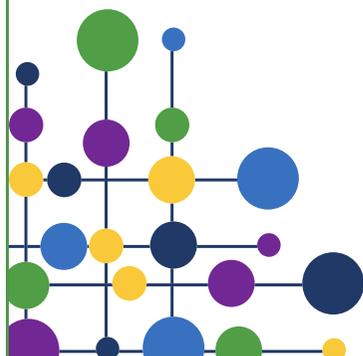


Shelley College
Sixth Form Academic Mentor -
Application Pack
May 2022



Welcome from the CEO



Dear Applicant,

Thank you for taking an interest in the vacancy here at Shelley College. I hope the materials enclosed in this pack give you a good sense of what makes the trust a special place to work and provides the information you need about the post, please do not hesitate to contact us if you need anything further.

Our belief in “Valuing People, Supporting Personal Best” means we are committed to investing in our staff, to help them be happy at work, to provide the support they need to achieve the highest standards they are capable of and to offer the training or guidance they need to undertake their jobs effectively. For example, everybody is encouraged to use a personal development plan, to set their own objectives and to take responsibility for their own improvement priorities. We define effective leadership as “helping others to achieve their best” and that is what your line manager will try to do for you.

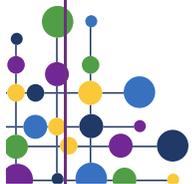
It is important to read the information provided carefully. We want you to be happy in the role you are applying for and committed to performing the job to the best of your ability.

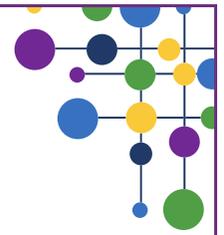
I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



John McNally
CEO





SHARE Multi-Academy Trust is a charitable trust currently consisting of three secondary and five primary schools in West Yorkshire. Our schools are: Shelley College, Huddersfield; Heaton Avenue Primary School, Cleckheaton; Millbridge Junior, Infant and Nursery School, Liversedge; Woodside Green Primary School, Cowlersley; Royds Hall Community School, Lily Park Primary School and Luck Lane Primary School, Huddersfield.

We believe in helping staff and students achieve their personal best and are keen to recruit the very best talent to our Trust. As well as being part of the Trust, some of our schools are National Support Schools and National Teaching Schools and as such, we can offer our staff a wealth of career development opportunities and the support you need to enjoy your role.

More than six hundred people work hard across the Trust to ensure we provide the very best education and service across all our schools, from invigilators joining us for a few hours a year, through flexible part-time work to many full-time teaching and support roles.

At SHARE MAT, we aim to:-

- Encourage all our students/pupils to go beyond what they think they can achieve, to enjoy learning, helping them to lead healthy and happy lives;
- Equip our staff to deliver their best every day, our belief is that by Valuing People, Supporting Personal Best is the key;
- Ensure our staff are happy at work, taking pride in students/pupils progress and development;
- Deliver training and guidance relevant to job role so expectations are understood and staff feel motivated;
- Offer great benefits making us the employer of choice, including outstanding CPD, supportive line management and networking opportunities across the MAT to aid personal development.

If you share our passion for challenging, improving and making our schools the best they can be, we'd love to hear from you.

Shelley College is an amazing place to learn and work and our philosophy of 'Valuing People, Supporting Personal Best' sits at the centre of everything we do. Our belief is that people achieve the best outcomes when they enjoy what they're doing, feel safe and are rewarded for their commitment and success. We therefore support and invest in our students and staff, whilst maintaining high expectations. As part of our commitment to invest in all staff, we offer a comprehensive CPD package tailored to the priorities of the college, but more importantly to the personal needs of each member of staff.

We enjoy many advantages at Shelley College. As a partner school in SHARE Multi Academy Trust, a National Support School and National Teaching School, we are at the centre of a network that aims to provide the very best professional and career development opportunities. Whatever your role or whatever your career plans, we can help you achieve them. We define effective leadership as "getting the best out of other people and helping them achieve their best" and that is what your line manager will try to do for you.

As Principal, but also as a parent, I regularly ask myself "would that be good enough for my son or daughter?" If the answer is no then we implement the necessary changes to drive continued improvement. I believe that this philosophy helps keep our students at the centre of what we do and how we do it. Delivering high quality teaching and learning in a safe and orderly environment, along with an inclusive and personalised curriculum allows our students to achieve the best possible outcomes. Students leave Shelley fully equipped with the life skills, experiences and educational outcomes to have a happy and successful future.

Added to that, we possibly have the best rural location of any secondary school in the country, close enough to the cities of Leeds, Manchester and Sheffield for many of our staff to travel from these

areas. Our staff are friendly and supportive of each other and there is a strong sense of a committed team working together.

Our students, of course, are at the heart of what we do and it is essential, whatever position you are applying for, that you relate well to children and young people. The students at Shelley College are a pleasure to work with; they are keen to learn, talented and very well-behaved.

I very much hope you are encouraged to apply for the position and look forward to meeting you soon.

Yours faithfully,



Dave Wadsworth
Principal



We are part of the SHARE Multi-academy trust and Calderdale and Kirklees Teaching School Hub. This means we can offer the successful candidate access to a fantastic support network, CPD and opportunities to develop practice across the trust.

We are a school which has an innovative curriculum that allows staff the flexibility to create an inspiring, exciting learning journey for all our pupils/students enabling them to develop into active citizens of the future, empowered to make their best contribution to society.

The Curriculum is developed in a thematic and practical way that engages both our employees and children/young people. We seek ways to make our curriculum even more interesting every year. Lessons are expected to be fascinating, engaging, exhilarating, and demand that pupils/students think for themselves whilst ensuring pupils/students see a purpose to their work. A wide range of learning styles are used ensuring personalised learning is at the heart of what we do.

The teams include teachers and support staff, all of whom work together to deliver the agreed curriculum to all the children/young people. Together they assess pupils/student progress and achievement discussing to ensure each learner's self-confidence and self-esteem rise quickly, developing their thirst for learning

We can offer a strong team spirit and very high staff morale, which has created an open and supportive environment where staff can be innovative in accelerating pupils/students learning.



SHARE Multi-Academy Trust

Sixth Form Academic Mentor

Role Title	Sixth Form Academic Mentor	Reporting to	Assistant Principal Sixth Form
Section	Shelley College		
Contract type	Term time only, 37 hours per week Temporary (1 year)	Grade / Salary	Band D, SCP 7 – 11: £17,298 - £18,724 actual salary

Part A – JOB DESCRIPTION

Overall purpose of role	<p>To support student progress by removing barriers to learning therefore allow students to achieve their Personal Best. With support and guidance from the Assistant Principal, Head of Sixth Form and the Sixth Form Student Manager alongside teaching staff, you will deliver small group interventions, support students to complete work and supervise students' personal study periods.</p>
Safeguarding Requirements	<p>To provide practical support for learning, educational activities, developing social skills, integration and for securing students physical and emotional wellbeing. To work as part of a team including teachers and other support staff to support the learning and welfare of all students. To have high expectations of our students and be committed to raising their achievement.</p> <p>This post requires the post holder to work in settings with children and young adults. Any employment offer is therefore subject to the results of an Enhanced Disclosure from the Disclosure and Barring Service (DBS).</p>

Key Outputs

1. Lead under the direction of Assistant Principal (Head of Sixth Form), the Sixth Form student manager and teachers, intervention support for all post 16 subjects where needed, to ensure students are participating in structured activities to build the skills and knowledge to enhance their progress over time.

2. Provide skilled delivery and support which increases student confidence, study skills and independent working skills over time.
3. To work under the guidance of the Assistant Principal (Head of Sixth Form) and the Sixth Form student manager to monitor students' learning. Ensuring the progress is clearly recorded in the relevant systems and relates to the learning objectives/goals for students.
4. Support students who need extra help to overcome barriers to learning through behaviour or learning difficulties.
5. Delivery of study skills lessons or other qualifications with students, inspiring a love of learning as well as evaluating, intervening and assessing student's progress.
6. To assist with re-integrating and engaging students back into mainstream lessons.
7. Establish a purposeful learning environment in the Sixth Form work room and ensure effective use of 'non contact' time, with a focus on underperforming students.
8. Liaise with pastoral, wellbeing and SEND staff ensure the needs of all students are met.
9. Deliver appropriate interventions to maximise student progress.
10. To support with restorative meetings for students and their teachers where appropriate.
11. To promote the support and inclusion of all students in the learning activities in which they are involved and communicate effectively to support their learning and maintain high expectations of all students to achieve.
12. To undertake any other duties associated with the role, as may be decided by your line manager or the Headteacher.

Dimensions (Financial/Statistical/Mandates/Constraints/No. of direct reports)

- Range of Teachers – approximately 80 across the whole school.
- Range of Students approximately 300.
- Number of direct reports, normally 0

Work/Business contacts

Internal: All teachers and support staff to advise how effectively to support students to achieve their Personal Best.

External: Parents and Families, Examinations Boards.

Expertise in Role Required (At selection - Level 1)	Essential or
	Desirable
Be able to demonstrate high standards of numeracy and literacy (GCSE Grade 5 or C)	Essential
Experience of working with secondary students in school for at least 2 years	Desirable

Experience of working with children who have SEND	Desirable
Experience of providing academic interventions for individuals and groups	Desirable
Ability to engage and influence others	Essential
Excellent communication skills	Essential
Excellent behaviour management skills	Essential
Commitment to the safeguarding of young people	Essential
Ability to monitor and evaluate impact of interventions and strategies	Essential
Working knowledge of relevant policies and codes of practice – e.g. Safeguarding and Special Educational Needs	Essential
Use coaching and mentoring skills with adults and students	Essential
Ability to use ICT to support learning	Essential
Good role model in terms of promoting the Trust aims & values, together with professional standards for teachers and leaders.	Essential
Is willing to work flexibly within scope of overall hours, e.g. evening meetings.	Essential

To apply, please complete an application form on the TES website, which can be found on our career site here:

<https://www.tes.com/jobs/employer/-1082675>

Closing date: Monday 23rd May 2022 @ 9am