

ST PETER'S SCHOOL – BOURNEMOUTH

Job Description

KS5 Academic Mentor

Post Holder

Salary Grade D, Scale Point 6 - (£15,019) gross per annum

Contractual Weeks Term time only

Contractual Hours 25 Hours (Flexible, but ideally 9am to 2pm; Mon – Fri inc.)

Reports to Head of Sixth Form

Purpose of the Role

The KS5 Academic Mentor will play a key role in supporting Sixth Form students to achieve their academic potential and develop the independent learning skills required for success in post-16 education and beyond.

The post holder will supervise students during private study periods, ensuring a purposeful, productive and academically focused study environment. They will also provide targeted mentoring and pastoral support to individuals and groups of students, helping them overcome barriers to learning, improve academic performance, and prepare for university, apprenticeships or employment.

Key Responsibilities

Supervision of Private Study

- Supervise Sixth Form students during designated private study periods.
- Maintain a calm, purposeful and productive learning environment.
- Monitor student attendance, punctuality and engagement during study sessions.
- Encourage effective independent study habits and time management skills.
- Support students in planning workload, meeting deadlines and prioritising tasks.
- Challenge low-level disruption and ensure students remain focused on academic work.
- Liaise with teaching staff regarding student progress, study habits and concerns.
- Ensure study spaces are organised, safe and conducive to learning.

Academic Mentoring

- Provide one-to-one and small-group mentoring for Sixth Form students.
- Support students in setting academic targets and developing action plans.
- Monitor student progress and help identify strategies for improvement.
- Assist students in developing revision techniques, organisation skills and independent learning strategies.
- Work with students who may be underperforming or at risk of not achieving their target grades.

- Encourage resilience, motivation, confidence and a positive attitude towards learning.
- Maintain accurate records of mentoring sessions and agreed actions.

Student Welfare and Pastoral Support

- Build positive and professional relationships with students.
- Act as a trusted adult who can provide guidance and signposting where appropriate.
- Identify students who may require additional support and refer concerns in line with safeguarding procedures.
- Promote student wellbeing, attendance and engagement in Sixth Form life.
- Support students during key transition points, including entry to Sixth Form and progression to higher education, apprenticeships or employment.

Sixth Form Support

- Assist with the delivery of study skills programmes and enrichment activities.
- Support university, apprenticeship and careers preparation activities.
- Contribute to Sixth Form events, open evenings, induction programmes and parents' evenings.
- Support the implementation of Sixth Form policies and procedures.
- Promote high standards of conduct, attendance and academic achievement.

Safeguarding and Professional Responsibilities

- Take responsibility for safeguarding and promoting the welfare of young people.
- Adhere to school policies, procedures and statutory requirements.
- Maintain confidentiality and handle sensitive information appropriately.
- Participate in relevant training and professional development.
- Undertake any other reasonable duties commensurate with the grade of the post.

Key Outcomes

The successful KS5 Academic Mentor will:

- Ensure private study periods are purposeful and productive.
- Improve students' independent learning and study habits.
- Support students in achieving or exceeding target grades.
- Contribute positively to student wellbeing, attendance and engagement.
- Help prepare students for successful progression into higher education, apprenticeships and employment.

Support for the School

- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and mission statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Head teacher

The purpose of this job description is to indicate the general level of responsibility of the post. In accordance with paragraph 80(d) of the National Conditions of Service it is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

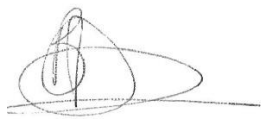
There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher, Head of Sixth Form or School Business Manager.

Safeguarding at St Peter's School is everyone's responsibility regardless of role or position.

Signed

Post Holder

Date



Signed

Headteacher

Date 21.9.2026

Agreed September 2026

Review