



# CHRIST THE KING SIXTH FORMS

CTK Emmanuel  
Blackheath, SE13 5GE

CTK St Mary's  
Sidcup, DA14 6BE

CTK Aquinas  
Brockley, SE4 2NL

We are keen to appoint an exceptional professional with a genuine passion in supporting students to achieve their full potential. Join us at CTK 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: September 2022

**Salary range: £22,729 - £23,464 (inclusive of London Weighting, pro rata)**

**Actual salary range: £20,601 - £21,267**

Christ the King Sixth Forms is a family of three highly successful Catholic sixth forms located in south east London and Kent. Offering exceptional, expert teaching in a welcoming, friendly atmosphere, each CTK sixth form creates an environment where high achievement is promoted and attained.

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.

Some experience of working with 16-18-year olds is desirable and an understanding of the challenges they face.

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.ctlc.ac.uk/vacancies/>

Christ the King Sixth Forms is committed to equality, diversity and inclusivity. We encourage applicants from all sectors of the community and are especially keen to encourage candidates from under-represented groups to apply

If you have any queries, please contact us at [recruitment@ctksfc.ac.uk](mailto:recruitment@ctksfc.ac.uk) or 02082979433.

**Closing Date: 10am on Friday 19<sup>th</sup> August 2022**

**Interviews: Wednesday 24<sup>th</sup> August 2022**

*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

<b>Job Title:</b>	Senior Student Mentor
<b>Responsible to:</b>	Assistant Principal Wellbeing and Character
<b>Job Purpose:</b>	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. He/she will be expected to take a key role within the team to ensure all students are fully supported to achieve their full potential.

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### 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 equal opportunities through tutorial activities.
- 1.2 Oversee a group of tutor groups ensuring that their attendance, welfare and wellbeing are followed up.
- 1.3 Act as a tutor/cover tutor when required by the Assistant Principal.
- 1.4 Support a planned tutorial and induction programme which enables students to understand and subscribe to the College values and ensures that they settle quickly into the Sixth Form.
- 1.5 Follow up required actions with tutors so that there is a joint up approach that places the students at the centre of all we do as a sixth form.
- 1.6 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.
- 1.7 To work with tutors after each Performance Monitoring reporting period to identify and tackle students who are underachieving or at risk.
- 1.8 Help support the production of tutorial resources, taking a lead role in their reproduction over the summer periods.
- 1.9 Co-ordinate liaison 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.
- 1.10 Contribute to the promotion of wider activities, which facilitate progression, wider learning and which enrich the pastoral provision.

- 1.11 Contribute to the development of systems to aid pastoral communications, and to be proactive in the celebrating of student success.
- 1.12 Play a major role in the student guidance teams in relation to admissions, induction and counselling activities.
- 1.13 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.
- 1.14 Keep up to date and have a good understanding of ProSoulution and other online packages and ensure they are effectively used.
- 1.15 During holiday periods to provide support and guidance to the Sixth Forms most vulnerable learners through agreed catch up meetings
- 1.16 Assume responsibility for additional aspects of delivery of the overall provision, as agreed with the Assistant Principal.
- 1.17 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 Some 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 Flexibility and reliability.
- 2.14 High level of organisational skills and ability to work systematically to achieve a particular purpose.
- 2.15 A high level of verbal, written and organisational skills and the ability to make presentations to staff and students.
- 2.16 High level of inter-personal skills with an ability to work collaboratively with others, motivate staff and students and establish effective working relationships.
- 2.17 A broadness of vision and an innovative response which will enable him/her to contribute to developments both within the designated area of responsibility and across the pastoral provision.
- 2.18 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.