

# Job Description

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**Job Title:** Sixth Form Subject Mentor

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**Location:** Jane Austen College

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<b>Job title</b>	<b>Sixth Form Subject Mentor (Fixed term until 31/08/2025)</b>
<b>Salary Scale</b>	<b>Support Scale B</b>
<b>Hours of Work</b>	<b>Casual Contract, Variable Hours</b>
<b>Weeks Worked</b>	<b>Casual Contract, Variable Weeks</b>
<b>Responsible to</b>	<b>Head of Social Science</b>
<b>Location</b>	<b>Jane Austen College</b>

**Main purpose of the role**

- To monitor and support overall progress and development of students as a mentor and therefore contribute to raising standards of student attainment

**Organisational relationships**

- Reporting to the Head of Social Science
- Liaison with Trust staff, external specialists and stakeholders, parents, carers, visitors and volunteers

**Principal accountabilities and responsibilities**

<b>Purpose:</b>	<ul style="list-style-type: none"> <li>• To monitor and support overall progress and development of students as a mentor and therefore contribute to raising standards of student attainment</li> <li>• To facilitate and encourage a learning experience which provides students with the opportunity to achieve their individual potential</li> <li>• To share and support the school responsibility to provide and monitor opportunities for personal and academic growth</li> </ul>
<b>Core Duties:</b>	<ul style="list-style-type: none"> <li>• To coach and mentor students according to their educational needs</li> <li>• Meet students and go over their assignments in the applicable subject area</li> <li>• Discuss with students specific topics or subject areas that warrant further exploration</li> <li>• Review recent homework assignment and test scores, and work through problems or questions that the student did not understand fully</li> <li>• Employ proven study aides to prepare for upcoming tests and quizzes</li> <li>• To contribute to reports, references and assessments of students as required</li> <li>• To ensure a high quality learning experience for students which meets internal and external quality standards</li> <li>• To prepare and update subject materials where relevant</li> <li>• To maintain discipline in accordance with the School procedures to encourage attendance, punctuality, good behaviour and good standards of work and homework</li> <li>• To work as a member of a team</li> </ul>

	<ul style="list-style-type: none"> <li>• To engage actively in the performance management process</li> <li>• To promote the general progress and well-being of students</li> <li>• To alert staff to problems experienced by students</li> </ul>
<b>Other Duties</b>	<ul style="list-style-type: none"> <li>• To support the ethos, aims and mission statement of the school and encourage others to follow this example</li> <li>• To promote actively the school corporate policies</li> <li>• To comply with the school health and safety policy and practice</li> <li>• Undertake other similar activities that may fall within the grade and scope of the post as directed by the principal.</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
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>Qualified up to A level in the subject being mentored.</li> </ul>	
<b>Experience</b>		<ul style="list-style-type: none"> <li>Mentoring within a school environment.</li> </ul>
<b>Knowledge and understanding</b>	<p>The mentor should have knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>the theory and practice of providing effectively for the individual needs of all students</li> <li>the monitoring, assessment, recording and reporting of students’ progress;</li> <li>the statutory requirements of legislation concerning Equal Opportunities, Health &amp; Safety, SEND and Child Protection;</li> <li>the positive links necessary within the academy and with all its stakeholders;</li> <li>effective teaching and learning styles.</li> </ul>	
<b>Skills</b>	<p>The mentor will be able to:</p> <ul style="list-style-type: none"> <li>promote the academy’s aims positively, and use effective strategies to monitor motivation and morale;</li> <li>develop good personal relationships within a team;</li> <li>establish and develop close relationships with parents, governors and the community;</li> </ul>	<p>In addition, the mentor might also be able to:</p> <ul style="list-style-type: none"> <li>develop strategies for creating community links.</li> </ul>

	<ul style="list-style-type: none"> <li>• communicate effectively (both orally and in writing) and be approachable to a variety of audiences;</li> <li>• work in an organised manner, committed to the task in hand;</li> <li>• be resourceful, enthusiastic and patient to create a happy, challenging and effective learning environment.</li> </ul>	
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**Signature** .....

**Date** .....

**Name** .....