Harrow High School
Sixth Form Learning Mentor JD

Post: Sixth Form Learning Mentor
Salary range: £22,062-£24,027 (pro rata)
Hours: Monday to Friday 8.40 am to 3.40 pm (half hr break)
32.5 hours per week
Term-time only plus 5 additional days
Responsible to: Assistant Headteacher (Sixth Form)

1. Purpose of the job

Under the direction of the Assistant Headteacher (Sixth Form) the post holder will provide support to sixth form learners by helping them develop both their academic and wider skills. They will act as a role model and mentor for learners, implementing and monitoring strategies to raise aspirations and attainment in students and encourage progression to Higher Education and beyond.

2. Role specific duties

- Develop good relationships with all students by establishing a positive, professional presence within the Sixth Form and responding appropriately to individual needs.

- Prepare and deliver timetabled Academic Skills and Citizenship & SMSC lessons to both AS, A2 and BTEC students on a daily basis.

- Encourage the development of academic skills such as time management, independent learning, revision techniques and research skills through individual and group activities.

- Plan and deliver Citizenship & SMSC sessions to prepare students for life in modern Britain.

- To advise students on how to access advice and guidance; to enable them to make informed choices about post-18 education options.

- To contribute to the UCAS quality assurance system to ensure that a high standard of applications are being produced by applicants. This includes marking draft references and giving appropriate feedback.

- Deliver relevant UCAS sessions to provide students with the knowledge to confidently navigate and access resources on the UCAS website and applying to University.

- Plan and deliver lessons on how to write the UCAS Personal Statement and how to identify potential courses and Universities.
• Plan and deliver lessons on Student finance and support students when completing Student finance forms.

• Implement intervention strategies with underperforming students to include setting up individual action plans, monitoring student performance, and supervising these students in extra timetabled study periods.

• Attend training sessions throughout the year to keep up to date with changes to Student Finance, University admissions procedures and adapt teaching sessions accordingly.

• Undertake the role of a KS5 Form Tutor

• To carry out all administrative tasks associated with the Form Tutor role including: the communication and distribution of all information relating to examination entries and timetables and produce academic references for UCAS and work experience applications by a given deadline.

• Undertake pastoral duties, such as supporting pupils on an individual basis through academic or personal difficulties and liaising with relevant agencies where necessary to respond to these issues.

• Attend and contribute to weekly tutor team meetings and provide regular feedback on student progress to the Assistant Headteacher (Sixth Form).

• Draw up agreed action plans with learners, outlining the aims of the mentoring and monitor progress.

• Monitor progression and keep a record of work experience/ summer school placements and open days attended by the students’ to ensure preparation for University is maximised.

• Attend parents evenings/academic evenings

• Being involved in the interview process for Year 11/external applicants into the Sixth Form

• Assist with Exam invigilation

• Assist with A level results day

• Contribute to the overall ethos/work/aims of the school.
3. Other specific duties

- To oversee the managing and training of EPQ supervisors.

- Organise and manage the delivery of the taught skills element of the EPQ, including the Construction and dissemination of lesson plans and relevant resources.

- To oversee a team of EPQ tutors, ensuring that their oversight and management of EPQ Students is according to guidelines.

- Support the centre co-ordinator with the assessment process, including monitoring of project progression and qualification entries with the exam board.

- Liaise with the EPQ centre coordinator to monitor progress and support the administrative delivery of the EPQ.

- To standardise and moderate final assessments, ensuring correct quality control, collation and submission of student projects for external moderation, ensuring that all projects are submitted at the standard required to obtain the necessary qualification.

Person Specification

Essential Skills

- To be educated to degree level.
- Have knowledge of Higher Education procedures and undergraduate study.
- Must be proactive, self-motivated and intuitive.
- Ability to manage time effectively and be well organised.
- Excellent communication, written and verbal skills.
- Ability to relate well to young adults.
- Must be creative, enthusiastic and flexible in their approach to the job.
- Personal commitment to continuous self-development.