



# Sixth Form Academic Learning Mentor

## Job Description & Person Specification

[www.celtrust.org](http://www.celtrust.org)



# Job Description

Purpose of the Post:	To take a pro-active role in the support of the educational, social and physical needs of students in the Sixth Form. To support the learning and independent study of students in the Sixth Form. To help support the needs of students with specific special education needs, within a mainstream setting.
Reporting to:	Sixth Form Leadership Team
Key Contacts:	Students, Teacher, SENDCo, support staff, parents
Location:	Based at Newquay Tretherras but there may be a requirement to travel to undertake work at or for other academies/sites within Cornwall Education Learning Trust.
Salary Grade:	Grade E
Hours:	31.25 hours per week, term time only plus 5 additional (39 working weeks). A flexible approach to working hours is required.

## **Principal Responsibilities:**

- ❖ To assist individuals and groups of children in developing study and organisational skills. To take into account the learning support involved to aid students to learn as effectively as possible.
- ❖ To liaise with teaching staff to inform further steps for individual students. To establish supportive relationships with the student/s concerned and support students to improve their level of academic progress.
- ❖ To encourage social integration and individual development of students. To develop methods of promoting and reinforcing students' self-esteem.
- ❖ To accompany students on educational visits and outings as supervised by the Teacher.
- ❖ To assess, monitor and record children's progress in relation to IEPs, and to feedback to the SENDCo/teacher with regard to children's progress and the success of IEPs, including making recommendations for alterations to improve the effectiveness of IEPs.
- ❖ To meet with the Sixth Form team on a regular basis to discuss improvements to the teaching practices, delivery of the curriculum, progress and concerns regarding individual students.

- ❖ To be aware of confidential issues linked to home/student/Teacher/school work and to ensure the confidentiality of such sensitive information.
- ❖ To supervise an individual or small group of students within a class under the overall control of the Teacher.
- ❖ To administer minor first aid (as trained), assist in the dispensation of medically prescribed controlled drugs (as per the approved procedure) and to assist with the personal hygiene and physical needs of children with regard to health and safety as required.
- ❖ To meet the needs of students with emotional and behavioural difficulties. To control the student to prevent harm and disruption to the student or others, within the limits of the post holder's training and school policies and procedures.
- ❖ To encourage acceptance and inclusion of all students.
- ❖ To develop methods of promoting/reinforcing the student's self-esteem and to promote independence through the development of self-help skills.
- ❖ To carry out administrative tasks associated with all of the above duties as directed by the teacher.
- ❖ To be an effective member of the break & lunchtime duty teams. To carry out the roles and responsibilities for the assigned area.
- ❖ Work alongside the Digital Media Co-ordinator to create social media content, promoting the profile of the Sixth Form continuously throughout the academic year.

### **Private Study Sessions**

- ❖ To assist the co-ordination and running of the private study sessions within the Sixth Form for Year 12 and 13 students.
- ❖ To register and track the attendance and progress made by students during their dedicated study periods.
- ❖ To use computerised systems (SIMS.Net, Microsoft Word, Excel, Outlook) and other associated packages to access / interrogate student, timetable, attendance and other similar data.
- ❖ To be competent in the use of Microsoft Word, Excel, Outlook, Access and PowerPoint to assist in the recording, storing and presentation of large amounts of data.
- ❖ To inform parents, teachers, tutors and Heads of Year when students are not attending or studying during their study periods.
- ❖ To monitor the behaviour of students in the Sixth Form study area.
- ❖ To liaise with the Head of Sixth Form/Assistant Heads of Sixth Form and tutors to raise awareness of student issues.

- ❖ To establish supportive relationships with the student/s concerned and support students to improve their level of academic progress.

### **Form Tutor Support**

- ❖ To undertake the duties expected to support Form Time. i.e. Covering a Form and delivering the set content on any given day.
- ❖ To promote the general progress and well-being of individual students within Forms.
- ❖ To liaise with the Head of Sixth Form/Assistant Heads of Sixth Form and tutors to ensure the implementation of the school's student guidance and support system.
- ❖ To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- ❖ To communicate as appropriate with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff.
- ❖ To apply the behaviour management systems so that effective learning can take place during Form time.
- ❖ To support the arrangement of trips, visits and information sessions as appropriate to support students' educational and personal development and well-being.
- ❖ To mentor students and to provide careers information, advice and guidance.
- ❖ To assist students in the tutor groups with obtaining appropriate work experience placements to supplement/support their applications for next steps.
- ❖ To assist students in the tutor groups with UCAS preparation and the accurate completion of the UCAS form.

### **General Responsibilities applicable to all staff:**

- ❖ To demonstrate and promote the values of Cornwall Education Learning Trust at all times.
- ❖ To work effectively with other members of staff to meet the needs of all pupils.
- ❖ To work with professionalism in line with the Trust's Code of Conduct.
- ❖ To attend staff meetings and Trust-based INSET as required.
- ❖ To be responsible for his/her own self-development on a continuous basis, undertaking any training/professional development as appropriate.
- ❖ To be aware of and adhere to all applicable Trust policies and procedures.

- ❖ To maintain at all times the utmost confidentiality with regard to all reports, records, personal data relating to staff and pupils and other information of a sensitive or confidential nature acquired in the course of undertaking duties for the Trust, with due regard to General Data Protection Regulations.

Note:

- ❖ This Job Description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post.
- ❖ The postholder may be required to undertake such work as may be determined by the Headteacher/line manager from time to time, up to or at a level consistent with the main responsibilities of the job.
- ❖ This Job Description may be amended at any time in consultation with the postholder.

#### SPECIAL CONDITIONS OF EMPLOYMENT

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The postholder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The postholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check will be completed for all applicants.

# Person Specification

Selection Criteria	Essential	Desirable	How Assessed
Education and Training	<ul style="list-style-type: none"> <li>Qualified to NVQ level 2 or above (or equivalent qualification), or able to demonstrate equivalent knowledge, skills and aptitude, including English and Mathematics.</li> </ul>	<ul style="list-style-type: none"> <li>Completion of the DfE Induction for Teaching Assistants.</li> </ul>	Application Form / Interview
Skills and Experience	<ul style="list-style-type: none"> <li>Experience of working with children.</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children within a classroom environment or similar at different key stages or within different departments.</li> </ul>	Application Form / Interview
Specialist Knowledge	<ul style="list-style-type: none"> <li>Basic ICT skills.</li> <li>Demonstrates an awareness, understanding and commitment to the protection and safeguarding of children and young people.</li> <li>Demonstrates an awareness, understanding and commitment to equality and inclusion.</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of a range of issues relevant to education and child development.</li> <li>To be competent in the use of Microsoft Word, Excel, Outlook, Access and PowerPoint</li> <li>Marketing or social media training</li> </ul>	
Values Related Qualities	<ul style="list-style-type: none"> <li><b>Collaborate</b> – ability to work effectively as a team</li> <li><b>Empower</b> – ability to take initiative and problem solve in order to improve performance</li> <li><b>Leadership</b> – To lead by example and achieve shared goals</li> <li><b>Transformation</b> – ability to recognise a need for change and adapt accordingly</li> </ul>		Application Form / Interview



CORNWALL EDUCATION LEARNING TRUST

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