



SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

Sir William Borlase's Grammar School is a selective-entry, co-educational grammar school located in the centre of the attractive Thames-side town of Marlow, Buckinghamshire. The school has an excellent academic record, placing well on a variety of national league tables, and is very heavily over-subscribed. Standards of attainment are well above the national average, and above those achieved by comparable selective schools at all age levels. The school also has a justifiably high reputation for the performance of its various school sports teams and for its many other extra-curricular activities.

Sixth Form Learning and Pastoral Mentor

Required for September 2020

Actual Salary: £7,838 per annum

15 hours per week (2 days per week), 40 weeks per year (term time (38 weeks) plus 2 weeks)

We are looking to appoint a Sixth Form Learning and Pastoral Mentor to take a lead role in supporting students in managing their studies to achieve their academic aspirations. The role will be wide ranging, focusing on attendance supervision of independent study, pastoral support, university and apprenticeship research and developing personal study skills.

**For further details and application form please go to
www.swbgs.com
and click on Job Vacancies
or email asummerfield@swbgs.com for more information.**

Applications submitted via email should be sent to asummerfield@swbgs.com

Closing date for applications is 9am on Monday 13th July 2020

The school is fully committed to the DCSF guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire County Council's guidance on Safer Recruitment and Selection in Schools.

JOB PURPOSE:

To work within a team of professionals, led by the Head of Key Stage 5 to provide a full range of support to a large and successful Sixth Form.

MAIN DUTIES AND RESPONSIBILITIES:

- Responsibility for monitoring attendance on a day to day basis, maintaining good records and liaising with parents, students and academic staff where necessary.
- Supporting the work of the Head of Key Stage 5, Assistant Head of Key Stage 5 and Teaching Staff in monitoring the good academic progress of all of the students in the Sixth form.
- Individual one to one support and guidance on managing study time, following learning plans set by teachers, completing university, apprenticeship and employment applications.
- Supervision of Sixth Form private study reinforcing high standards of academic focus.
- Supporting the work of the Head of Key Stage and Teaching Staff in insisting on high standards of uniform, punctuality and behaviour.
- Working under the guidance of the Head of KS5, you will be directly involved in co-ordinating and providing support over the full range of welfare issues, including illness, stress and family difficulties. Where necessary this will also involve liaison with outside agencies for specialist support.
- You may be a form tutor or cover a form tutor.

You will need to attend a number of evening events for the Sixth Form; the dates are published in the calendar at the start of the academic year.

Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE or equivalent in English and Maths 	<ul style="list-style-type: none"> 3 A levels or equivalent level qualifications
Experience	<ul style="list-style-type: none"> Working with young people in a formal or voluntary capacity Prioritising and managing own workload 	<ul style="list-style-type: none"> Previous experience of working within a school Previous experience of working in a similar role
Skills, Knowledge and Understanding	<ul style="list-style-type: none"> Ability to engage constructively with, and relate to, a wide range of young people, parents/carers from different backgrounds Ability to work effectively and network with a wide range of people and services Awareness of potential barriers to learning and the ability to identify strategies to overcome these Ability to handle difficult situations with sensitivity, confidentiality and discretion Ability to be a good role model to young people demonstrating positive values, attitudes and behaviour Ability to plan and prioritise own workload and managing conflicting demands Excellent organisational skills Excellent communication and interpersonal skills Excellent use of IT 	<ul style="list-style-type: none"> A commitment to on-going personal development and training in areas that further support the welfare of students Experience of training in counselling of young people Experience of working with and knowledge of services available to support young people Experience of working in a busy environment
Personal Competencies and Qualities	<ul style="list-style-type: none"> Have personal impact and presence Ability to work well in a team and under own initiative Self-motivated Committed to safeguarding and promoting the welfare of children Calm personality combined with a practical approach and good judgement A good listener Resilience and flexibility Ability to think creatively Ability to work confidentially 	