



CTK EMMANUEL
A CHRIST THE KING SIXTH FORM

CTK Emmanuel
Blackheath, SE13 5GE

We are keen to appoint an exceptional professional with a genuine passion in supporting students to achieve their full potential. Join us at Emmanuel where you'll be central to our mission to help London's most ambitious students achieve success.

Senior Student Mentor (Full Time, Part Year)

Start Date: April 2023

Salary range: £24,516 - £24,927 (inclusive of London Weighting, pro rata)

Actual salary range: £22,167 - £22,539

CTK Emmanuel is part of the Christ the King Sixth Forms group of three highly successful Catholic sixth forms located in south east London and Kent. As a professional centre for excellence, CTK Emmanuel offers Applied Technical Qualifications, equivalent to 3 A Levels, and highly specialised routes to university. Located on the Blackheath borders with excellent transport links, CTK Emmanuel students aspire to be the best and to reach the top in their chosen ambitions.

We are looking for a passionate and inspirational Senior Student Mentor who will support the learning of students in an environment of positive encouragement and mutual respect. As part of the Character and Wellbeing Team, you will work closely with a cohort of students to ensure they reach their full potential and are able to overcome barriers to learning through supportive guidance and targeted interventions.

You will join a talented staff team in a successful sixth form and provide outstanding support to help ensure our students feel confident in their academic studies and also in their future career. You will benefit from joining a strong established team of teaching and support staff, working in a vibrant, supportive environment. Your skills and qualities will be highly valued and staff wellbeing and development is enshrined in the CTK mission statement.

Experience of working with 16-18-year olds is desirable and an understanding of the challenges they face. This is a highly rewarding position that helps ensure our students reach their full potential

This is a full-time, part year contract. Working hours 36 hours per week worked over 205 days (approx 41 weeks) per year.

Join us to be inspired, be extraordinary, and be the best you can be.

For an application form and further details, please visit the vacancies page of our website <https://www.ctlk.ac.uk/vacancies/>

If you have any queries, please contact us at recruitment@ctlksfc.ac.uk or 02082979433.

Closing Date: 10am on Monday 3rd April 2023

Interviews: Suitable candidates will be invited as applications arrive.

Christ the King Sixth Forms is committed to the safeguarding and welfare of young people. An enhanced DBS check will be undertaken for the successful applicant along with appropriate child protection screening, as per safer recruitment guidelines.



INVESTORS IN PEOPLE™



Job Description and Person Specification

Job Title: Senior Student Mentor

Responsible to: Assistant Principal Wellbeing and Character

Job Purpose: To manage cohorts of students to ensure they achieve and overcome barriers of learning through interventions, challenge and support. The post holder will be responsible for the management of student progress and be required to contribute fully to the work of the whole wellbeing pastoral team. This role helps ensure all students are fully supported to achieve their full potential.

1. Job Description

The main activities and responsibilities are to:

- 1.1 To promote the Catholic ethos of the Sixth Form including the promotion of equality through our 10:10 tutorial programme.
- 1.2 Oversee a group of 10:10 groups ensuring that their attendance, welfare and wellbeing are followed up.
- 1.3 Act as a 10:10 tutor/cover tutor when required by the Assistant Principal.
- 1.3 Support, develop and review an outstanding 10:10 tutorial and induction programme which enables students to understand and subscribe to the Sixth Form values and ensures that students transition well from secondary school.
- 1.4 Follow up required actions with 10:10 tutors so that there is a joint up approach that places the students at the centre of all we do as a sixth form.
- 1.5 Ensure Performance Monitoring systems are an integral part of the tutorial process so that progress reviews are undertaken regularly and that tracking in relation to baseline grades, is effectively used to raise achievement.
- 1.6 To work with tutors after each Performance Monitoring reporting period to identify and tackle students who are underachieving or at risk.

- 1.7 Co-ordinate communication with parents/guardians of students and with external agencies in the area in relation to the strategic management of pastoral care, in liaison with the Assistant Principal.
- 1.8 Contribute to the promotion of wider activities, which facilitate progression, wider learning and which enrich the student experience and pastoral provision.
- 1.9 Contribute to the development of systems to aid pastoral communications, and to be proactive in the celebrating of student success.
- 1.10 Play a major role in the student guidance teams in relation to admissions, induction and counselling activities.
- 1.11 Represent the Character and Wellbeing Team or Sixth Form as appropriate locally or nationally and promote the Sixth Form through liaison with staff in partner schools, open evenings, contact with outside agencies as appropriate and through communication with parents.
- 1.12 Keep up to date and have a good understanding of ProSoulution and other online packages and ensure they are effectively used.
- 1.13 During holiday periods to provide support and guidance to the Sixth Forms most vulnerable learners through agreed catch up meetings.
- 1.14 Assume responsibility for additional aspects of delivery of the overall provision, as agreed with the Assistant Principal.
- 1.15 Undertake other tasks as required by the Senior Leadership Team, after due consultation.

The responsibilities of the post will be reviewed in the light of the needs of the Sixth Form, after consultation with the post-holder.

2. **Person Specification/Selection Criteria**

The post-holder will be expected to have the following skills and attributes:

- 2.1 Understanding and support for the Catholic ethos of the Sixth Form.
- 2.2 A proactive approach to equal opportunities.
- 2.3 Experience of working with children or young adults
- 2.4 Educated to degree level
- 2.5 A knowledgeable enthusiasm for the role character and wellbeing plays in ensuring students achieve.
- 2.6 Excellent communication skills and an ability to engage and motivate others; to lead by example and to support staff drawn from across the Sixth Form so that tutorial delivery meets Sixth Forms standards and is consistently delivered to a high standard across the pastoral area.
- 2.7 Experience, knowledge and ability to design, plan, implement and evaluate tutorial provision.

- 2.8 Knowledge and understanding of guidance processes as they relate to students' pre-entry, on course and at exit so that students are engaged and fully supported in their progress.
- 2.9 Ability to produce a range of imaginative and varied tutorial teaching materials and documentation for use by a range of staff.
- 2.10 Ability to develop a strong sense of community and purpose within a designated pastoral area.
- 2.11 Knowledge of the 16-19 Curriculum and a good awareness of the strategies needed to ensure that students in this age range succeed.
- 2.12 Ability to work effectively as part of a team and to be proactively involved in curriculum developments.
- 2.13 High level of organisational skills and ability to work systematically to achieve a particular purpose and have a flexible approach
- 2.14 A high level of verbal, written and organisational skills and the ability to make presentations to staff and students.
- 2.15 High level of inter-personal skills with an ability to work collaboratively with others, motivate staff and students and establish effective working relationships.
- 2.16 A good understanding of the benefits of professional development both as a member of a team and as an individual, a proactive approach to INSET and appraisal, and the ability to deliver INSET and disseminate good practice.
- 2.17 A commitment to Equality, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.