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**Recruitment Information Pack**

**Sixth Form Academic Learning Mentor**

David Nieper Academy

Grange Street, Alfreton, Derbyshire, DE55 7JA

T: 01773 832331

May 2023

Dear Applicant

Thank you for showing an interest in the post of Sixth Form Academic Learning Mentor at the David Nieper Academy.

Our Academy is sponsored by the Christopher Nieper Education Trust, together with local employer partners, who are highly committed in supporting the development and achievements of our students. With an innovative approach to teaching, hands-on learning and brand-new purpose-built facilities, which opened in February 2017, we believe that this is a truly exciting time to join the academy. We are a growing school now of 780 students 11-18 and will soon be at our full capacity of 850 students 11-18. Our September 2022 Ofsted Inspection graded the academy as ‘Good in all areas’, a fantastic improvement from the ‘inadequate’ Ofsted rating when we took over the academy - and we endeavour to build on this as we grow and develop further. We are currently the only academy within the Trust and will be joined by at least one additional Primary school in the very near future with plans in place for further growth over the next few years.

Our aim is to raise standards, expectations, inspire excellence and to encourage students to achieve their full potential. We will help them develop confidence and key lifelong learning skills and to obtain the qualifications required as they look to future careers and explore the many opportunities in further education, apprenticeships, university and beyond.

The David Nieper Academy has a clear distinctive character due to the integrated involvement of its prestigious business partners. High profile local businesses, most being either international or national household names such as Denby Pottery, Owen Taylor & Sons Ltd, Bowmer & Kirkland, Places for People, Equip UK alongside David Nieper Ltd, are committed to bringing the world of work and 21st Century employment practices into every classroom. Practical contextual applied learning has been proven to assist all students in retaining and understanding more fully the concepts and principles taught in the classroom. We are looking for a candidate who will embrace this approach and ensure that David Nieper Academy is adopting this approach through its world class learning pedagogies.

If you like the sound of the academy and are keen to be instrumental in its future success, then we would like to hear from you and look forward to receiving your application by **9.30am Tuesday 13th June 2023**.

If you have any queries please contact Mrs Maria Barnes, HR Assistant via email at [mbarnes@davidnieper.academy](mailto:mbarnes@davidnieper.academy)

Yours faithfully



Dr Kathryn Hobbs

Headteacher

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**Christopher Nieper Education Trust**

**Sixth Form Academic Learning Mentor**

The role involves supporting individual and small groups of Year 12 & Year 13 students to help them achieve success.

David Nieper Academy, Grange Street, Alfreton, Derbyshire, DE55 7JA

Age Range – 11-19

Full time position – 37 hours a week 39 weeks a year (Term-time plus INSET days)

Part-time may be considered

8.15am-4.15pm Monday to Thursday & 8.15am –3.45pm Friday

Fixed term until 31st August 2024

Responsible to Head of Sixth Form

Start: 1st September 2023

Salary: FTE £23,033 (Grade 7, point 8) pro rata to 39 weeks per year

This post would suit anyone considering a future role in education.

The David Nieper Academy is a newly formed academy in Alfreton, Derbyshire. A brand-new school building opened in early 2017 with the Sixth Form Centre in September 2017. A key aspect of our vision is our focus on applied learning within all subject areas and across all year groups. We are also working to increase the number of extra curricula activities offered to students with a focus on music and the performing arts. Each year we have seen an increase in student numbers, and we are looking to build on this year on year. This is an immensely exciting time to be joining the academy and being a key component in the development of the academy.

The Governing Body is seeking to appoint a Sixth Form Academic Learning Mentor to continue our excellent work within the Sixth Form and help with student progression.

The successful candidate must be able to:

* plan and deliver outstanding interventions and activities that engage and motivate students
* Oversee a strong learning environment within the Sixth form study area and common room
* work well as part of a team
* have excellent communication and interpersonal skills
* have a ‘can-do’ attitude; be highly organised and
* have the ability to work under pressure.

The Governing Body is committed to the safeguarding of children and young people, so all staff appointments are subject to employment checks and a satisfactory enhanced DBS check.

Candidates should indicate an acceptance of, and a commitment to, the Academy’s policies in relation to equality and safeguarding and promoting the welfare of children.

It is an offence to apply for this role if an applicant is barred from engaging in regulated activity relevant to children.

Please follow the below link to view the Christopher Nieper Education Trust Safeguarding/Child Protection Policy <https://davidnieper.academy/about-us/academy-policies/>

**How to Apply**

To apply please complete and return an application form along with your covering letter, clearly demonstrating your suitability for this post. Send via email for the attention of Mrs Maria Barnes, HR Assistant, via email at [mbarnes@davidnieper.academy](mailto:mbarnes@davidnieper.academy)

**Closing date for applications: 9.30am Tuesday 13th June 2023**

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

**Sixth Form Academic Learning Mentor**

This post would suit anyone considering a future role in teaching or the wider education field.

This is an outstanding opportunity for an inspirational and enthusiastic person to join our busy and thriving sixth form to support and work with small groups and individuals across the 16-19 age range, in order to support their development in their A level and BTEC subject areas as well as supporting students with their general organisation and approach to work and revision and with their PSHE (Personal, Social, and Health Education Programme). Our Sixth form numbers will be increasing to approximately 90 students from September 2023.

The Learning Mentor will be involved in leading individual sessions, small groups and working alongside the Head of Sixth Form to design, develop and deliver outstanding intervention and support sessions including looking at next steps and supporting students with applications for apprenticeships, university, and employment. The successful candidate will have a positive attitude and be passionate about the development of subject understanding and confidence at the Academy. This post will suit someone considering a career in education and/or mentoring.

**Purpose**

To provide effective support for the Head of Sixth Form covering Year 12 & 13 in order to maximise the learning potential of students.  To support the academy and aim to create a safe and secure environment for its Learners.  To assist learners in making the transition between KS4 and KS5 and then onto next steps.

**Skills**

Successful candidates will be expected to have a strong Post 16 background and will have completed Post-18 study or employment. The responsibilities below are not exhaustive and can be tailored to some extent to the strengths and interests of the individual.

**Responsibilities:**

* To work on a 1:1 basis or with small workshop groups to help knowledge acquisition, recall, revision technique and exam skill
* To support and mentor students with specific barriers to academic progress including attendance, punctuality, and mental health issues
* To log mentoring sessions and set measurable targets with each student
* To follow up each target set and support students in excelling with making outstanding academic progress
* Plan and lead revision sessions
* Support individual students in the completion of work set
* Monitor and lead effective study periods
* Oversee and coordinate the Sixth Form planned PSHE programme, including the use of external speakers, liaising with the PSHE coordinator.
* Supervise and create a positive working atmosphere in the Sixth form study area and common room
* Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
* Provide additional support to students or groups of students as required throughout the year
* Liaise with curriculum areas in developing and promoting effective and inspirational resources to support students’ independence
* Liaise with parents to support student behaviour and academic progress in the Sixth Form
* Participate in student supervision duties at break times
* To monitor and follow procedures to support those students whose attendance is 90% or below
* Assist in the implementation of Sixth Form policies, notably policies on behaviour management, attendance, punctuality, and dress code
* Respond to day-to-day issues arising with students which are likely to have an effect on learning as directed by the Head of Sixth Form
* Support the Head of Sixth Form in implementing and managing positive behaviour and motivational strategies across the Sixth Form
* Support students around work on destinations including UCAS, apprenticeship and employment applications
* Supporting Year 12 students in looking for work experience
* Help with the continued growth of the Sixth Form through promotional events

**Other**

* Undertake professional development as agreed with academy leaders
* Perform additional duties and tasks required for the effective operation of the school as directed by the Headteacher

**Benefits**

* Ongoing training, support and mentoring will be provided
* Free access to Health Assured Employee Assistance Programme
* Free onsite Parking
* Generous discount at the David Nieper Ltd factory shop

**Person Specification: Sixth Form Academic Learning Mentor**

**Criteria**

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| --- | --- |
| Qualifications | **Essential**  Post 16 qualifications  **Desirable**   * Honours Degree (any specialism considered) or equivalent * Qualifications in tutoring/teaching * Additional qualifications |
| Experience | **Essential**   * Post 18 study and/or employment experience * Experience of successful tutoring/teaching/ leading activities * Experience of working with young people   **Desirable**   * Experience within a school setting |
| Teaching and Learning | **Essential**   * Good communication, planning and organisational skills * Commitment to regular and on-going development and training to establish outstanding practice. |
| Personal | **Essential**   * Hardworking * Enthusiastic * Focused * Dedicated * Resilient * A strong team player * Prepared to go the extra mile * Good sense of humour |

## **Method of Application**

1. We will only accept applications on the David Nieper Academy application form. Curriculum Vitae will not be accepted.
2. The statement in your application should focus on:

* Candidate’s previous experience which will help in successfully undertaking the role
* Personal skills to benefit the learning by students at the David Nieper Academy.

1. For any queries to application, please email [mbarnes@davidnieper.academy](mailto:mbarnes@davidnieper.academy)
2. Completed application forms to be returned via email for the attention of Mrs Maria Barnes, HR Assistant, via email at [mbarnes@davidnieper.academy](mailto:mbarnes@davidnieper.academy)
3. The academy operates a NO SMOKING policy on site.
4. Interviews - Candidates invited to interview will:
5. Have the opportunity to tour the academy
6. Plan and lead an activity
7. Complete a set of exercises
8. Have a formal individual interview with the selection panel.

An enhanced DBS check is required for all successful candidates that are offered a position within our Academy. If you are successful at the interview stage and you have accepted our offer of employment, then a DBS check will be started. If you subsequently withdraw from the position after accepting our employment offer, then you may be required to pay for the DBS check charge.

K. Hobbs

May 2023