**Job Description: Post-16 Sixth Form Academic Mentor**

**Reporting to:** Careers and Destinations Lead

**Location:** Ark Putney Academy

**Contract:** Permanent

**Working Pattern:** Term Time

**Salary:** Scale 7 point 14 £27,990 pro rata, **Actual Salary:** £23,970 for 36 hours per week,

39 weeks per year

The Role

In this role you will support the Sixth Form team to identify and support all students to achieve exceptional academic and destinations outcomes through mentoring and supporting a strong culture of independent study.

Key Responsibilities

**Support for Students and Teachers**

* To develop strategies for supporting identified underachieving students
* To meet with students to identify the reasons for underperformance and identify strategies for improvement
* To develop and offer mentoring support for careers and destinations on a one-to-one or small group basis (including Key Stages 3 and 4)
* To support with delivery of workshops to small groups of students related to study skills, careers and destinations or A-Level mindset
* To be based in the Sixth Form study rooms and social areas to be available and to supervise students
* To carry out all administration related to the role
* To support the Careers and Destinations lead with the UCAS application process
* To support the Year 12 induction process
* To attend key Sixth Form events (e.g., Parents’ Evening, Open Evening)
* To support the delivery of whole-school careers activities
* To attend team meetings where relevant
* Facilitate activities as directed by the Careers and Destinations Lead

Other

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark’s data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

**Person Specification: Post-16 Sixth Form Academic Mentor**

Qualifications

* Education to at least Undergraduate level

Knowledge, Skills and Experience

* Experience establishing successful learning relationships with young people at the relevant age, treating them consistently with respect and consideration
* Experience of mentoring and supporting young people (desirable)
* Experience of presenting to others
* Experience of the university applications and admissions process (e.g. UCAS)
* Experience of working in a multi-cultural environment
* Experience and/or understanding of the academic mentor role
* Good numeracy and literacy skills
* Good administrative, organisational and computer skills

Behaviours

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
* Belief that every student should have access to an excellent education regardless of background
* Professional outlook, detailed orientated and able to multitask and meet deadlines
* A team player that can work collaboratively as well as using own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

Other

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.