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## Job description

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### Academic Mentor (Sixth Form)

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**Responsible to:** Senior Assistant Headteacher

This job description may be amended at any time following discussion between the Principal and member of staff, to be reviewed annually. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

#### Summary of Role

- To provide high quality academic mentoring to post 16 students within the Academy and to monitor and evaluate its impact.
- To develop and implement strategies which contribute towards effective learning, behaviour and achievement.
- To promote the exceptional use of independent study time by supporting the development of study skills, routines and learning habits.
- To contribute to a healthy, safe, happy and challenging environment in which students work hard, free of disruption, develop mutual respect for each other, grow in maturity and achieve their potential.
- To support the safeguarding and welfare of Post 16 students in line with the school's policies and practices.
- To inspire, challenge and motivate students.

#### Detailed responsibilities

- To ensure that students receive an education appropriate to their needs by removing barriers to learning and developing effective learning behaviours.
- To develop and deliver programmes to supporting the development of study skills, routines and learning habits.
- To monitor students during independent study time and provide support to ensure time is used effectively and efficiently.
- To develop and deliver appropriate intervention strategies, working with curriculum team leaders, to ensure that students make rapid and sustained progress.
- To develop strategies that raise student achievement, particularly our lower attaining students, through academic mentoring, small group and individual tutorials.
- To work closely with the sixth form tutor team to ensure that the needs of all students are met, this will also include academic literacy support.
- To monitor and report on the implementation of all plans drawn up to remove barriers for effective learning and transition to higher education for all our students.
- To ensure that all support work for students is appropriately managed in an integrated way that is focused on higher education.

- To promote the speedy and effective transfer of student information, especially SEN information, across schools and/or colleges to ensure that students receive appropriate support on transition from one phase of education to another.
- To contribute to the Enrichment Programme and other activities relating to helping students access Higher Education and other professional routes.
- To participate in our distribution of external examination results in March and August with the Examinations Officer and Student Progress Leader.
- To have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students.
- To contribute to discussions, meetings and the management and administration systems relating to Post 16 students.

### **Special Conditions**

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.
- The job description is current at the date of issue, but following consultation, may be changed by the Principal to reflect changes in the job which are commensurate with the salary and job title.
- Given the religious designation of the school, all staff are expected to uphold the school's Christian ethos at all times.

### **Safeguarding Children**

Blue Coat Church of England Academy is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including with past employers and the Criminal Records Bureau. If we have any concerns with regards to safeguarding relating to our children, we have a duty of care to report it to the Safeguarding Designated Leads.

Print Name: .....

Signed: .....

Date: .....

## Person Specification

### Knowledge & Experience

- Degree or equivalent
- An understanding of the emerging adult status of post 16 students
- An understanding of the UCAS process
- An understanding of Enrichment and Personal development at Post-16 level.

### Abilities & Aptitudes

- Able to develop a good rapport with post 16 students
- Able to contribute to and develop the work of post 16 form tutor team
- Excellent organisation and administrative skills, including excellent oral and written communication skills
- Good listening skills
- Able to support in the development of Academic Mentoring and contribute to assemblies.
- Able to write concise, positive, professional references for young people
- Able to work effectively as part of a team
- Able to work under pressure and meet deadlines
- Able to work as part of a team but also independently
- Able to use IT packages, Microsoft, Excel and Word
- Able to retrieve information from a variety of sources including the internet
- A willingness to participate in appropriate training and activities relevant to this role
- Able to relate to post 16 parents and engage them in positive relationships
- Able to demonstrate initiative, enthusiasm and drive