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**Shirley High School**

**Performing Arts College**

***Striving for Excellence***

**Job Description:**

Post: Post 16 Learning Mentor

Line Manager: Assistant Principal (KS5)

# To provide support and guidance to Post 16 students and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.

**Areas of responsibility and guidance:**

**Principal Accountabilities:**

* Provide a complementary service that enhances existing provision in order to support learning and academic participation;
* Develop and maintain effective and supportive mentoring relationships with 6th form students and those engaged with them;
* Promote learning mentor provision and raise standards of service.

**Core Duties:**

* Help to oversee the running and organisation of the sixth form study centre;
* Assisting with sixth form timetabling and the inputting of Post 16 census data;
* Assisting students to make the transition to post-16 education;
* Contributing to the comprehensive assessment and review of progress and achievements of students entering the 6th form;
* Contributing to the identification of barriers to learning for individuals and provide them with a range of strategies for overcoming the barriers;
* Establishing and developing effective one-to-one mentoring and other supportive relationships;
* Developing, agreeing and implementing a time bound action plan with groups and individual students and those involved with them based on a comprehensive assessment of their strengths and needs;
* Assisting in the identification of early signs of disengagement and contributing to specific interventions to encourage re-engagement;
* Operating within agreed legal, ethical and professional boundaries when working with students and those involved with them;
* Contributing to the identification and sharing of good practice between individuals and partner agencies to enhance mentoring provision;
* Work with the attendance officer and Head of Year 12 and 13 to promote the good attendance  of post 16 students.

**Additional Duties:**

* Encourage appropriate standards of dress within the sixth form;
* Initiate new ideas and encourage developments relating to sixth form intervention groups and individuals;
* Provide information to the Assistant Principal for KS5 on any aspect of learning support related to post 16 as may be required;
* Be responsible for ensuring that administrative and organisational tasks relating to the post are carried out effectively;
* Ensure that Health and Safety issues are properly understood and procedures are followed;
* Ensure that all safeguarding policies and procedures are strictly adhered to.
* Supporting with the administration of Bursary evidence collecting and monitoring
* Supporting with administration with external Agencies supporting students with tutoring & academic mentoring
* Monitoring the Sixth Form building to ensure displays are in good order
* Daily monitoring of the Sixth Form Study Rooms on a daily basis to ensure the rooms are left tidy at the end of each day and laptops and computers are looked after appropriately and charged overnight and in right location
* To support and monitor a schedule of external speakers to present to Sixth Form Students as part of their enrichment program.

**Support for the School:**

**Core Duties:**

* Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
* Being aware of and supporting differences and ensuring all students have equal access to opportunities to learn and develop.
* Supervision of the private study rooms within Sixth Form

 **Additional Duties:**

* Contributing to the overall ethos/work/aims of the school.
* Appreciating and supporting the role of other professionals.
* Attending relevant meetings as required.
* Participating in training and other learning activities and performance development as required.
* Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes.
* Accompanying teaching staff and students on visits, trips and out of school activities as required.
* Assisting with the invigilation of students with access arrangements e.g. reading, scribing.

**Responsibilities:**

* Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
* Contributing to the overall ethos/work/aims of the school;
* Appreciating and supporting the role of other professionals;
* Attending and participating in relevant meetings as required;
* Participating in training and other learning activities and performance development as required;
* To enrich personal knowledge by consulting up to date resources;
* Promote and ensure the health and safety and good behaviour of students at all times.

**Personal Qualities:**

* Reliable and conscientious pastoral leader with high expectations in line with the school;
* Demonstrate great communication skills with all within the school community;
* Neat appearance in line with the school policy;
* Ability to work as part of a successful team and work effectively under pressure;
* Have the determination and resilience to ensure that all students are challenged in all aspects of school life.

**Think Green:**

* Support the school in demonstrating good environmental practice (such as energy efficiency, use of sustainable materials, recycling and waste reduction) wherever possible in day-to-day work.

**Safeguarding and Child Protection:**

* To reinforce and enforce the school commitment to safeguarding and promoting the welfare of children and young people.
* Uphold the duty of care to ensure that if there are any concerns relating to the welfare or safety of a child they are immediately relayed to the Designated Person(s) with responsibility for safeguarding children.

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| Essential | Desirable |
| GCSE or equivalent literacy and numeracy | Relevant Level 3 qualification or 3 years full-time relevant experience |
| Experience of working and relating well with young people and adults | Up to date knowledge and understanding of the practices and procedures within education relating to the welfare, safety and education of students |
| Experience of working in a school setting | Knowledge of KS5 curriculum and other relevant learning programmes and strategies |
| Experience in working in another service to young people | Understanding of principles of child development and learning processes |
| Experience of self-evaluating learning needs and actively seeking learning opportunities | Effective use of ICT to support learning |
| Experience of working in a team, understanding classroom roles and responsibilities and own position within these | Use of other equipment, technology, i.e. video, photocopier |
| Experience of motivating and encouraging young adults to achieve their full potential |  |
| Experience of prioritising tasks and acting on own initiative |  |

We want all at SHS to believe in and maintain the values of our school:



Signed: ………………………………………………………………………. Dated: …………………………………………………………..