

Job Description



Academy	St Peter's Collegiate Academy
Position	Post-16 Learning Mentor
Salary	TST Grade 5 SCP 6-9
Contract	37hrs, term time only, permanent
Responsible to	Assistant Principal: Post-16

All staff have a pivotal role to play in every student's spiritual, moral, social and cultural development. Through our mission to ensure that every student experience's life in all its fullness, we ensure that we support each student through the promotion of our Christian values. This mission and our values underpin the work of every member of staff in all of our academies.

The duties outlined in this job description will be reviewed with the post holder on an annual basis in line with the academy's performance management procedures. It may be modified by the Principal with the agreement of the post holder, to reflect or anticipate changes in the job commensurate with the salary and job title.

Statement of Purpose

To support sixth form students to achieve their potential by providing support to overcome barriers to learning both inside and outside the academy.

Support to Students

- To monitor and evaluate agreed student progress targets to ensure the maximum progression is made by each individual student and, where necessary, report on achievement levels and take remedial actions.
- To be available to support students as required, including during break and lunch times.
- Support teaching staff to deliver the sixth form PSHE programme.
- Support EPQ delivery.
- To assist in the identification of those students who would benefit most from additional support, working with others, draw up and implement an action plan for each student who needs particular support.
- To develop a 1:1 and small group mentoring relationship with students needing particular support where necessary aimed at achieving the goals defined in the action plan.
- Provide additional support to EAL students as directed by the Assistant Principal.
- Support students whose attendance is a concern.
- To oversee and where necessary assist in applications for higher or further education in order to ensure positive destinations for all students.
- To maintain regular contact with families/carers of student in need of extra support, to keep them informed of the student's needs and progress, and to secure positive family support and involvement.
- Provide support to the student leadership with charity and social events in the sixth form.

Support Organisational Management

- Support the wider Post-16 team by dealing with pastoral issues raised.
- Support Post-16 careers provision both operationally with students and providing administrative support to the careers leader as required.
- To support the wider Post-16 team and Head of Year 11 with internal admissions into the sixth form.
- To use UCAS for all online university applications.
- To assist in the preparation of the celebration and certificate evenings, co-ordinating the attendance of prize-winning ex-students.
- Assist the administration of sixth form course options for year 11 students.
- Assist with Sixth Form Visits.

- Undertaking any general administration required to assist the Sixth Form.
- Marketing our Sixth Form with our own pre-16 students and those from other institutions
- Assist with Open Evenings, Induction and enrolment days and parents evenings

Operational Responsibilities

- To support and uphold academy policies.
- Promote and safeguard the welfare of children and young persons you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the academy.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with student needs as appropriate during the academy day.

Post holder signature	
Principal signature	
Date	

Person Specification

Essential Criteria	Measured by
Experience - Experience of working in an education setting committed to the inclusion agenda. - Experience of working with students demonstrating challenging behaviour or dealing with disadvantaged circumstances.	Application form / interview
Qualifications/Training NVQ 3 in Learning and Development & support services for children, young people and those who care for them or equivalent qualification, or experience in a relevant discipline.	Application form / interview
Knowledge/Skills - Good ICT and record keeping skills. - Good numeracy and literacy skills. - Ability to work constructively as part of a team. - Ability to relate well to children and to adults. - Excellent communication skills. - Have the ability to deal with sensitive issues in a professional manner. - Good organisation skills. - Ability to prioritise effectively. - Influencing skills. - Understand the need for confidentiality when appropriate and to ensure clear and sensitive communication.	Application form / interview
Behavioural Attributes - Customer focused. - Has a friendly yet professional and respectful approach which demonstrates support and shows mutual respect. - Open, honest and an active listener. - Takes responsibility and accountability. - Committed to the needs of the students, parents and other stakeholders and challenge barriers and blocks to providing an effective service. - Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations. - Is committed to the provision and improvement of quality service provision. - Is adaptable to change/embraces and welcomes change. - Acts with pace and urgency being energetic, enthusiastic and decisive. - Communicates effectively. - Has the ability to learn from experiences and challenges. - Is committed to the continuous development of self and others by keeping up to date and sharing knowledge, encouraging new ideas, seeking new opportunities and challenges, open to ideas and developing new skills.	Application form / interview

Note 1: In addition to the ability to perform the duties of the post, issues relating to safeguarding and promoting the welfare of children will need to be demonstrated these will include:

- Motivation to work with children and young people.*
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.*
- Emotional resilience in working with challenging behaviours and*
- Attitudes to use of authority and maintaining discipline.*