

SUPPORT STAFF
JOB DESCRIPTION

ROLE TITLE	Learning Mentor - Sixth Form Focus
CONTRACTED HOURS	37 hours per week, term time plus inset days
LOCATION	Thomas Gainsborough School
GRADE / SCALE POINT – SALARY	Grade 5 (Scale 16-20) Actual £27,255 - £30,404
REPORTING TO	Head of Sixth Form / Pastoral Leadership Team

INTRODUCTION

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, schools smash through barriers to achieve more than others think possible.

- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all trust schools, and the trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are a family of interdependent schools with a shared ambition to transform lives.
- We are committed to the development of a very high-quality, and evidence-informed, model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The trust expects its work to be characterised by:

INTEGRITY

INCLUSION

KINDNESS

The vast majority of schools are now successful, well-performing schools and judged 'good' by Ofsted. The ambition over the next three years is that schools across the trust become excellent schools, characterised by top quartile performance and with the capacity to support more schools in the area that need support to benefit from being part of the trust.

In order to achieve this ambition, the trust will focus on:

Excellent education – we have plans for work in primary, secondary and special education which aim by 2028 to achieve top quartile performance in primary and secondary results and that has very high approval ratings externally and from parents for children with special educational needs.

Excellent staff – we have a People Strategy that includes the ambition of being the employer of choice for school staff in the region.

Excellent support for schools – we have included in our plans for work in primary, secondary and special education how schools are supported to provide excellent education and we have an operational plan for wider support for schools in the trust, those who wish to be associated with the trust and those who potentially might wish to join the trust.

Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

JOB PURPOSE

To work as part of the pastoral and Learning Mentor team to support students within the Sixth Form, ensuring they are fully supported academically, socially and emotionally so they can achieve success and develop positively as young adults. The Learning Mentor will promote high expectations, encourage independent learning and work closely with staff, students and families to remove barriers to learning.

KEY TASKS & RESPONSIBILITIES

Student Support

- Provide mentoring and pastoral support for Sixth Form students
- Build positive relationships with students to support wellbeing, attendance, engagement and progress
- Support students in overcoming barriers to learning and achieving their potential, including supporting student attendance
- Work with students on organisation, routines, study skills and independent learning

SEND Support

- Work closely with the SEND team to support students with additional needs within the Sixth Form
- Help implement strategies and support plans for students with SEND
- Liaise with staff to ensure appropriate support is in place

Directed Study and Independent Learning

- Oversee students placed in directed study and monitor engagement and completion of work
- Supervise Sixth Form study areas and ensure students are using independent study periods effectively
- Promote positive learning habits and a purposeful study environment

Student Bursaries

- Support the administration and monitoring of Sixth Form bursaries
- Maintain accurate records and communicate with students and families where appropriate
- Ensure bursary processes are managed effectively and confidentially

Communication and Collaboration

- Work collaboratively with the Sixth Form team, pastoral leaders, SEND team and external agencies where appropriate
- Communicate effectively with parents/carers regarding student support and progress
- Contribute to meetings and reviews relating to student support

General Responsibilities

- Uphold the vision, values and ethos of Thomas Gainsborough School
- Promote safeguarding and student welfare at all times
- Support the wider life of the school where appropriate
- Maintain confidentiality and professionalism at all times
- Undertake any responsibilities outlined by the Headteacher

SAFEGUARDING

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

GENERAL

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

PERSON SPECIFICATION

ESSENTIAL	DESIRABLE
KNOWLEDGE	
<ul style="list-style-type: none"> • Strong communication and interpersonal skills • Ability to build positive relationships with young people • Good organisational and administrative skills • Ability to work independently and as part of a team • Calm, patient and resilient approach • Commitment to inclusion and student wellbeing • GCSE English and Maths (or equivalent) 	<ul style="list-style-type: none"> • Experience working with young people in an educational setting • Experience supporting students with SEND • Experience within a pastoral or mentoring role • Knowledge of safeguarding procedures
<p>The successful candidate will actively support and promote the school's values of:</p> <ul style="list-style-type: none"> • Respect • Resilience • Honesty • Happiness • Confidence • Positivity <p>These values underpin all aspects of school life and help ensure every student is known, valued and supported.</p>	