



Job Description

Job Title:	Academic Mentor
Responsible to:	Assistant Headteacher KS5 Achievement
Actual salary range:	Salary Scale 6 (points 18-22) £29,176 -£31,042
Hours:	36 hours per week 8.30 am to 4.15 pm Monday to Thursday 8.30 am to 4:00 pm Friday 40 weeks per annum (Term time plus one week)

Job Purpose

- Provide academic support for Sixth Form students to ensure that they make at least expected progress in their studies
- To support the progress of all students including underachieving students, ensuring that they reach their full academic potential.
- To support the Year 13 Learning Coordinator with UCAS applications.
- To support the Careers lead in administration including the coordination of the Ambition programme.

Core responsibilities and duties:

- Working as part of the Sixth Form team to support the Sixth Form Learning Coordinator/Assistant Headteacher (KS5) in all aspects of their work related to Sixth Form student progress
- Working with the Sixth Form Learning Coordinator/Assistant Headteacher (KS5) to identify students at risk of underachievement
- Liaising with KS5 teachers to monitor the progress of identified students and identify barriers to progress and achievement
- The planning and delivery, in liaison with the Sixth Form team, of individual and group intervention programmes such as organisational and study skills
- Maintain accurate and up-to-date records of meetings, action plans and evidence of student progress
- Supporting the delivery of the Sixth Form extra-curricular and enrichment programme
- Supporting the Sixth Form Pastoral Manager in maintaining an appropriate learning atmosphere in the Sixth Form study area and the Library
- In the case of absent KS5 tutors, to cover a Form Class as directed
- In the case of absent KS5 teachers, to ensure cover work set is completed by students
- Promoting the Sixth Form and supporting the recruitment process into Year 12 for internal and external students
- Supporting and contributing towards the KS4 into 5 transition programme, including mentoring, Open Evening, taster days and Sixth Form sign up days
- Establishing and maintaining contact with families of students in need of additional support
- Work with students, one-to-one, to encourage them to maximise their potential through a range of strategies and support programmes
- To provide high quality mentoring to pupils and to monitor and evaluate its impact
- To inspire, challenge and motivate students.
- To implement PIXL strategies to raise achievement

- To plan and coordinate the Ambition programme, building on the network of contacts and Alumni.
- To coordinate with the Year 13 Learning Coordinator and Form Tutors to check UCAS applications.
- To support students for applications to alternative pathways such as degree apprenticeships.
- To plan study skills sessions to be delivered in form time.
- To support the summer term Year 12 University Ready programme; including set up on UCAS, specialist form groups based on subjects, Oxbridge or study skills.
- To attend the university fair for Year 12.
- To update the displays in the Sixth Form centre and the main school highlighting where our students are studying.
- To work alongside the careers, lead to provide destination data.
- Populating the different Google Classrooms with opportunities for students
- To utilise the resources on Unifrog for study skills, higher education and work experience. To add all interactions on Unifrog to students' profiles.
- Supporting Year 12 students in securing work experience placements by using Alumni contacts and networks.

Additional Duties

- Attend and contribute towards Year 9 Options evenings, Sixth Form parental evenings, Transition evenings, the Sixth Form Open Evening and the whole school Open Evening
- Attend GCSE and A Level results days in August to provide one to one support for students and parents
- Supervise pupils during the lunch period as directed
- Any other duties within the scale of the post
- To be or a willingness to be First Aid trained and to maintain this qualification
- To attend and support at all Sixth Form events including Information Evenings, Parents' Evenings and social events such as the Leavers' Mass and Leavers' dinner.

Such duties and responsibilities may be updated from time to time to reflect any changes to the School. Only significant additional duties or responsibilities as required by the Headteacher / SLT will render the grade of the post liable for re-evaluation.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Sixth Form Academic Mentor will carry out. The post holder may be required to do other duties appropriate to the level of the role.

This job description sets out only the main duties and responsibilities to this post and does not describe in detail the tasks required to carry them out.