

GREAT SANKEY HIGH SCHOOL

KS5 Academic Mentor

JOB DESCRIPTION & PERSON SPECIFICATION





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JOB DESCRIPTION

KS5 Academic Mentor

Core Purpose: To contribute to the development of student support through raising aspiration and performance and helping to build ambition, confidence and resilience in young people.

Key Responsibilities:

- To promote a high culture of learning and challenge in line with the College ON TRACK policy.
- To act as a point of contact for students and coordinating strong academic support to an assigned cohort.
- To create and deliver a study skills tutorial programme to deliver to an assigned cohort.
- To support the work of academic teaching staff and the KS5 tutor team to facilitate curriculum concerns, attendance and intervention systems including timetabled supervised study.
- To support the work of the academic teaching staff and KS5 tutor team to facilitate students' independence, resilience and critical thinking skills, ensuring students attain their target grade.
- To track the progress of an allocated case load of students and integrate appropriate academic support plans to enable successful outcomes, the meeting of targets set by teaching staff, and high attendance.
- Develop a range of approaches to academic coaching and mentoring which will innovate, create interest, understanding and enthusiasm among students.
- Deliver one-to-one and group sessions to support the delivery of the study skills programme, mentoring and Intervention.
- Work with the college team to guide an assigned cohort through the UCAS process and other apprenticeship/employment application processes, ensuring they make the most appropriate choices to meet their aims and produce the highest possible quality of application.
- Maintain up-to-date and accurate student progress and intervention records on a regular basis using college systems.
- Communicate intervention and support actions and outcomes with parents of your assigned case load of students on a regular basis.
- Attend college team meetings in order to liaise with tutors and Heads of Year in relation to your assigned case load of students.
- Manage student use of the Learning Resource Centre, ensuring that an environment which is conducive to independent learning is maintained at all times.

In Addition to the above, the post holder will be expected to:

- Continue to undertake staff development as appropriate.
- Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

This job description is not necessarily a comprehensive definition of the post and will be subject to modification or amendment at any time after consultation with the post holder. The post-holder will undertake the professional duties of a member of school staff as circumstances may require under the reasonable direction of the Headteacher.

Person Specification / Selection Criteria for KS5 Safeguarding and Academic Mentor

Note: The Applicant will be required to safeguard and promote the welfare of children and young people. Candidates failing to meet any of the essential criteria will automatically be excluded.

[A] Qualifications

Qualification requirements	Essential	Desirable	Source
Minimum of 5 GCSEs, grade C or above, or Level 2 equivalent qualifications including English/Literacy and Mathematics/Numeracy.	E		AF
Recognised and relevant NVQ Level 3 qualification or equivalent.		D	AF
Social care/work qualification		D	AF
Counselling / Mentoring qualification		D	AF

[B] Experience& Knowledge

Experience Requirements	Essential	Desirable	Source
Ability to monitor and track students' attendance, academic progress and behaviour	E		AF/I
Ability to interpret data/write reports	E		AF/I
Experience of delivering sessions/workshops to students or groups	E		AF/I
Understanding of the academic standards required for Level 3 qualifications and encompass a wide range of study skills that can support students	E		AF/I
Knowledge of destinations that students could progress on to and knowledge of how to support them with this		D	AF/I
Good IT skills and an appreciation of how technology can support learning	E		AF/I

[D] Personal Qualities and Skills

Personal Qualities and Skills Requirements	Essential	Desirable	Source
Ability to work calmly and effectively, both in a team and independently, to prioritise a varied workload	E		AF/I
Ability to establish and maintain professional working relationships with staff, students, and external stakeholders	E		AF/I
The ability to work well under pressure and meet tight deadlines	E		AF/I
Excellent written and verbal communication and presentation skills	E		AF/I
Excellent interpersonal and listening skills	E		AF/I

Ability to take initiative, work creatively and innovatively and make effective decisions	E		AF/I
Strong commitment to providing excellent support to students	E		AF/I
Flexible approach to working to accommodate essential target dates in the life of the college	E		AF/I
Commitment to continuous professional development	E		AF/I

[E] Pre-Employment Checks

Pre-Employment Checks	Essential	Desirable	Source
Positive recommendation from all referees, including current employer	E		R
DBS Clearance post appointment	E		N/A

[F] Application Form and Supporting Statement

The form must be fully completed and legible.

The supporting statement should be clear, concise and related to the specific post.

There should be no unexplained gaps in career history.

(Source: AF=Application (form+letter); I=Interview; R=Reference)