

## THE HOLT SCHOOL

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[www.holtschool.co.uk](http://www.holtschool.co.uk)

### **Sixth Form Learning Mentor**

**32.5 Hours per week**

**8.30am to 3.30pm Monday to Friday,**

**Term time only, plus two inset days**

**Salary: Grade 5, SCP 12-17 £20,702 - £22,457per annum**

**Start date: ASAP**

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which converted to academy status in July 2011.

The school was judged 'outstanding' by Ofsted in March 2023; there are 1454 students on roll (259 in the Sixth Form).

We are seeking to appoint a Learning Mentor to join our team to provide support for students. Your duties will be wide ranging, focusing primarily on helping Sixth Form students to achieve their full potential by developing their skills as independent learners and offering higher education/careers advice. You will also be required to support the Sixth Form Team in the day to day running of the Sixth Form.

We can offer you:

- a learning environment that promotes innovation and creativity;
- appealing and well- resourced specialist teaching and display spaces;
- interested and committed students who achieve significantly above the national average;
- training and support.

Further details and the Support Staff application form can be downloaded from our school [website](#). Please note that we are unable to accept CVs. Prospective applicants are welcome to telephone Mrs Emma Salamut-Ward, Head of Sixth Form for more information about this post. Completed application forms should be emailed to [holtschool@holt.wokingham.sch.uk](mailto:holtschool@holt.wokingham.sch.uk)

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. All posts are subject to an enhanced Disclosure and Barring Service Check.

**Closing Date: 9am, Tuesday, 13<sup>th</sup> May 2025**

**We reserve the right to assess and interview on receipt of application.**

# THE HOLT SCHOOL JOB DESCRIPTION



<b>Job Title:</b> Sixth Form Learning Mentor	<b>Name:</b>
<b>Reports to:</b> Assistant Headteacher	<b>Reviewed:</b> March 25
<b>Grade/Pay Scale:</b> 5	<b>Hours of work/FTE</b> Monday – Friday 8:30am-3.30pm, ½ an hr unpaid break Term time only, plus two inset days
<b>Employment Status</b> Permanent	

**To be line managed by: Assistant Headteacher**

The Sixth Form Learning Mentor supports individual students and groups of students providing mentoring and higher education/career advice, monitors student progress and engages them in intervention activities to raise attainment levels. They also support the Sixth Form Team in the day-to-day running of the sixth form. At The Holt school this will involve:

- To work with the sixth form team in analysing assessment data to draw up a list of students who would benefit from mentoring.
- To liaise with teaching staff to identify issues and to follow up with staff following mentoring.
- Provide study skills and revision support to individual /small groups of students
- Attend meetings with parents and students to work together so the student achieves their best. To write up actions and ensure they are followed through.
- Regularly track students during and after their period of mentoring and take action where needed.
- Liaise with SENCo when appropriate.
- Brief staff on actions and developments.
- Attend appropriate mentoring and counselling, training/courses, as and when necessary.
- To support with absence administration on a day-to-day basis including sending text messages and liaising with parents
- To supervise and monitor the sixth form study area when required

*This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation*

Signed: ..... Date: .....  
Post Holder

Signed: ..... Date: .....  
Co-Headteacher

<b>Person Specification: Sixth Form Learning Mentor</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>		
Professional Experience in a suitable role	✓	
5 GCSEs or equivalent (Grade C or above in Mathematics and English)	✓	
Excellent IT skills - extensive knowledge of Word and Excel	✓	
Experience of preparing for A-level qualifications and/or supporting others to do so.	✓	
Knowledge of post 18 destinations such as universities, apprenticeships etc		✓
A-level or degree level qualifications		✓

<b>Skills</b>		
Excellent communication skills	✓	
Excellent organisational skills – able to prioritise	✓	
Tact, diplomacy, confidentiality and sensitivity	✓	
Excellent interpersonal skills	✓	
Show initiative	✓	
Work independently as well as in a team	✓	

<b>Personal Qualities:</b>		
Flexible approach to work	✓	
A sense of responsibility	✓	
Enjoy working with a wide range of people	✓	

<b>Committed to:</b>		
Promoting and safeguarding the welfare of students	✓	
Inclusion and a positive “can do” approach	✓	