



The John of Gaunt School

A Community Academy

Excellence Every Day

APPLICATION PACK





The John of Gaunt School

A Community Academy

Vision Statement

‘Creating an irresistible climate for achievement’

- We challenge, support and encourage every student to achieve their potential.
- We believe effort and dedication lead to success and we raise aspirations.
- We personalise our provision to meet the needs of individuals.
- We enable our students to flourish as confident learners and leaders of our community.
- We create a culture where all stakeholders feel valued, supported and proud.
- We work collaboratively to improve outcomes for our students and support other schools to improve.





The John of Gaunt School
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Sixth Form Academic Mentor Permanent Contract

Dear Applicant,

I am delighted that you have shown an interest in the Sixth Form Academic Mentor post at The John of Gaunt School which will start as soon as possible. You will join a committed and highly talented staff team with a supportive Governing Body who share high ambitions and the desire of excellence for our students. This is a truly exciting time to join our growing, forward thinking school.

Joining our friendly and committed Sixth Form team, you will be working with our Sixth Form students to raise their aspirations and achievement, monitoring, reviewing and reporting on their progress. You will need to bring a sense of energy to the role and a desire to continually improve, and will share our commitment to raising the achievement of every student.

You will be required to work 37 hours per week, 39 weeks per year (term time including teacher training days). You will be paid at Grade F, £20,903 - £22,183 per annum, paid pro rata. This equates to £17,746 - £18,833 per annum, under 5 years' service.

You will find several documents within this pack. Email ebaldwin@jogschool.org for an application form and to arrange a visit to the school, should you choose. If you would like more information about the school you might like to visit our website www.johnofgauntschool.org

The John of Gaunt School is large and dynamic school with approximately 1200 students on roll. We are a single Academy and actively promote collaboration with our feeder primary schools through the Trowbridge Schools' Social Enterprise - Collaborative Schools Ltd and the West Wiltshire Alliance; a partnership of 8 secondary schools and Wiltshire College. Our school roll is rising significantly each year and our reputation has accelerated over the last two years. We are now at the forefront educational practice and we are delighted that our recent changes are accelerating the progress of our students.

In your covering letter, which should be no longer than 2 sides of A4, please provide examples of how you meet the requirements of the person specification and outline how you think your current experience has prepared you for this role. Your application form and covering letter should be addressed to Paul Skipp and returned via email to ebaldwin@jogschool.org

The closing date for applications is Thursday 23rd September at 10am; interviews are expected to take place week beginning 27th September. If you haven't heard from us by 1st October, please assume that you will not be called for interview.

Thank you, once again, for your interest in this post. I look forward to reading your application.

Paul Skipp
Headteacher

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At The John of Gaunt School

We are committed to safeguarding and promoting the welfare of students and expect all staff to share this commitment. A copy of the school's Safeguarding Children in Our School Policy and our Policy and Code of Conduct for Safe Practice are included in this pack for your reference. Further related policies will be included in the induction process. The interview will seek clarification on information you provide on your application form, assess your suitability for the post and assess your suitability to work in an environment where you will have contact with students. It will include questions relating to safeguarding and promoting the welfare of children.

If you are shortlisted references will be sought from your current or most recent employer and any issues arising from a reference will be discussed at interview. If you have worked with children in the past, but do not do so at the moment, a reference will be sought from this employer as well. If you have been self-employed, please provide statements or evidence from your clients/accountant or solicitor. References will be required which cover the past 5 years.

The application form asks you to give the contact details of a 'personal referee'; this should not be a relative or friend. Please give names and email contacts for all referees. The post will only be offered once two satisfactory references have been received.

Due to the nature of this post, you will be required to apply for a Disclosure from the DBS (Disclosure and Barring Service) if you are offered the post. Disclosure will contain details of formal cautions, reprimands and final warnings, as well as convictions. The school will apply on your behalf and will pay the necessary fee.

Having a criminal conviction will not automatically exclude you from employment, this will depend on the nature of the position and the circumstances and background of the offences committed. However, an offer of employment will be conditional until DBS and medical clearance have been received.

"A Good School"

OFSTED, JUNE 18

"A highly inclusive school... committed to the success of every pupil"

OFSTED, JUNE 18

Excellence Every Day

Headteacher: Mr P Skipp



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**SIXTH FORM ACADEMIC MENTOR
PERMANENT CONTRACT
37 hours per week, 39 weeks per year
Grade F
(£20,903 - £22,183 to be paid pro rata)**

Starting as soon as possible, we are looking to appoint an Academic Mentor to work with our students and make a significant contribution to raising their aspirations and achievement. The primary focus will be academic mentoring of post-16 students, including supervising and monitoring study rooms. The successful candidate will have a good understanding of revision techniques, be an excellent communicator and have strong organisational skills. Applicants will need to have experience of working with young people to improve outcomes, a belief in the potential of every student to achieve and have a shared belief in our inclusive ethos.

A commitment to help all young people and staff to achieve their best, and a shared belief in our inclusive ethos is expected of all staff.

As an employer we are committed to offering equal opportunities to all. We particularly welcome applicants from Black, Asian and minority ethnic (BAME) backgrounds as they are currently underrepresented in our school. All appointments will be made on merit and take account of the skills and experiences required for the role.

Closing date for applications is 10.00 am on Thursday 23rd September 2021
Interviews to be held week beginning 27th September 2021

Full details and an application form can be accessed via our website,
<http://johnofgauntschool.org/staff/current-vacancies/>

CVs will not be considered.



Sixth Form Academic Mentor Job Description Permanent Contract

Start Date: • October 2021

Grade: • Grade F

Working Hours: • 37 hours per week x 39 weeks per year

Accountability: • Accountable to the Headteacher.
• Under the daily leadership of Head of Sixth Form

Safeguarding: • The John of Gaunt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and individually take responsibility for doing so.
• The postholder must hold enhanced DBS clearance.

Comment: • The postholder may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are common occurrences and would not of themselves justify the regrading of the post.



Sixth Form Academic Mentor Job Description cont.

Main Job Purpose:

- To work closely with Sixth Form students to raise their aspirations and achievement, and supervise Sixth Form study rooms.

Key Tasks:

- To act as a mentor to post-16 students.
- To oversee the Period 6 study session for post-16 students.
- To monitor, review and report on the progress of such students.
- To act as first point of contact with households for such students in reference to academic issues.
- To plan and deliver events aimed at raising student aspirations.
- To coach students in independent study skills.
- To support students in the completion of homework and independent study.
- To supervise 6th Form study rooms.
- To work with live data and act on the interpretation of it.
- To provide regular academic updates including attendance at meetings when required.
- To support the transition of identified Year 11 students into the Sixth Form.
- To create and support effective home/school partnerships, liaising between staff, students and parents/carers.
- To organise and participate in study support and lunch time activities.



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Sixth Form Academic Mentor Job Description cont.

- To be involved with some whole school events eg Parents' Evenings.
- To maintain up-to-date records on students, contribute to recording and reporting procedures and produce summary reports as required.
- To support all staff in maintaining a positive learning environment.
- To maintain confidentiality and integrity at all times.
- To be responsible for promoting and safeguarding the welfare of students at the school.
- To hold an enhanced DBS certificate.
- To demonstrate an understanding of and take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English.
- Commitment to students and their progress.

Other Duties

The postholder may be required to perform duties other than those given in the job description. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibilities entailed. Such variations are common occurrences and would not of themselves justify the regrading of the post.



Sixth Form Academic Mentor Person Specification

	Essential	Desirable	Assessed by
Qualifications	<ul style="list-style-type: none">GCSE x 5 at grade C or above including Maths and English (or equivalent)	<ul style="list-style-type: none">A Level or equivalentHigher Education	Application form
Experience	<ul style="list-style-type: none">At least one year in a role working closely with young people in a school or college environmentPractical knowledge of supporting young people in their learningWorking with a range of learners with different abilitiesExperience of various approaches to mentoring and coachingGood understanding of revision techniquesResponsibility for managing own workload	<ul style="list-style-type: none">Some understanding or experience of working with students who have Special Educational NeedsLiaising with parents and external agenciesExperience of using a range of learning strategiesTeaching Assistant experience	Application form, interview and references
Professional Skills	<ul style="list-style-type: none">Ability to identify and implement strategies that will have a positive impact on school attendanceAn understanding of effective intervention strategies for raising attainment and transforming behaviourA good understanding of revision techniquesCompetent numeracy and literacy skillsAbility to support students in their learningMentoring and coaching skillsAbility to work independently and constructively as part of a teamOutstanding interpersonal and communication skills, both written and verbalExcellent planning and organisational skillsCompetent in using Word and ExcelAbility to use IT effectively to support learning	<ul style="list-style-type: none">An understanding of child protection issues and safeguarding proceduresAn understanding of inclusion and supporting students with differing needsAn understanding of transferable study skillsStrategies for monitoring and evaluating the impact of interventionAn understanding of academic assessment, analysis and providing feedbackAbility to develop knowledge and understanding of educational administration at all Key StagesAbility to develop a deep understanding of educational terminology and systems	Application form, references and interview



	Essential	Desirable	Assessed by
Personal Qualities	<ul style="list-style-type: none">• Ability to form and maintain appropriate relationships and personal boundaries with young people and adults• Ability to relate to and communicate well with students, staff, parents/carers and external agencies• Ability to stay calm and work effectively when under pressure while maintaining a positive, professional attitude• A patient, non-confrontational and positive role model• Confident with a positive attitude, flexible and resilient• Friendly and approachable manner• Proactive, self-motivated and able to work on your own initiative• Keen to learn and extend skill set• A positive role model for students• Confident with a positive attitude• Self-motivated• Flexible		Interview and references
Requirements	<ul style="list-style-type: none">• Enthusiasm for and commitment to the achievement of the school's overall vision for success at all levels• An unconditional, positive regard for young people and a passion for helping students overcome barriers to learning• Committed to safeguarding and promoting the welfare of children• Work within school procedures and policy guidelines• Commitment to anti-discriminatory practice• Follow confidentiality protocol• Ability to converse at ease in accurate spoken English	<ul style="list-style-type: none">• An interest in how learning occurs• Innovative	Interview



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Our Town

The historic woollen town of Trowbridge is the County town of Wiltshire, and situated close to the edge of Salisbury Plain. Trowbridge is a socially diverse and rapidly growing town. With moderately priced housing, the town offers a range of High Street and independent shops, supermarkets, cafés, pubs and restaurants, as well as a weekly street market featuring local stalls and traders. Situated just 25 minutes by road from Bath, with good public transport links nationally, Trowbridge provides a great base from which to explore the region, including the world famous landmarks such as Stonehenge and Avebury as well as numerous National Trust and English Heritage sites.

Our School

As one of 3 secondary schools in Trowbridge, The John of Gaunt School is a fully comprehensive single Academy for students from the ages of 11 – 18, with approximately 1200 students on roll. We are a school for our community and strongly believe in collaboration. We actively promote this with our local primary schools through Collaborative Schools Ltd - a social enterprise incorporating all Trowbridge schools; and the West Wiltshire Alliance. Our strong partnerships with local primaries mean that most students join us already knowing the geography of the school and key staff.



Our Leadership Structure

Our Headteacher is supported by the Strategic Leadership Team which comprises:

- 1 Deputy Headteacher
- 5 Assistant Headteachers
- 3 Associate members
- Finance and Business Manager

Our Students

We believe that every student deserves an engaging, inclusive and dynamic curriculum which prepares them for life in the 21st Century. Our curriculum is personalised and aims to meet the needs of all individuals, ensuring students are appropriately challenged.

We believe that high quality teaching is the core purpose of our school. Recruiting, developing and retaining the very best leaders and teachers is of the utmost importance to us. Our staff are hugely talented and dedicated to delivering high quality lessons, within a purposeful learning atmosphere.

We have high expectations and students expect to be challenged. We ensure that learning takes place in a calm and purposeful atmosphere. We know that learning is maximised when students play an active role in lessons and develop the independent skills required to become confident, lifelong learners. As a school we believe that effort leads to success and teachers seek to develop dedication and resilience in all students.

We believe that happy children who feel safe and well supported are more likely to succeed. We pride ourselves on how we know our students as unique individuals and how all are enabled to flourish.

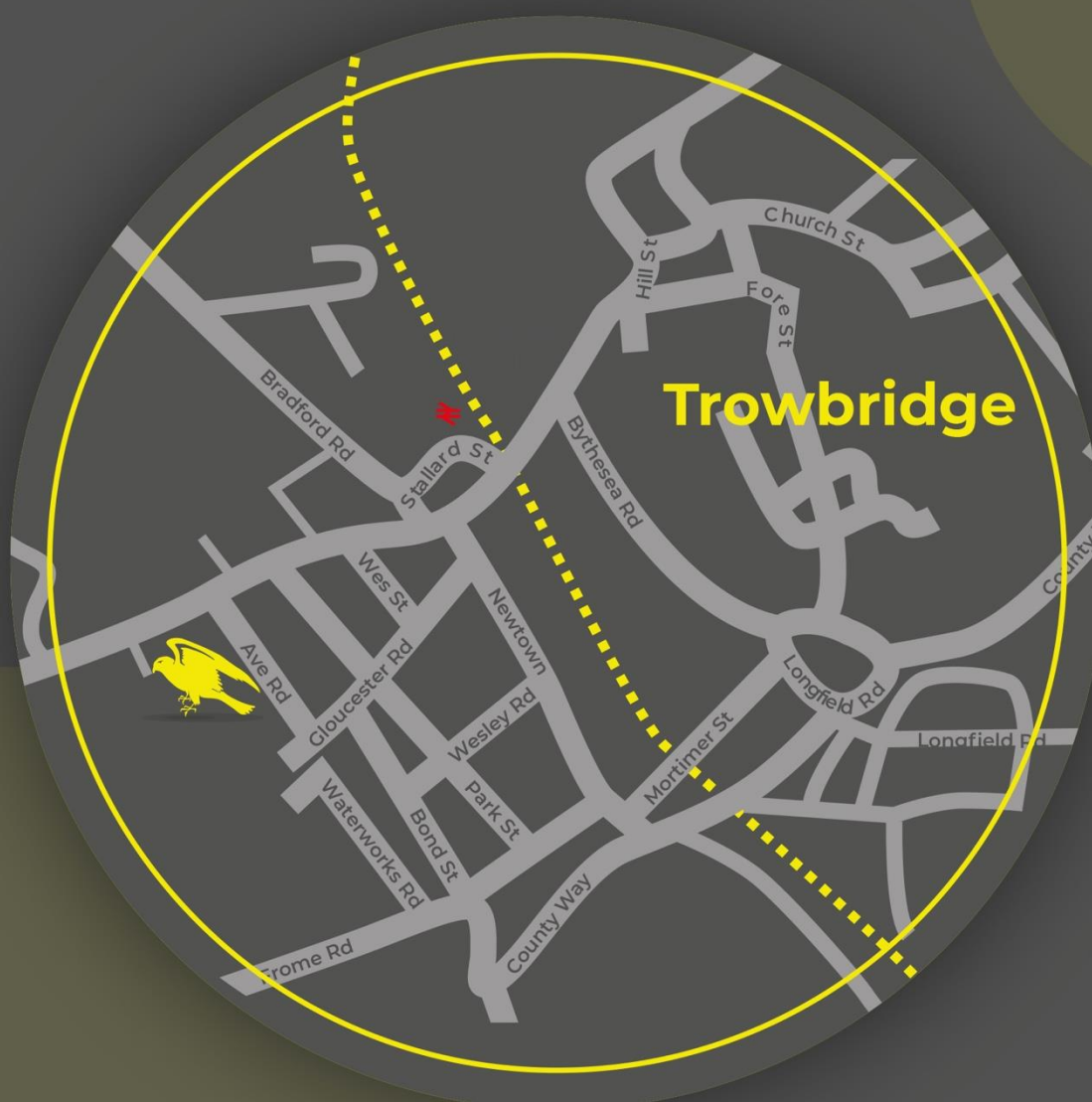




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