



WHITMORE HIGH SCHOOL

Headteacher: Susan Hammond MA
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD
Telephone: 020 8864 7688
www.whitmore.harrow.sch.uk
Email: office@whitmore.harrow.sch.uk

January 2022

Dear Colleague

6th FORM LEARNING MENTOR

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school and we are seeking to appoint someone to join our team and make a positive impact on students' lives.

Staff here are supportive, caring and committed to a collaborative approach to teaching and learning. As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached Job Description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

The closing date is at **9.00am on Monday 17th January 2022**

I look forward to hearing from you.

Yours sincerely

Susan Hammond
Headteacher

When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website www.whitmore.harrow.sch.uk

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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6th FORM LEARNING MENTOR

37.5 hours per week, term time only

Monday – Friday (8.45 am – 4.45 pm) – 30 minute unpaid lunch break

Scale G4 - £19,922 per annum

Responsible to:

Assistant Headteacher (Head of 6th Form) and Heads of Year 12 and 13

Job Purpose:

To support the 6th form team by supervising the 6th form study room, providing mentoring, supporting students and following up attendance concerns.

Job Description:

- To supervise students in the 6th Form study room and create a purposeful learning environment
- To support students by providing advice for good organisation, independent learning, coping with homework and coursework, revision skills and preparation for exams.
- To maintain and update the sixth form notice boards in the sixth form area.
- To work with the pastoral teams to identify those students who would benefit most from mentoring and draw up and deliver an action plan to support that particular support need.
- To develop and deliver 1:1 mentoring and mentoring in small groups on specific issues, to achieve the goals and targets defined in the action plan.
- To keep Heads of Year informed of the student's progress, and where necessary, help to secure positive family support and involvement.
- To have knowledge of the range of activities, opportunities and organisations that could be drawn upon to provide extra support for young people and liaise with the pastoral team to implement these if appropriate.
- Be responsible for producing regular computerised reports and evaluations identifying the impact of provision that has taken place.
- To produce well written reports as and when required.
- To support the established school systems to promote excellent behaviour for learning, excellent attendance and punctuality.
- Assist with running the after school 6th form detentions.
- To work with the school's Attendance Officer to contact parents/students who are absent.
- Provide Year team with daily update on absences
- Update SIMS with the appropriate information
- Run ad hoc reports for year team and Senior Leadership Team
- To assist with administrative tasks as required.
- To comply with all the requirements of health and safety legislation and council policy taking appropriate action where necessary.
- To work within, support and promote the school's Equal Opportunities Policy.
- To undertake such other duties as directed by the Headteacher and/or the Head of 6th Form commensurate with the grading and nature of the post.

Person Specification:

The post holder will:

- Be able to engage constructively with, and relate to, a wide range of young people and families/carers with different ability, ethnic and social backgrounds as well as with teachers and other professionals
- Need commitment, energy and patience and must be prepared to learn
- Possess strong organisational skills with the ability to prioritise own work load and meet all deadlines and remain calm under pressure
- Be a positive team player, willing to assist and support, where needed and believe in the importance of team work and a collaborative approach



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- Have the ability to deal positively with large numbers of students and the ability to command their compliance and respect
- Have a desire to help all young people fulfil their potential, to understand their needs and to gain insights into how they think
- Have high expectations of all young people, respect for their social, cultural, religious and ethnic background and a commitment to raising the achievement and self-esteem of young people
- Be able to develop your own practice through discussion, observation and evaluation of others
- Be able to work collaboratively with others to assess and review the needs of young people, identify potential barriers to learning and jointly engage in strategies to overcome these barriers, drawing on in-school and external advice and expertise where necessary
- Possess a high level of administrative and ICT skills including MS Word, Excel and to maintain up to date and accurate reports
- Have excellent punctuality and attendance
- Maintain complete confidentiality and discretion at all times
- Be committed to the principles and practice of inclusion and equal opportunities for all
- Be committed to the principles and practice of safeguarding all young people

January 2022