



Job Description and Person Specification

Sixth Form Academic Mentor

Start date: 1st September 2026

Application Deadline: 9am, Monday 18th May 2026

Job context:

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. The school has recently expanded to take 180 pupils per year group. There are now over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the school's Governing Body.

Job purpose:

To liaise with the Director of Sixth Form to identify students who are underachieving, at all ability levels, and to develop strategies to improve performance and outcomes.

Accountable to: Director of Sixth Form

Key Tasks and Accountabilities

Academic mentoring

- To deliver a range of hour-long sessions to small groups of students. The content will include study skills, UCAS and apprenticeships and work on mind set.
- To develop strategies for supporting identified students.
- To develop and offer mentoring support on a one-to-one or small group basis.
- To help students identify why they are underperforming and identify strategies to improve their performance.
- To draw up action plans with identified students, providing clear outcomes and success measures.
- To work with, guide and challenge students both in and out of the classroom.
- To monitor the progress of students and to celebrate success.

Student Support

- To support the Year 12 induction process and to provide a framework to enable the smooth transition from Year 11.
- To be based in close proximity to the Sixth Form study rooms and social areas in order to be available and to supervise students.

- To work flexibly and sensitively with staff, families and students to support student attendance and attainment.
- To work in partnership with other agencies for Year 12 and Year 13 students as appropriate.

Professional Duties

- To carry out all the administration related to the role.
- To support the UCAS application process.
- To attend key Sixth Form events i.e. Parents' Evening, Open Evening, Parent Partnership events etc.
- To attend team meetings where relevant.
- To undertake other duties that reasonably correspond to the general character of the post, commensurate with the level of responsibility.

Person Specification

Criteria	Essential	Desirable
Education	<ul style="list-style-type: none"> • Educated at least to 'A' level standard • First degree or equivalent professional qualification 	<ul style="list-style-type: none"> • Evidence of appropriate professional development
Experience	<ul style="list-style-type: none"> • Successful experience of working with young people in a supportive and/or supervisory way, e.g. youth groups, sports' teams etc. • Experience of working within budget parameters 	<ul style="list-style-type: none"> • Experience of working in the education sector • Experience of working in a multi-cultural environment • Experience of establishing systems
Knowledge, Skills and Abilities	<ul style="list-style-type: none"> • Shows a clear and detailed understanding of what will be involved in addressing the key tasks in the job profile. • Shows a clear vision for the role of support staff in underpinning teaching and learning • Ability to devise, implement and evaluate systems and procedures 	
Personal Qualities	<ul style="list-style-type: none"> • Committed to setting and maintaining high standards • Committed to education principles which are inclusive of all pupils • Ability to work in partnership with pupils, parents, staff and governors • Excellent interpersonal and communication skills 	<ul style="list-style-type: none"> • Committed, practising Christian. • Awareness and appreciation of the Anglican tradition. • Willingness to engage with pupils out of school hours through enrichment activities, extra-curricular activities, sport and outdoor pursuits.

Saint Cecilia's Church of England School
 Sutherland Grove, London SW18 5JR
 info@saintcecilias.london
 020 8780 1244
 www.saintcecilias.london