



Application Pack for the position:

## **Academic Mentor**

**1st November 2021 or as soon as possible thereafter**





Dear Applicant,

Welcome to Durham Sixth Form Centre and thank you for your interest in the advertised post. I hope the following information gives you an insight into our school.

Durham Sixth Form Centre is the largest post-16 school in the North East of England (and 1 of 3 nationally), with approximately 1,800 students on roll. We are situated in the middle of Durham City Centre, a couple of minutes walk from both the bus and railway stations. Students generally enrol at Durham Sixth Form Centre from over 50 different secondary schools from across County Durham, Sunderland and into Northumberland.

We were inspected by Ofsted on 1<sup>st</sup> and 2<sup>nd</sup> March 2017 and are delighted with the outcome. We are an Outstanding post-16 school. Our students have an excellent record of success; they work hard to achieve it.

- Our A level results are above the national average and in the top 12% of schools in England.
- Students' grades and points for A level are above both the County Durham average and national average.
- Students' points and grades for their best 3 A levels are also above the national average.
- Our Applied General results (broad vocational qualifications) are above the national average and in the top third of schools in England.
- Students' grades and points for Applied General are well above the County Durham average and national average.

Our award winning Careers, Progression and Aspirations Team is renowned for their success in supporting students progression achievements into competitive universities, higher and degree apprenticeships and employment; others continue with us into Year 14 completing some level 4 courses.

In 2013 we celebrated our Centenary year. We are housed in a 1913 former Girls' Grammar School which was converted to Sixth Form accommodation in 1983. In addition to the original building there is now a Science Block; a 210 seated Theatre; our Hunter Resource Centre; Visual Arts Centre and Freemans Quay Leisure Centre. In 2019 we expanded further to include our new Digital Media Centre which houses a grab-and-go Café, Conference Facility, TV Studio, small cinema room and additional classroom space.

Through sustained effort, and a clear focus and direction, Durham Sixth Form Centre is a truly embracing and dynamic organisation. We are committed to promoting the principles of equal opportunities and we aspire to an environment where all our students and employees can develop their potential. We have a strong professional development programme and have achieved CPD Mark accreditation, Investors in People Gold and Governor Mark among others. Our most recent Ofsted inspection report said 'The Headteacher and the highly skilled leadership team have established a culture in which students flourish and grow. Consequently, there is a healthy appetite for learning and achievement in an environment that demands high expectations for academic, vocational and personal excellence'.

The school operates according to values which we feel help to determine the culture, ethos and atmosphere of Durham Sixth Form Centre. We value:

- high quality, inspirational teaching and learning;
- excellent support, care and guidance;
- personal and professional integrity;
- ambition and progress for our students, our communities and ourselves.

If you are energetic and passionate about post-16 education and have the skills and aptitude required for the role then we would welcome your application and look forward to hearing from you.

Ellen Beveridge  
Headteacher

## Advertised Post and Application Information

**Position:** Academic Mentor  
**Hours of work:** To be agreed with the candidate - Full and Part time positions available  
**Contract:** Term time plus ten days, fixed term until 27th May 2022  
**Salary:** Grade 5 SCP (7-12) £18,083 - £19,965  
**Start date:** 1st November 2021 or as soon as possible thereafter

### Recruitment Dates

**Application Closing Date:** 10am, Thursday 21st October 2021  
**Interview Date(s):** Week commencing 1st November 2021

### Advert

This is an exciting time to join Durham Sixth Form Centre: we are an oversubscribed post-16 institution; our results are significantly above National Averages; we have expanded our premises; we have gained external recognition and national awards for our work and we are Outstanding as defined by Ofsted, March 2017.

We are looking for a team of Academic Mentors on a fixed term contract until May 2022. We are open to candidates interested in both full time positions and part time positions with a range of flexible working hours. This is an exciting opportunity to work with some of our most academic and high attaining students studying across a range of A Level subjects. This post may be suited to a hardworking graduate or even a current undergraduate looking to work on a part time basis.

You will have responsibility for working with targeted small groups of learners to help them achieve the highest grades. You will carry out teaching, learning and support activities in small group settings and participate in the planning, development and delivery of intervention sessions for our most able A Level students to help them to fully realise their academic potential.

The successful candidate(s) must be committed to working in an inclusive environment in support of the values, vision, purpose and direction of Durham Sixth Form Centre.

The Application Pack is available on our website <https://www.durhamsixthformcentre.org.uk/vacancies/>

### Application Process

Applicants should submit the following information on, or before the closing date:

- A completed Application Form using the GoogleForm which can be found by clicking **APPLY NOW** in the Current Vacancies section of the school website.
- A supporting Letter of Application of a maximum of two sides of A4, which includes information **under the following titles:**
  1. Why are you interested in applying for the role?
  2. How would your skills meet the needs of the post?
  3. How would you best describe your behaviour traits?
  4. What 'extra' would you bring to the role if appointed.

Note: The supporting Letter of Application should be uploaded in the relevant section on the GoogleForm.

### Additional Information

Durham Sixth Form Centre:

- Ensures all appointments are subject to an enhanced DBS check, satisfactory medical report and satisfactory references.
- Is an equal opportunity employer.
- Is a Local Authority Maintained school.
- Operates a strict no-smoking policy.

"This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment."

## Job Description

### SUPPORT STAFF

Schools rely on the professional input and expertise of a range of staff. 'Support staff' is a generic title for all staff who do not teach. Some support staff work alongside teachers and some work behind the scenes to ensure that there is an efficient infrastructure within our school which supports effective teaching and learning to take place. Support staff contribute in many ways, directly and indirectly, to student outcomes and the school's Ofsted judgement and are integral to both. Approximately half of all of our employees are support staff.

#### Academic Mentor

**Contract:** Term time plus 10 days  
**Scale:** Grade 5 SCP 7-12  
**Responsible to:** Assistant Headteacher, and ultimately Headteacher  
**Appraisal:** Assistant Headteacher

#### Summary of the Key Areas of Responsibility:

1. To lead individual and small group mentoring sessions to contribute to raising student attainment and achievement.
2. To support the pastoral welfare of individual students if identified as appropriate.
3. To uphold the professional standards of the school.

Key Areas of Responsibility	Brief Outline
1. To lead individual and small group mentoring sessions to contribute to raising student attainment and achievement.	<ul style="list-style-type: none"> <li>• To act as an academic mentor for an agreed number of named students.</li> <li>• To participate in the planning and development of high quality sessions.</li> <li>• To take responsibility to upskill yourself with relevant subject knowledge and exam board requirements.</li> <li>• To liaise with relevant subject teachers and/or the pastoral team as appropriate.</li> <li>• To discuss and help decide how identified needs will be addressed</li> <li>• To deliver high quality mentoring and intervention sessions.</li> <li>• To draw up agreed action plans with learners, outlining the aims of the mentoring, and monitor their progress, if appropriate.</li> <li>• To support and challenge students academically to help them achieve the highest grades.</li> <li>• To network with other academic mentors and teachers to further develop your capacity and effectiveness.</li> <li>• To manage your own professional development through undertaking relevant training and sharing best practice with other academic mentors</li> <li>• To maintain accurate records and prepare written reports and evaluations, if requested.</li> </ul>
2. To support the pastoral welfare of individual students if identified as appropriate.	<ul style="list-style-type: none"> <li>• To implement strategies and support learners in self-esteem and confidence-building activities if appropriate.</li> <li>• To listen to learners and help them resolve a range of issues that are creating barriers to their learning.</li> <li>• Report attendance and punctuality of learners to mentoring sessions.</li> </ul>
3. To uphold the professional standards of the school.	<ul style="list-style-type: none"> <li>• To be a role model to students through personal presentation and professional conduct.</li> <li>• To attend staff meetings as required.</li> <li>• To arrive at sessions, on or before the start, and to begin and end on time.</li> <li>• To be familiar with school, department and faculty handbooks.</li> <li>• To strive for personal and professional development through active involvement in appraisals.</li> <li>• To maintain a working knowledge and understanding of the National Occupational Standards for Support Staff.</li> </ul>

	<ul style="list-style-type: none"> <li>• To undertake any reasonable task as directed by the Head of Department/Faculty, Headteacher, Deputy Headteacher, Assistant Headteacher or subject teacher.</li> <li>• To be involved in extracurricular activities where appropriate and in line with the Local Collective Agreement 2012.</li> <li>• To establish a climate for learning in line with the school's policies and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others.</li> </ul>
Modelling	<ul style="list-style-type: none"> <li>• To model the values, ethos and vision of the school in pursuit of excellence and equity, valuing individual achievement.</li> <li>• To help build, communicate and implement a shared vision.</li> <li>• To role model and actively promote high expectations for all members of the school community through your role within the structure.</li> <li>• To contribute to the efficient management of school routines.</li> <li>• To be an appraisal team member in line with school policy.</li> <li>• To be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by individual action/inaction.</li> </ul>
Training/Qualifications	<ul style="list-style-type: none"> <li>• To undertake on-going research to develop knowledge and undertake any CPD, inset and qualifications as deemed necessary by the Headteacher or designated member of the Senior Leadership Team.</li> <li>• Where formal qualifications are identified the employee will be required to sign an agreement to reimburse the school of any training costs incurred if the employee leaves</li> <li>• before qualification and/or if they leave before a period to be specified after qualification.</li> </ul>
Additional Hours	In the event where the Headteacher requests additional hours to be worked over and above the contractual hours, TOIL will be given at flat rate as per Local Collective Agreement 2012. Timesheets must be submitted and approved by the Headteacher.

Full time hours are as below. Part time hours will take place within the hours outlined below.

Day	Hours	Total hours in school	Lunch break	Total hours worked
Monday	8.30am-4.30pm	8 hours	30 mins	7 hours 30 mins
Tuesday	8.30am-4.30pm	8 hours	30 mins	7 hours 30 mins
Wednesday	8.30am-4.30pm	8 hours	30 mins	7 hours 30 mins
Thursday	8.30am-4.30pm	8 hours	30 mins	7 hours 30 mins
Friday	8.30am-4.00pm	7 hours 30 mins	30 mins	7 hours
				37 hours

Note: This role includes plus 10 days which will be negotiated annually.

## Person Specification

### SUPPORT STAFF

	Letter, Reference, Interview	Essential	Desirable
Educated to A Level standard with high grades.	L I	✓	
Educated to degree level (or currently studying for a degree).	L I	✓	
Flexibility to work with young people on a 1:1 basis or in small group settings.	L R I	✓	
A proactive self starter.	L R I	✓	
Ability to motivate and challenge students.	L R I	✓	
ICT competent.	L R I	✓	
Outstanding interpersonal skills.	I	✓	
Outstanding communication skills.	L R I	✓	
Energetic, driven and enthusiastic.	L R I	✓	
Organised – able to evaluate, monitor and prioritise workload.	R I	✓	
Exemplary record of health and attendance.	R I	✓	
Committed to and supportive of the values, vision, purpose and direction of the school.	L R I	✓	
To promote and safeguard the welfare of children and young adults.	R I	✓	
Experience of working with young people.	L I		✓
<b>Equalities and Safer Recruitment</b>			
Ability to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the appropriate policies.	L R I	✓	
Ability to demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children, young people and colleagues.	L R I	✓	
Ability to demonstrate emotional resilience (and distance where appropriate) in working with challenging behaviours or sensitive situations.	L R I	✓	