



**Wren
Finchley**

Sixth Form Learning Mentor Academic Wren Academy Finchley

Closing Date: 9.00am Friday 3 December 2021

Interview Date: Week beginning 6 December 2021



Do justice, love kindness, walk humbly with your God: Micah 6v8



**Wren
Finchley**

Contents

- Executive Principal's Letter
- Advertisement
- Job Description
- Person Specification
- Selection Process Details





**Wren
Finchley**

November 2021

Wren Academy Finchley

Hilton Avenue, North Finchley
London N12 9HB

Telephone: 020 8492 6000

Fax: 020 8492 6010

Email: firstcontact@wrenacademy.org

Web: wrenacademy.org

Secondary Principal: John Keohane

Primary Headteacher: Louisa Taylor

Dear Colleague

Wren Academy Finchley – Sixth Form Learning Mentor - Academic

Thank you for your interest in this post at Wren Academy.

The information given in the documentation here and more general information elsewhere on the website should give you a clear understanding of the Academy.

If you decide to apply, please follow this guidance carefully. Your completed application form, together with a supporting statement of one side of A4 using 12 point Arial font must be with us by 9.00am on the Friday 3 December 2021, however applications will be considered as they are received. You may send your application in hard copy to the address above or by email to wrenhr@wrenacademy.org.

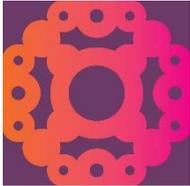
Finally, thank you for taking on the demanding and time consuming task of preparing your application for this role. I look forward to meeting you if you are selected for interview.

Yours sincerely

**John Keohane
Secondary Principal**

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.



**Wren
Finchley**

Sixth Form Learning Mentor - Academic

NJC Scale Points 16 – 19

Working for 42 weeks per Year, 36 hours per week

Paid salary for the above: £26,872 - £28,347

Start date: As soon as possible

An exciting opportunity has arisen to work as part of a welcoming, talented and highly motivated team in an Academy judged by OFSTED to be outstanding. We require a Sixth Form Learning Mentor – Academic, who will be instrumental in enabling students to successfully overcome academic or social barriers to learning.

Located in the London Borough of Barnet, Wren Academy is sponsored by the Church of England and Berkhamsted School. The Academy has developed a strong reputation for outstanding teaching and learning, as demonstrated by our Progress 8 figure, which places us in the top 100 schools nationally. We are an all-through school with an established Sixth Form and a primary phase which opened in 2015. The engaging curriculum and modern buildings have contributed to the Academy's notable success.

Wren Academy Finchley is a small Multi-Academy Trust (MAT) and plans are well advanced to build our second school in Enfield.

We wish to appoint people who have:

- An ability to communicate well with young people and stay calm in all situations
- Meticulous attention to detail
- Outstanding organisational skills
- The highest standards of punctuality and reliability
- Help improve learning and increase academic progress
- Provide practical support for teachers in and out of the classroom
- Improve student attendance and/or punctuality
- Support students not attending formal lessons
- Help raise standards of behaviour
- Work closely with parents

Please note that we require the Wren Academy application form to be completed before we are able to consider your application. We do not accept CVs.

Closing date: 9.00am, Friday 3 December 2021, however applications will be considered as they are received

Interview date: Week beginning 6 December 2021

The Wren Academies Trust is committed to the highest standards of safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts which will be subject to enhanced checks.

The Trust embraces diversity and promotes equality of opportunity. We wish to further develop a diverse community and encourage applications from all sections of society.

Do justice, love kindness, walk humbly with your God: Micah 6v8

WREN ACADEMIES TRUST

Wren Academy Finchley

Sixth Form Learning Mentor – Academic

Job Description

- Post Title:** Sixth Form Learning Mentor - Academic
- Purpose:** To be responsible the support of individual students as identified by the Academy's Sixth Form Team. To support identified students in developing their study skills and independent learning habits. To work with students and parents to ensure outstanding punctuality and attendance. To ensure that students receive appropriate information and guidance during their time in the 6th form and for their next steps.
- Reporting to:** Director of Sixth Form.
- Liaising with:** Heads of Year 12 and Year 13, Director of Sixth Form, Principal, Vice Principal, Assistant Principals, Heads of Faculty, Teaching and Student Services Staff, Other Staff with cross-academy responsibilities, some External Agencies and other visitors to the Academy.
- Working time:** 36 hours per week, 42 weeks of the year.
- To work term time and an additional three weeks during Academy holiday periods, aiding with recruitment to the Sixth Form and providing assistance during the results period.

Key Tasks:

- To ensure the designated study spaces provide an excellent environment for independent study.
- To help in the successful completion of the university application process, including assisting students with writing personal statements and other aspects of application.
- To work closely with the Academy's inclusion team to provide learning support for students with identified needs and attend student's annual reviews
- To supervise students in their allocated private study and to ensure that learning arcs are being engaged with.
- To contribute to the review and evaluation of learning arcs.
- To support identified students with the transition from KS4 to Sixth Form study
- To provide "drop-in" study support for students during their study periods
- To lead weekly targeted academic mentoring activities
- To communicate with parents regarding academic concerns including attendance and punctuality, missed home learning and subject deadlines.
- To aid the Sixth Form Team in supporting the emotional well being of students

- To mentor identified Year 12 and 13 students who are in danger of leaving the Academy
- To support in the successful delivery of the Extended Project Qualification (EPQ)
- To develop and maintain productive relationships with, and the effective involvement of, parents and carers.
- To be an advocate and enthusiastic user of the Academy's information technology systems.
- To actively support the Academy's vision and ethos.
- To be a member of the safeguarding team.
- To lead a Sixth Form tutor group on one day per week.
- To support with university clearing and Sixth Form recruitment during the results period.
- To lead a Sixth Form enrichment once per week.
- To work with and support the other mentor (academic / pastoral) when appropriate.
- To provide occasional administrative support in liaison with the Sixth Form Administrator.

Professional Behaviour:

- To maintain high standards of professional behaviour towards colleagues and students
- To lead by example and to follow the Academy's dress code and code of conduct
- To carry out duties in a friendly, helpful and professional manner
- To have a flexible approach and to be prepared for the unusual
- To uphold and actively support the Academy's policies and procedures on the safeguarding of young people

Assessment:

- To continue personal development as agreed in performance management
- To engage actively in the performance review process
- To address the performance management targets set by the line manager

Other Specific Duties:

- To play a full part in the life of the Academy community, to support its distinctive aim, ethos and policies, and to encourage staff and students to follow this example
- To support the Academy in meeting its legal requirements as a Church School
- To have a record of excellent health, attendance and punctuality

This job description is current at the date shown but, in consultation with you, may be changed by the Executive Principal, to reflect or anticipate changes in the job commensurate with the salary and job title.

**Wren Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
November 2021**

WREN ACADEMIES TRUST

Wren Academy Enfield

Sixth Form Learning Mentor – Academic

Person Specification

Professional Skills and Experience

1. Possess a good degree.
2. Demonstrate the ability to inspire students in their learning.
3. Have experience of working with young people.
4. Have relevant experience to support older students and provide information and guidance
5. Competency in using ICT and Microsoft Office 365

People, Relationships and Communications

1. Be committed to maintaining a distinctive and inclusive Christian ethos in the Academy.
2. Be able to relate to young people in a positive and constructive way and inspire them to achieve more than they think possible in regards to higher education and careers
3. Have confidence in working closely with older students in a supervisory role
4. Have qualities which earn the trust and respect of students, staff and parents
5. Possess excellent written and verbal communication skills.
6. Have the ability to relate positively to parents and other stakeholders and engage them successfully in the life of the Academy.
7. Be able to build constructive working relationships with students and staff at the Academy and beyond
8. Appreciate the balance between the academic and social development of young people, needed to create an outstanding school.

Selection Process Details

Application deadline

Completed application forms must be received by 9.00am, Friday 3 December 2021.

Completing your application

Candidates are asked to read the details in this pack carefully, especially the Job Description and Person Specification. Please ensure your application fulfils all the criteria set out in the Person Specification and you present evidence of this. Please complete all the standard information required on the application form. Failure to provide information requested may lead to your application being rejected.

Your completed application and supporting statement should be emailed to wrenhr@wrenacademy.org. CVs will not be accepted.

Selection process

The selection process will consist of a combination of tasks and interview. Further details will be provided to the candidates shortlisted for interview.

References

Candidates are advised that references may be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are warned of the need to respond within the timescale set. The post will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Prior to appointment, formal checks will be made in accordance with the current statutory requirements relating to child protection.

November 2021