

Application Pack

6th Form Study Mentor and Supervisor





Where every member of our extended family realises their God-given potential, inspired by **John 10:10. Jesus said ‘I have come so you may have life in all its fullness’.**

 

2014 2018



www.asachelt.org

**All Saints’ Academy**, Cheltenham, Gloucestershire.

Principal: Mr Dermot McNiffe

**Sixth Form Study Mentor and Supervisor**

Start date: As soon as possible

Salary: Support Staff Points 11-14 £24,054 - £25,409 pro-rata

Hours of work: 32.5 Hours per week/ Term time plus inset days and 3 additional working weeks

Contract: Permanent

Closing Date: 9 am Monday 6th February 2023

We are seeking to appoint a skilled, enthusiastic and creative mentor to support student learning within the 6th Form. Previous experience supporting students and working within an educational setting would be an advantage but not necessary.

All Saints’ Academy is one of the best GCSE performing non-selective secondary schools in the Cheltenham and Tewkesbury area, and it has been for a number of years now.

Following another Good judgement, Ofsted reported:

• All Saints’ Academy is an inclusive school.

• Leaders and directors have been successful in improving pupils’ life chances by ensuring that they have achieved well in recent years.

• Staff hold fast to the school’s values and ethos, which unite them in their drive to improve standards.

• There is a clear determination to support pupils and their families to overcome barriers.

*Ofsted 2018*

Sponsored by the Anglican Diocese of Gloucester, we are an Academy serving at the heart of our local community. All Saints’ Academy has a Life Vision, ‘Where every member of our extended family realises their God-given potential, inspired by John 10:10. Jesus said 'I have come so you may have life in all its fullness'.

We are an inclusive Church Academy who welcomes applications from all denominations and those of none.

What we offer:

- The Academy is in an attractive new building, within easy access to Cheltenham, Tewkesbury and the M5 with onsite catering facilities

- Entry into the Local Government Pension scheme

- Free access to the onsite gym facility

- Access to our Employee Assistance Scheme

- Free onsite parking including electric car charging points

The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be subject to enhanced DBS clearance.

To apply for this role please complete an online application form that can be accessed on the academy website [www.asachelt.org](http://www.asachelt.org). If you have any questions about the role please contact Katie Jordan, HR Manager at hr@asachelt.org

***All Saints’ Academy is committed to ensure that all applicants and employees are given equal opportunities and that no applicants or employees are discriminated against on the basis of gender, gender reassignment, race, disability, pregnancy or maternity, sexual orientation, marital or civil partnership status, age or religion and belief.***

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***Job Description***

**Post Title:** Sixth Form Study Mentor and Supervisor

**Hours:** 32.5 hours per week/ Term Time plus inset days and 3 additional working weeks (mainly during August for exam results)

**Salary:** Support Staff Points 11-14

**Reporting To:** Assistant Vice Principal (Head of Sixth Form)

Assistant Head of Sixth Form

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| * **Core Purpose:**
* To support the Christian Vision, Ethos and Distinctiveness of All Saints’ Academy.
* Play an active role in serving the Vision of All Saints’ Academy.

**Our Vision:**Where every member of our extended family realises their God-given potential, inspired by **John 10:10. Jesus said ‘I have come so you may have life in all its fullness’.****Our Purpose as an Academy community is:**To be a beacon of hope founded on Christian values serving Cheltenham and the Diocese of Gloucester where there is excellence in learning, achievement and fulfilment. |
| **Line Management:**Assistant Vice Principal – Head of Sixth Form |
| **Key Activities**1. **To support a positive and productive learning culture in Sixth Form study spaces:**
* Supervise students in the Sixth Form study spaces to ensure that there is a positive learning environment where IT equipment, books etc. are utilised in a studious, responsible, and well behaved manner.
* Promote a positive learning environment conducive to effective work and strong levels of engagement in self-study.
* To encourage a ‘learning culture’ within the Sixth form study spaces to drive meritocracy and achievement.
	+ Ensuring students work in a quiet, studious manner.
	+ Directing students to appropriate resources to aid study.
	+ Ensuring study spaces remain tidy and equipment is maintained in a damage-free state.
	+ Supporting independent study by using Satchel to direct students to tasks and activities.
	+ Provide advice and guidance to students on appropriate research and study skills or techniques.
	+ Provide general pastoral care for students to ensure that they are able to focus on their studies
1. **Mentoring of EHCP students:**
* To provide mentoring and 1:1 and small group study support to EHCP students during their independent study periods using key stage 5 specific coaching methods.
* To assist with the development and implementation of Individual Education/Behaviour plans and Personal Care programmes.
* To establish constructive relationships with pupils and interact with them according to individual needs.
* To set challenging and demanding expectations and promote self-esteem and independence.
* To establish constructive relationships with parents/carers
* To provide detailed and regular feedback to teachers on students’ achievement, progress, problems etc.
1. **Student attendance support:**
* To support attendance procedures within Sixth Form and make contact with absent students (or their parents). This may involve carrying out some home visits to students.
* To communicate information regarding attendance with Head of Sixth Form (HoSF) and Assistant Head of Sixth Form (AHoSF).
* To record information about attendance and any follow up on the SIMS management system.
* To monitor completion of Sixth Form registers and follow up missing registers with teaching staff.
* To register students that are in the study rooms during independent study.
1. **Sixth Form organisation**
* To oversee the day to day management of the Sixth Form study room, resources and displays so that students’ needs are supported and that all students are making active use of their non-contact time.
* To maintain files and documentation confidentially, whilst complying with all the relevant policies and guidelines, including data protection, child protection and equal opportunity.
1. **Student enrolment, transition and results events:**
* To support the administration of student enrolment by filing applications and working with the Sixth form administrator to organise applications.
* To take an active role in the transition process between different key stages; for example the Academy and Sixth Form Open Evenings.
* To attend Examination Results Days to provide pastoral care and administrative support to Sixth Form students and staff.
1. **Educational trip support:**
* To provide administrative support for Sixth Form educational trips and to attend as a responsible member of staff.
1. **Work experience and careers advice:**
* To co-ordinate and monitor purposeful work experience opportunities for students and support person-centred career/futures advice.
* To support administration of: UCAS applications, CV writing, apprenticeships and employment opportunities.
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| **Other specific duties:**All support staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties, in pursuance of raising student achievement and effective team working. Support staff will also:* model the vision and ethos for the Academy
* to continue personal professional development as required
* to actively engage in the performance management process
* support whole Academy acts of worship and prayer each day.

It is important that all staff recognise that they are an integral part of the Academy and have a duty to contribute to its overall effectiveness both within their specific areas and beyond.All Academy support staff are expected to get involved in the life of All Saints’ Academy, which may involve supporting students as Associate Tutors, Mentors and being responsible adults who support the welfare and safeguarding of all students. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified. Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description and to undertake all duties reasonably requested by their line manager in a manner consistent with the vision of All Saints’ Academy.The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. |

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PERSON SPECIFICATION

**Sixth Form Study Mentor and Supervisor**

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|  | **Essential** | **Desirable** |
| Qualifications | * English and Maths GCSE Grade C/ Level 4 or above
* A Levels or equivalent level qualification
 | * Teaching Assistant Qualification
* Careers or other relevant qualification
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| Skills | * Ability to remain calm and patient in a variety of classroom and learning situations.
* Able to inspire and support young people.
* Show initiative and approach challenges with a positive attitude.
* Able to use data effectively to assess prior attainment and track progress.
* Excellent administration skills with knowledge of Microsoft Word, Excel and Outlook
 | * Experience of working in an educational setting
* Use of SIMS as a data recording system would be useful but not essential
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| General | * Flexible and enthusiastic attitude
* Clear ability to relate to young people.
* A commitment to a positive culture of learning.
* Resilience to support and find ways to develop young people.
* Excellent communication skills.
 | * Have ideas that you can turn into practice.
* Ability to be part of a team
* Ability to self-review effectively and set appropriate targets.
* Willingness to participate in school trips
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