



Sixth Form Learning Mentor

Points 17–19 (£18,672- £19,446 full time)
(£10,797 to £11,244 actual salary)

25 hours per week. Term time only plus one week in the holidays to be worked during the public exam results period in August

JOB DESCRIPTION

Main Responsibilities	<ul style="list-style-type: none"> To support student progress, learning and well-being in the Sixth Form
Specific tasks	<ul style="list-style-type: none"> Act as a first point of contact for student queries, learning and well-being issues Provide triage for the Head of Sixth Form and the rest of the Sixth Form team Responsible for the accurate monitoring and electronic recording of student welfare and early intervention to support student progress Maintain accurate Sixth Form student files Support the Sixth Form Administrator with attendance, admissions and day to day Sixth Form admin Support the Sixth Form student leadership team Help to maintain a positive environment in the Sixth Form study areas and common rooms Support the organisation of Sixth Form events, including but not limited to; Careers Fairs, Induction and Results days and PSHE activities
Desirable tasks <i>(depending on postholder)</i>	<ul style="list-style-type: none"> Be one of the school's designated first aiders, attending to incidents as required Occasional attendance at key Sixth Form events outside the normal school day

PERSON SPECIFICATION

	<i>Essential</i>	<i>Desirable</i>
Qualifications	<ul style="list-style-type: none"> Good GCSE or equivalent in English and Maths 	
Experience	<ul style="list-style-type: none"> Experience of working with young people, particularly older secondary school students Experience of providing learning support Experience of accurate record keeping Proven track record of success in previous roles 	<ul style="list-style-type: none"> Experience of working in a school setting Understanding of current post 16 education Experience of safeguarding procedures Experience of working with students in a pastoral role Experience of working with very able pupils eg in selective schools
Professional Knowledge, Skills and abilities	<ul style="list-style-type: none"> Competency in Microsoft Office applications Confidence in a range of computer-based applications and willingness to learn school specific processes and software 	

Personal Qualities	<ul style="list-style-type: none"> • Personal integrity, honesty and sound judgement • Ability to work well under pressure and meet deadlines • Ability to make decisions and understand when to refer to other colleagues • Excellent interpersonal and communication skills • Ability to communicate effectively with young people, families and colleagues • Ability to work in a team • Respect and empathy towards others • Positive, enthusiastic outlook • Positive approach to change and continuous improvement • Ability to maintain a sense of perspective and a good sense of humour • Ability to maintain confidentiality • Ability to manage time effectively • Committed to the protection and safeguarding of children and young people • A willingness to be flexible 	
Special Requirements	<ul style="list-style-type: none"> • Commitment to maintaining the unique and caring ethos of the school 	