---

The main duties will be:

- To ensure and maintain a quiet working environment within the Sixth Form Study Centre and to manage students from the main school who occasionally will be working in that area.
- To work as Key Stage 5 Learning Mentor for students behind target in Year 13, as identified by HOY
- To work as KS5 Learning Mentor with students identified by HOY12 as struggling with transition to Sixth Form style of learning, as identified by HOY
- To support with the administration of the UCAS process and provide targeted advice and guidance where appropriate
- To support students' pastoral welfare if the need arises, by listening and guiding students to the in-school systems of support. Always share any welfare concern with the students relevant head of year to allow transparency and collaborative working

- To support students identified as requiring support with coursework in Applied Level 3 subjects
- To assist with the day-to-day administration of the Sixth Form, including organising the Open Evening and HE conference.

Person Specification

Suitable candidates will have:

- Excellent interpersonal skills
- The ability to understand the UCAS process and some understanding of entry into Higher Education
- The ability to develop professional relationships with students at Post 16
- High expectations of students in their work ethic and independent study
- There will be duties as part of this role and a willingness to undertake First Aid training as required.
- Adhere to all relevant school policies.
- Have due regard for safeguarding and welfare of children and young people and to follow the child protection procedures adopted by the Trust
- Participate in the school's appraisal process.
- The post holder will be responsible for their own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the MAT Health and Safety policies.
- Due to changing customer demands, duties and responsibilities are likely to vary from time to time and the school therefore retains the right to amend job descriptions to reflect changing requirements.
- Perform any other reasonable tasks within the range of the salary grade

Stowe Valley MAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Disclosure.

COMMITTED TO EQUAL OPPORTUNITIES