



Job description

JOB TITLE:	Key Stage 5 Learning Mentor and Academic Support Worker
SALARY CODE:	Clapton Support Staff Range, Scale 6, Points 18 - 22 (Pro Rata)
RESPONSIBLE TO:	Head of Progress
HOURS OF WORK:	This post is term time only (195 days) For the 195 term time days you will be expected to work the following hours: - Monday – Thursday: 8:15am- 4:30pm - Friday: 8:15am- 4:15pm These timings include a 30 minute lunch break and a normal 36 hour week. These hours may be reviewed in consultation with you. <i>* For 2026-2027 there is an extended 2 week October half term so there will be a need to work another 36 hours across the academic year. These hours will be directed by the academy</i>

POST RESPONSIBILITIES

KEY PURPOSE

To support students in achieving strong outcomes at Key Stage 5 through high quality academic mentoring, targeted intervention, and contribution to the teaching, culture, and ethos of the sixth form. The postholder will support students to develop independence, resilience, and effective study habits, while addressing barriers to success and promoting positive post-18 destinations.

1. Academic Mentoring & KS5 Progress

- Deliver targeted academic mentoring through 1:1 and small group interventions.
- Identify underachievement and implement structured support plans.
- Support study skills, revision strategies, and independent learning.
- Contribute to teaching and learning through workshops and intervention sessions.
- Monitor, track and evaluate student progress, maintaining accurate records.
- Work closely with teaching staff and Heads of Progress to raise attainment.

2. Sixth Form Culture & Student Engagement

- Promote high expectations, academic ambition, and positive engagement.
- Build strong relationships to support motivation and accountability.
- Deliver assemblies, workshops, enrichment activities and lessons.
- Maintain a visible presence within the sixth form areas and study spaces.
- Manage supervised study periods, take registers and follow up on absence

3. Attendance, Pastoral Support & Wellbeing



- Monitor and improve attendance and punctuality for targeted students.
- Implement early intervention and communicate with parents.
- Support students' wellbeing and remove barriers to learning.
- Liaise with families and external agencies where appropriate.

4. Post-16 & Post-18 Pathways, Recruitment & Enrolment

- Support students with post-18 pathways including university, apprenticeships, and employment.
- Work with the CEIAG and Partnerships Manager to guide informed decision-making.
- Attend careers fairs, roadshows, and recruitment events to promote the CGA Sixth Form.
- Deliver assemblies and support sixth form promotion and marketing.
- Support applications and enrolment using Applicaa.
- Manage sixth form email queries from students, parents, and applicants.

5. Student Support, Bursary & Wider Contribution

- Support bursary applications and distribution of resources to students.
- Attend Parents' Evenings, open evenings, summer results days, and key school events.
- Contribute to safeguarding, attendance, and wider school priorities and duties.

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review (following the first annual cycle) at the direction of the Academy Business Leader.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



and Academic Support Worker

QUALIFICATIONS

	ESSENTIAL	DESIRABLE
5+ GCSE's A*- B, including English and Maths	✓	
Degree or equivalent in relevant subject	✓	
Further relevant qualification/ willingness to obtain or enhance qualifications and training for the post	✓	

EXPERIENCE

	ESSENTIAL	DESIRABLE
Experience of working within a Sixth Form educational environment or with 16- 19 year olds	✓	
Experience of supporting students with Special Educational Needs (SEN)		✓
Proven track record of successfully supporting young people to engage with learning	✓	
Experience of working with young people with challenging behaviour	✓	
Experience of running targeted small group work, workshops or intervention with young people		✓
Experience of recording, tracking and monitoring the impact of interventions		✓
Experience of working with students/ families to set short term goals for individual students and supporting students in achieving these	✓	

KNOWLEDGE AND SKILLS

	ESSENTIAL	DESIRABLE
Excellent English, Maths and IT skills	✓	
Excellent interpersonal skills	✓	
Good administrative and organisational skills	✓	
Ability to prioritise workload and work to given deadlines	✓	
Knowledge of the range of support/agencies available for students	✓	
Knowledge of KS5	✓	
Ability to work independently and as an effective team member.	✓	
Knowledge of the principles and strategies involved in giving advice and guidance to young people, including the place of confidentiality and sharing information	✓	

PERSONAL QUALITIES AND ATTRIBUTES

	ESSENTIAL	DESIRABLE
Proven tact and diplomacy when dealing with adults and young people.	✓	
Reliable, honest and trustworthy.	✓	
Able to remain calm and cope with the unexpected.	✓	
Committed to being a role model for staff and students in relation to overall conduct, including dress code, attendance and timekeeping.	✓	
A 'can do' attitude.	✓	
Energy, enthusiasm and commitment.	✓	
Committed to safeguarding and promoting the welfare of children and young people.	✓	



Commitment to inclusion	✓	
Willing to work flexible hours	✓	
Willing to visit students' homes to build effective working relationships with hard to reach families	✓	