



Sixth Form Learning Mentor

31 Hours per week (Term-time) | One Year Contract

Closing Date: Monday 17 October 2022

Interviews: w/c 31 October 2022

Thank you for your interest in this position at The Spires College. This brochure is designed to provide you with information about the specific role and department, the college and our community. We welcome prospective candidates to contact the college for further information or to arrange a visit. Contact details are on the last page.

The College

The Spires College is a co-educational, 11-18 school with a bilateral stream. It is situated in the Plainmoor district of Torquay, within the Local Authority of Torbay. There are currently approximately 1132 students on roll, 35% of whom are in receipt of Pupil Premium funding. We are a friendly, caring college which puts the needs of our children at the heart of all we do.



Academic progress is obviously vital but we also place a high value on the provision of enrichment opportunities that help our students to grow into responsible, confident and considerate young adults. Underpinning all of this are excellent standards of pastoral support and care that allow children to feel safe and valued.

The Spires College is one of very few schools in the country with bilateral streams. This allows us to take up to 60 students each

year into a selective stream (out of a 210 PAN). Torbay is an area with a selective, grammar school system, where parents can choose for their child to take the '11+' test if they wish for them to apply for a place at one of the selective schools in the area. Our bilateral stream allows us to maintain a truly 'comprehensive' intake because it means we admit students of all abilities and backgrounds.

We have a modern, purpose-built building offering fantastic facilities for both students and staff alike. All full time teachers have their own classroom. We are committed to the professional learning of our teachers to ensure classroom practice is as good as it can possibly be. Every teacher follows a personalised CPD programme based on individual needs and interests, and every teacher is involved in research and professional reading.



Previously Westlands School, the college was renamed The Spires College in 2015 to mark the significant changes that were taking place at the school. New leadership had instigated changes to expectations, policy and pedagogy by this point, and an outward-facing change was needed to demonstrate to the community just how much things were changing for the better. An Ofsted judgement of 'good' in 2017 and a continually improving trend in outcomes followed, and today the college is over-subscribed with a reputation for combining academic success with an inclusive, family-friendly approach.



Job Description

Sixth Form Learning Mentor

2022



Grade and salary:	Grade D Scale Points 5 to 6 – £19,650 to £20,043 pro rata (Actual Salary £13,588 to £13,859)*				
Contract type:	Permanent				
Hours and working pattern:	31 hours per week, 38 weeks per annum (term-time)				
	Monday	Tuesday	Wednesday	Thursday	Friday
	0830 - 1500	0830 - 1500	0830 - 1500	0830 - 1600	0830 - 1500
Accountable to:	Director of Sixth Form				
Commencing:	As soon as possible				

*a national pay award is currently being negotiated with workers' unions and is pending agreement. It is expected that this will result in an additional £1174 per annum for this post.

Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed. This will allow flexibility for the college to respond to changing priorities and also support and enhance individual professional development.

Job Purpose

- ▲ To support the enhancement and operation of the learning environment of the college, with a particular focus on supporting the provision of a high quality education for the students of the college Sixth Form.
- ▲ To act as the Sixth Form Mentor, providing personalised support for identified students.

Specific Responsibilities

- ▲ To supervise individual students as required.
- ▲ To maintain up-to-date information on individual students.
- ▲ To support the work of the teaching staff and Director of Sixth Form.
- ▲ To plan and deliver personalised support for identified students.
- ▲ To be responsible for a case-load of students as directed by the Director of Sixth Form.
- ▲ To analyse attainment and progress data and assessment information to identify students in need of support and, where appropriate, to offer administrative support so that data can be effectively used and shared.
- ▲ To work with groups of up to ten students at a time to improve their knowledge and understanding of aspects of their subject curriculums.
- ▲ To evaluate the impact of such support.
- ▲ To equip students with personalised strategies to become independent in education and life.
- ▲ To prepare materials for use in the classroom situation.
- ▲ To assist in college activities, events, outings and function during the course of the college day.

- ▲ To assist in the assessment of the students and liaise with parents/carers as and when required.
- ▲ To assist where necessary in the supervision of students during break and lunch time.
- ▲ To perform a supporting role in reinforcing instruction and assisting in learning.
- ▲ To liaise with the Director of Sixth Form or other parties associated with the well-being of students.
- ▲ To support the behaviour of all students at The Spires College.
- ▲ To support the Sixth Form enrichment programme.
- ▲ To support the creation of a stimulating learning environment in the Sixth Form area.

General Responsibilities

- ▲ To support the enhancement and operation of the learning environment of both departmentally and the college in its entirety.
- ▲ To support teaching staff in the provision of a high quality education to our students.
- ▲ To support other support staff by covering their duties if they are absent from work.
- ▲ To meet as required with the Director of Sixth Form to review work and determine priorities.
- ▲ To respond positively to the needs of students, parents, colleagues and governors.
- ▲ To support and maintain good administrative practices in the college.
- ▲ To help create a strong college community, characterised by consistent, orderly, caring and respectful relationships.
- ▲ To help develop a positive college culture and ethos that is utterly committed to achievement.
- ▲ To self-manage time to ensure all tasks are completed as directed by the Director of Sixth Form.
- ▲ To support the process of college development planning.
- ▲ To supervise a whole class in an emergency situation.
- ▲ To comply with all college policies.
- ▲ To take part in the college appraisal scheme.
- ▲ To act as a role model for students particularly in dress, punctuality, behaviour, language and conduct.
- ▲ To carry out any other duties as designated by the Principal or their representatives within their capability as determined by the Disability Discrimination Act.

Health and Safety Responsibilities

- ▲ To adhere to college health and safety policies, procedures and current statutory health and safety requirements.
- ▲ To attend training as and when required for the purposes of safeguarding children and corporate safety.
- ▲ To ensure The Spires College is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS).

The college is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS disclosure with barred list information.

Person Specification

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

Skill	Essential or Desirable	How assessed
Educated to degree level or equivalent. Evidence of high standards of literacy and numeracy.	E	Application form
Good ICT skills	E	Application form
Able to meet deadlines	E	Interview and selection process
Able to communicate effectively with students, staff, parents and carers	E	Interview and selection process
Able to negotiate with others	E	Interview and selection process
Able to relate effectively to young people	E	Interview and selection process
Able to work effectively with colleagues and form positive relationships	E	Interview and selection process
Personal Qualities		
Professional in manner, actions and appearance	E	Interview and selection process
Approachability	E	Interview and selection process
Empathy	E	Interview and selection process
Flexibility	E	Interview and selection process
Patience	E	Interview and selection process
Ability to keep confidentiality	E	Interview and selection process
Knowledge		
Knowledge and understanding of safeguarding practices within a school context	D	Application form, Interview and selection process
Experience		
Experience of working with young people	E	Application form
Experience of working in a school environment	D	Application form
Experience of collaborative working with external organisations and agencies	D	Application form
Evidence of continued professional and or personal development	D	Application form

How to apply

As a college, we are committed to safer recruitment and, as such, can only accept applications that are on the college application form. These are available on the website or as a download with all of our job advertisements. Please contact us if you have any difficulty accessing this. Please note that a CV is not required and will not be accepted as a replacement for a fully completed application form. Please complete all sections of the form **in full**.

The application form includes space for a supporting statement or letter of application. This is a really important part of the selection process and we weight it heavily in our short-listing process. Please use it to show how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard. Please also ensure it is written in a sensible font and size!

Your fully completed application should be returned to Nadine Osborne, the Principal's PA, **by 9 am on Monday 17 October 2022**, preferably by email to: jobs@thespirescollege.com

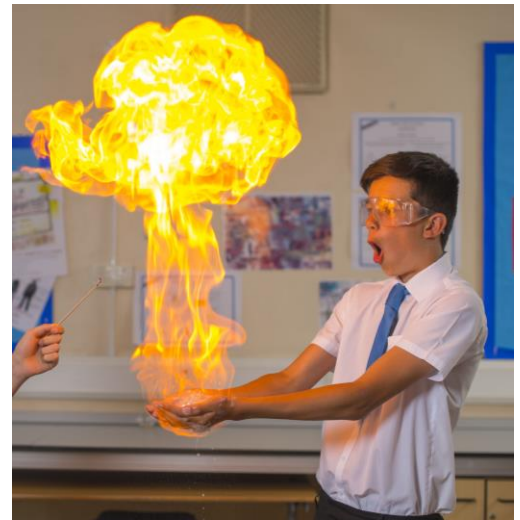
Interviews will take place during the week commencing 31 October 2022, however we reserve the right to interview exceptional candidates prior to this.

If you do not receive an acknowledgement of your application by the end of the deadline day, please contact the college.

If you would like to arrange to have an informal, confidential discussion, please contact our Sixth Form team by email to sixthform@thespirescollege.com or by calling 01803 408852.

Thank you for your interest in The Spires College.

The College is committed to safeguarding all of its students. All staff are required to adhere to our safeguarding policies and procedures and undertake a full enhanced DBS check.



The Spires College
Westlands Lane
Torquay
TQ1 3PE
Tel: 01803 400660

www.thespirescollege.com

