

# Job Description

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**Job Title:** Sixth Form - Form Tutor

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**Location:** Jane Austen College

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<b>Job title</b>	<b>Sixth Form - Form Tutor</b>
<b>Salary Scale</b>	<b>Band H</b>
<b>Hours of Work</b>	<b>Full time – 37 hours per week</b>
<b>Weeks Worked</b>	<b>40 weeks</b>
<b>Responsible to</b>	<b>Assistant Principal (Sixth Form)</b>
<b>Location</b>	<b>Jane Austen College</b>

### **Main purpose of the role**

- To provide academic and pastoral support and careers guidance to our students, working to maximise student aspirations, remove barriers to learning and improve student achievement. Through regular 1:1 mentoring sessions, liaison with parents and other college staff, our mentors will help students achieve their potential.
- Analyse and identify barriers to attendance and attainment and put effective measures in place to support improvement.
- To deliver the PSHE curriculum to a range of tutor groups.
- To deliver and develop the post sixth form pathways programme.

### **Organisational relationships**

- Responsible to the Assistant Principal (Sixth Form).
- Direct liaison with a range of stakeholders including teachers, parents, students, carers, visitors and other Inspiration Trust staff.
- Direct liaison with the careers, pastoral and SEND teams within Jane Austen College
- Direct liaison with external providers where appropriate.

### **Principal accountabilities and responsibilities**

<b>Overall</b>	<ul style="list-style-type: none"> <li>• To develop a good knowledge of each tutee in terms of academic progress, aspirations, interests, activities and home background</li> <li>• To assist staff in identifying students showing early signs of disengagement and/or underachievement including through the monitoring of attainment and attendance data.</li> <li>• To assess underlying reasons for disengagement and feedback to senior leaders or other relevant staff as required.</li> <li>• Deliver the school tutor programme.</li> <li>• To support learning and personal development through one to one mentoring, small group work and other supportive relationships.</li> <li>• To support students through the careers programme to identify a post sixth form pathway and assist their application process including reference writing.</li> <li>• To contribute to the comprehensive assessment of children and young people entering or returning to school and the review of their progress and achievements.</li> <li>• To monitor homework to identify students in need of support.</li> <li>• To plan individual and group support programmes which provide a range of strategies that will motivate, challenge and empower young people to take ownership of their learning experience.</li> <li>• To support young people to manage transitions in their lives.</li> </ul>
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	<ul style="list-style-type: none"> <li>• To support daily checks of attendance and liaise with the attendance officer / sixth form administrator to facilitate contact with parents and students to address non-attendance at intervention sessions.</li> <li>• To implement academic and pastoral support plans.</li> <li>• To maintain clear and accurate records of student meetings.</li> <li>• To develop, agree and implement individual learning plans with individual students and those involved with them.</li> <li>• To respond to the needs of young people, supporting their academic and well-being needs.</li> <li>• To lead on the organisation of raising achievement related tasks, events and activities such as intervention schedules, personalised timetables and mentoring sessions.</li> <li>• To contribute to the comprehensive assessment of young people entering the Sixth Form.</li> <li>• Undertake other similar activities that may fall within the grade and scope of the post as directed by the Principal or line manager.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• Respond to the needs of children and young people who have experienced trauma.</li> <li>• Fully commit to the safeguarding agenda.</li> <li>• To attend regular training as and when required to ensure a full understanding of safeguarding topics and priority issues.</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• To maintain clear and accurate records of mentoring sessions, in the form of individual learning plans, in line with school systems.</li> <li>• To analyse data as required.</li> <li>• To analyse and support student's UCAS and other post sixth-form processes.</li> <li>• To coordinate the creation of student's personalised support timetables.</li> <li>• To undertake any other duties of an administrative nature and any other duties that are within the scope of the post as determined by the Principal and line manager.</li> </ul>

### Employee commitments

All employees will commit to the following key areas:

- [The vision, values and key principles of the Trust](#)
- [Equality, Diversity and Inclusion](#)
- In any way possible, in accordance with the role, support students to achieve their potential
- In any way possible, in accordance with the role, improve standards of education
- [Support the inclusion agenda](#)

### Performance Management

Participating in the Trust's arrangements for performance management, professional development and the Trust's arrangements for quality assurance and internal verification.

### Context

All staff are part of the whole Trust team. Each individual is required to support the values and ethos of the Trust and Trust priorities as defined in the Trust Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a demanding environment.

### **Miscellaneous**

To undertake any further tasks which could be reasonably expected by the Trust. The Data Protection Act 2018 renders an individual liable for prosecution in the event of an unauthorised disclosure of information. The post is one that carries responsibility for the wellbeing and welfare of children and the post holder should be aware of this and the need to act accordingly. The Trust will endeavour to make any necessary reasonable adjustments to the job and the work environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

It is a requirement of the post holder to make positive efforts to maintain their personal safety and that of others by taking reasonable care, carrying out requirements of the law and following recognised codes of practice. The post holder is also required to be aware of and comply with policies on health and safety.

This is an Equal Opportunities post and is in accordance with the Trust's Equality and Diversity Policy. This job description can be altered, with the agreement of the post holder and will be reviewed on an annual basis. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties.

**The Inspiration Trust is committed to protecting the welfare of children and young people. Due to the nature of this role, it will be necessary for the appropriate level of DBS (Disclosure and Barring Service) to be undertaken. It is essential you to disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, you are not entitled to withhold information about convictions which for other purposes are “spend” under the provisions of the Act.**

Person Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Degree level or equivalent</li> </ul>	
Experience		<ul style="list-style-type: none"> <li>Successful experience as a learning or academic mentor is desirable but not essential</li> <li>Previous experience working with young people in a school setting or similar is desirable</li> </ul>
Skills, Knowledge	<ul style="list-style-type: none"> <li>A professional and highly motivated individual who is a strong team player.</li> <li>A person who is respectful towards all pupils, with an unshakable belief in their entitlement to the highest equality education and ability to achieve, whatever their personal circumstances.</li> <li>The ability to deliver high quality, academic mentoring that fully meets the needs of our pupils.</li> <li>Committed to raising standards of achievement through innovative practice.</li> <li>Able to motivate and inspire young people of all ages to improve their achievement and have the highest aspirations.</li> <li>Able to make decisions, identify and solve problems based on thorough analysis and sound judgement.</li> <li>Able to work with pupils to analyse data to set challenging targets for improvement and plan actions.</li> <li>Excellent interpersonal, written and oral communication and presentation skills.</li> <li>Strong organisational skills.</li> </ul>	

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**Signature:**

**Date:**

**Name:**