



WILMINGTON
GRAMMAR SCHOOL FOR BOYS

Job Description

Job Title: WG6 Academic Mentor

Salary: Actual Salary £20,933 - £23,287pa

Hours: 37 hours per week, 39 weeks per year (Term Time + 5 INSET days)

Reporting to: Assistant Headteacher, WG6/Head of WG6

Main purpose

To oversee and contribute to a healthy, safe, happy and challenging environment in which pupils can work hard, free of disruption.

To contribute and develop high quality academic mentoring within WG6 and evaluate its impact.

To work with the existing team to support the welfare and personal development of students in WG6 to help them thrive at school.

To support the development and implementation of strategies which will contribute towards effective learning, behaviour and achievement across WG6, particularly in the Sixth Form Study Centre.

To inspire, challenge, guide and motivate pupils in independent study times.

You will play an active role in the development of the school ethos, among staff, students and other stakeholders.

Duties & Responsibilities:

Safeguarding

- Work in line with statutory safeguarding guidance (e.g. Keeping Children Safe in Education, Prevent) and our safeguarding and child protection policies
- Work with the designated safeguarding lead (DSL) and AHT (Behaviour and Welfare) to promote the best interests of pupils, including sharing concerns where necessary
- Promote the safeguarding of all pupils in the school

Working with Students

- To work with students in developing effective study skills
- To provide first aid assistance as required
- To be available before and after school, within agreed working hours, to assist with matters in WG6
- To attend year group events and supervise groups of students in the study centre. Any time required beyond normal working hours will be included in the overall hours specified for the role
- To provide appropriate resources to ensure students are supported with independent study
- To monitor student attendance at study sessions

Communication

- To communicate, by electronic, written, face to face and telephone, effectively and sensitively with students and their parents, responding in a timely fashion to maintain good relationships between school and home
- To provide information regarding behaviour, attendance and other pastoral information, to the Sixth Form leadership team

General Duties

- To work closely with the Sixth Form team to organise seating plans for supervised study periods
- Complete risk assessments where necessary to your role
- Contribute whole-heartedly to the organisation and running of enrichment activities and to the wider aspects of school life, drawing on your own interests and enthusiasm.
- Understand and comply with the school's Safeguarding Policy and its requirements to safeguard and protect the welfare of students.
- Work collaboratively with the whole staff team to play a part in delivering the school's ethos and culture.
- Be willing to occasionally visit other local schools within the MAT to share good practices and resources.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Person Specification

The following outlines the criteria for this post. Applicants who have a disability and who meet all the essential criteria will be shortlisted.

Knowledge & Experience	Ability to work to tight deadlines and be flexible in supporting other staff.	X	
	Keen interest and passion for the education of young people and the ability to contribute more widely to the life and community of the school.	X	
	Ability to work effectively as part of a team.	X	
	Good interpersonal skills.	X	
	Ability to communicate well with students.	X	
	Ability to organise own time to ensure that resources are available when required.	X	
	Experience working in a school environment.		X
Qualifications & Experience	5 GCSEs including Science, Maths and English	X	
	Have an awareness/knowledge of Health and Safety at work	X	
	Degree level in English		X
Skills & Ability	Accuracy, attention to detail and ability to meet deadlines.	X	
	Excellent communicator.	X	
	An ability to work under pressure with strong time management skills.	X	
	Excellent organisation and ability to plan ahead.	X	
	Able to work on tasks simultaneously.	X	
Personal Characteristics	Flexible.	X	
	Diplomatic.	X	
	Professional / Team Player.	X	
	Enjoy working with young adults and have a positive approach.	X	

Application process:

Applications will be processed as they arrive, with interviews following shortly after. We reserve the right to close the application process early.

***As a Trust we are fully committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment.
All offers of employment are subject to an Enhanced DBS check.***