

Job description: KS5 Academic Mentor

**Our Mission**

**Our purpose is to inspire a love of learning, empower our college community with the knowledge and skills to help them make meaningful choices and contribute positively to the world in which we live**

**To achieve excellence in all aspects of school life.**

*Thurston Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.*

<b>Summary of the role:</b>	To take the responsibility for providing pastoral and academic support to students in the sixth form
<b>Line management</b>	Responsible to the Head of School (6th form)
<b>Main duties and responsibilities:</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>• To support staff within the welfare, student development and standards team</li> <li>• To work with other professionals, both internal and external when necessary.</li> <li>• To adhere to and work within the College's practices and policies including relating to Safeguarding, Health &amp; Safety, Data Protection, Confidentiality, and Equal Opportunities</li> <li>• All staff have a responsibility to safeguard and promote the welfare of children and young people within the College.</li> <li>• Carry out a range of additional duties that may arise from time-to-time in accordance with the nature of the role and level of responsibility.</li> </ul> <p><b>Main Responsibilities</b></p> <p>To assist the Sixth Form team with promoting the very highest standards of behaviour and self-respect, so that all students aim high and therefore make excellent progress during their time at Sixth Form.</p> <p>Support for Students</p> <ul style="list-style-type: none"> <li>• Engage and establish relationships with all students in the year groups and to become accepted as a person to whom they can turn for guidance and mentoring</li> <li>• Use student data to identify students that are underachieving and need support, and to guide both staff and students accordingly</li> <li>• Assist in the promotion of extra-curricular activities and to encourage participation in enrichment and events.</li> <li>• Run a small mentoring / aim high group on a weekly basis.</li> <li>• Support students with post-18 progression i.e. with UCAS applications, and applications for apprenticeships.</li> <li>• Coordinate with outside organisations and individuals to provide opportunities for enrichment/careers for students.</li> <li>• Attend parents evenings and parent meetings and other school functions</li> <li>• Provide support on Y11 and Y13 results days</li> <li>• Undertake supervisory duties as required</li> <li>• Attend relevant meetings to provide feedback on student progress and achievement.</li> <li>• Support the Head and Deputy Head of Sixth form with the UCAS process.</li> <li>• To monitor attendance and provide information to the Head of Sixth as required</li> </ul>

	<ul style="list-style-type: none"> <li>• Ensure the accurate recording of registers to help ensure excellent levels of attendance and punctuality within the year group</li> <li>• Assist with the monitoring of punctuality and promote an ethos of the importance of excellent attendance and punctuality</li> <li>• Assist with Student Panels</li> <li>• Communicate with parents and carers as appropriate</li> <li>• Take part in assemblies and celebrations within the year group that are designed to develop awareness and understanding of social, moral, spiritual, cultural aspects of education as well as local, national and global issues</li> <li>• Promote the highest standards of behaviour and dress within the year groups.</li> </ul>
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