



Location: The Redhill Academy, Redhill Road, Arnold, Nottingham, NG5 8GX

Salary: Redhill Academy Trust Pay Scale, Band 7, Scale Points 32 - 36

Hours of work: 37 hours per week, term time + 1 week

Responsible to: Head & Deputy Head of Sixth Form

Post objective: To work closely assisting the Post 16 leadership team with the core purpose of raising achievement for Sixth Form students

Main Duties and Responsibilities:

Acting as an aspirational role model to students through supporting and mentoring them including:

- Individual mentoring and academic support as directed by the Heads of Year.
- Management and supervision of appropriate learning environment in the study areas to promote a calm, quiet and purposeful learning atmosphere.
- Take responsibility for facilities enabling students to work productively e.g. reporting IT issues, checking stationery supplies.
- Supervise any directed study sessions or cover Sixth Form lessons as required.
- Oversee and coordinate Work Experience for the Sixth Form student body.
- Check that the cover list is correct and work has been set for all lessons, with a responsibility for all students completing relevant work.
- Supervision and monitoring of students as directed by the Heads of Year including report checking and meeting of targets.
- Providing weekly feedback to Heads of Year regarding individual student progress.
- Planning and delivering small group sessions on study and academic skills including effective revision, essay writing, and time management.
- Working closely with pastoral team and tutors to support student progress.
- Providing additional support to students with HE and careers research.

- Assisting students with personal statements including proof reading before final check with Head of Year.
- Work with individual students as directed to improve attendance, time management, behaviour and work attitudes
- Assisting administrator with monitoring student attendance and lateness and chasing up students through phone calls.
- Maintain professional working relationships with students.
- Liaise with pastoral and academic staff to ensure that all information is passed on to relevant staff, through the direction of the Heads of Year.
- Support the positive inclusive values of the Sixth Form and the Academy.
- Assist the Work Experience coordinator by helping students in finding relevant work experience e.g. phone calls, letters, emails.
- Assisting with Year 11 interviews and the enrolment process using ULAS system.
- Contributing to the Induction programme, Moving On day, taster days and other pastoral events.
- Update HE information board, prospectuses and careers library in Sixth Form centre and highlight details to relevant students e.g. Medicine work experience.

General

- Liaison with other departments and staff as necessary.
- Attendance at staff meetings and INSET activities where relevant.
- Uphold and actively support the Academy's policies and procedures.
- Undertake any other duties which might be reasonably regarded as within the responsibilities of the post, subject to the proviso that any changes of a permanent nature shall be incorporated into the job description in specific terms.

This role involves working in regulated activity with children and an Enhanced DBS Clearance is required for this position.