



Job Description

6th Form Academic Mentor

Carshalton Boys Sports College | Human Resources | Confidential

SECTION 1 — JOB DESCRIPTION

Post Overview

Detail	Information
Job Title	6 th Form Academic Mentor
Grade/Scale	APT&C Scale 4, Point 9 = £26,235
Reporting To	Leadership group: Assistant Principal/Director of VI Form
Hours	36 Hours, Term Time Only Monday to Thursday – 7¼ hours with 45 minute break Friday – 7 hours with 45 minute break
Core Purpose	To support students and staff within the 6th Form Team. Ensuring effective management of resources and 6th Form study space, whilst contributing to the development of students both academically and pastorally. To support the management of Unifrog (Careers Platform)

MAIN (CORE) DUTIES

A — Key Duties

- Management of 6th Form Study Zone in terms of behaviour for learning ensuring all students are working, productive and quiet within the space.
- To manage resources within the Study Zone ensuring it is tidy and well maintained
- Monitor attendance in Private Study, Academic Enrichment and 6th Form cover lessons. Flagging missing students and ensuring safeguarding of missing students.
- To manage Private Study, Academic Enrichment and 6th Form Cover in the Study Zone each lesson
- To mentor and support identified 6th Form students as directed by the 6th Form Team. Developing support programmes which will contribute to students' progress and development
- Support the work of the attendance officer as directed by the 6th Form Team
- To organise assist in event organisation / facilitation
- To assist Raising Standards Leader with Year Group communication and tracking
- To help build the student's confidence and enhance self-esteem.



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- To monitor the social, emotional and physical wellbeing of the student.
- Contributing to the overall ethos, work and aims of the school.
- Appropriate break and lunch duties as agreed with Assistant Principal
- To assist with communication with parents / guardians as directed by the 6th Form team
- Support progression work of 6th Form students including FE college applications, UCAS, Job Seekers, Destination Reporting as directed by 6th Form teams
- Safeguarding and welfare of all students
- Relevant record keeping and organisation
- Support the management of Unifrog (Careers platform), publishing interactions and also recording careers experiences against Gatsby benchmarks linking to student profiles.

B — Teaching & Learning

- Support the development and implementation of targets for individuals/groups of students, using data, target setting, review and appropriate communication with team and families
- Assist in promoting positive pupil behaviour
- Ensure appropriate behaviour for learning.
- Use ICT skills to advance pupils' learning.

C — Planning

- Prepare the Study Zone for lessons
- Event facilitation
- Planning for intervention and mentoring
- Planning for appropriate progression route mentoring and support.

D — Working with colleagues and other relevant professionals

- Maintain appropriate records and provide relevant, accurate and up-to-date information for MIS, registers, etc.
- Complete the relevant documentation to assist in the tracking of students.

E- Staff Development / CPD

- Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Continue personal development in the relevant areas including subject
- Engage actively in the Performance Management Review process.
- Work as a member of the school community to contribute positively to effective working relations within the school.

F — Management Information

- Maintain appropriate records and provide relevant, accurate and up-to-date information for MIS, registers, etc.
- Complete the relevant documentation to assist in the tracking of students.



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G — Communications

- Where appropriate, communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.

H — Marketing and Liaison

- Represent the department and school at events including Open Evenings, Parent Evenings and liaison events with other schools.
- Cultivate and maintain professional links with external agencies to enhance subject delivery.

I — Professional Duties & Compliance

- Champion the school's We Believe principles and set a positive professional example for staff and students.
- Ensure that all students are protected from harm and that any concerns regarding a student's safety or well-being are reported immediately in accordance with the school's Safeguarding and Child Protection policy.
- Adhere to safety policies and conduct risk assessments as required.
- Commit to ongoing personal and professional development.
- Operate within Equality and Diversity guidelines.
- Comply with school's policies which are regularly updated and are available on Google Drive shared area.

Additional Information

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. You may be required carrying out additional duties, as the Principal or SMT may reasonably request from time to time.

Staff have a high degree of responsibility for the safety and wellbeing of children and young people.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Staff are expected to maintain a courteous, welcoming environment for colleagues and visitors alike.

The school is committed to making reasonable adjustments to support disabled applicants and employees.

This job description is subject to review based on the school's needs and may be amended following consultation to reflect changes in the role.

Signed:

Print Name:

Date:



SECTION 2 — PERSON SPECIFICATION

6th Form Academic Mentor

	Essential	Desirable
Qualifications and Training		
At least five GCSE's or equivalent and must include a C/5 grade in Maths & English	X	
Educated to Degree Level		X
Experience and Knowledge		
Previous experience of working with children and supporting them in an educational environment	X	
Knowledge of the principles of child development, learning processes and barriers to learning.	X	
Skills and Abilities		
Excellent interpersonal and teamwork skills	X	
Excellent communication skills and able to deal with a variety of people sensitively, empathetically and, when necessary, assertively	X	
Develop and maintain positive working relationships with colleagues, and managers.	X	
Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals	X	
Self-motivated and ability to use initiative	X	
Ability to use a range of ICT packages to effectively to support learning	X	
Personal		
A diplomatic and patient approach.	X	
Able to appropriately deal with confidential information/situations	X	
Efficient and meticulous in organisation.	X	
Awareness of sensitivity and confidentiality issues and the commitment to deal	X	
Other		
Commitment to working within CBSC Safeguarding Policy & Procedures	X	
Commitment to high standards and expectations	X	
High levels of Professional integrity	X	