



UTC Warrington

Sixth Form Learning Mentor

Candidate Information Pack





Vacancy: Sixth Form Learning Mentor

Job start: April 2024

Closing date: Thursday 4th April

Interviews: Thursday 11th April

Salary: NJC Scale 5 to 6 Pay SCP 14 –18 (FTE £27,334 - £29,269)

Actual Salary TTO: £23,444 - £25,104

Benefits: Local Government Pension Scheme

Location: Warrington

Contract type/Hours: 37 hours p/w term time only

Contract term: Permanent

Introduction

We are seeking to appoint a dedicated and dynamic Sixth Form Learning Mentor to join our growing team at UTC Warrington. We are an enriching and exciting place to work with superb students, committed, highly skilled staff, and a focus on delivering the highest quality teaching. Our staff are our most valuable asset. The post holder will be expected to promote the vision and values of the college with all stakeholders including parents, visitors and the wider community. We operate a culture of continued professional development and are looking for an enthusiastic and committed individual to join our team. We welcome pre-arranged visits to the UTC from candidates.

The role

The successful candidate will join a highly effective and diverse team who provide unwavering support for the young people at the UTC. The post holder will play a pivotal role in supporting Sixth Form learners, aiding in their academic and holistic development. Acting as both a mentor and a role model, you will implement strategies to enhance aspirations and academic achievement, and guide students towards higher education and future success.

About Us

UTC Warrington opened in September 2016 and was first inspected by Ofsted in May 2019 and secured a 'Good' judgement in all areas. UTC Warrington aims to become an 'Outstanding' institution by our next Ofsted inspection.

Our key focus is to support young people in preparing for the world of work, develop technical skills, and to find meaningful careers – apprenticeships, university, or employment. Manchester Metropolitan University collaborated with employers such as Sellafield Ltd to create the UTC, providing students with valuable relationships and experiences within the STEM industry in the Northwest and beyond.

We are a school and sixth form, with a strong focus and vision that prepares students for a high-quality role within science, technology and engineering. Our students study academic subjects, with a range of



GCSEs and post-16 qualifications. We also offer the opportunity for students to focus on developing their technical knowledge and skills and to work directly with the region's employers. From September 2023 we began offering T-levels in engineering and manufacturing, construction design and surveying, laboratory sciences and digital support services.

Our dedicated personal development programme encourages students to challenge themselves by using their skills in listening, speaking, problem solving, creativity, staying positive, aiming high, leadership and teamwork in all aspects of their UTC career. Combined with opportunities to take part in high quality enrichment (cadets, NCS, student leadership, sport), our young people are ready for the world of work. The UTC is co-located with the Warrington Youth Zone in Warrington town centre. This new facility provides UTC staff and students access to state-of-the-art sports facilities.

Our UTC has fantastic facilities and state-of-the-art equipment. Students have contact with industry professionals and teachers with strong industry experience. Progressing onto world class degree and apprenticeship opportunities. The UTC is currently ranked 11th out of 2270 schools and colleges nationally for students entering higher and degree apprenticeships.

In 2023 we were heavily over-subscribed for admissions into year 10. As a school we offer opportunities for a comprehensive programme of individualised evidence based CPD as well as encouraging colleagues to further their personal professional development.

How to Apply

For an informal discussion or to arrange a visit to look around the UTC please contact Lindsey Devine Office Manager on 01925 737067 or by email – ldevine@utcw.co.uk.

Closing date

Please complete an application form and submit a covering letter to ldevine@utcw.co.uk.

CVs will not be accepted. **The closing date for applications is Thursday 4th April.** Interviews will take place on **Thursday 11th April.**

We reserve the right to close this vacancy early should we receive an overwhelming response. All candidates are advised to refer to the job description and person specification before making an application.

UTCW is committed to safeguarding and protecting the welfare of children and expects all staff and volunteers to share this commitment. An enhanced Disclosure and Barring Service Certificate will be required for all posts.

We are also committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Please take the opportunity to find out more about life at the UTC through our website and social media channels:

Website: www.utcw.co.uk

Facebook: www.facebook.com/UTCWarrington

Twitter: www.twitter.com/UTCWarrington

Instagram: www.instagram.com/utc_warrington



UTC Warrington – Attendance Mentor Job Description

Job Title:	Sixth Form Learning Mentor
Salary:	NJC Scale 5 to 6 Pay SCP 14 –18 (FTE £27,334 - £29,269) Actual Salary TTO: £23,444 - £25,104
Job Purpose:	<ul style="list-style-type: none"> Support all Sixth Form pupils with their T-level studies to reach their potential and maximise attainment whilst progressing onto a positive destination such as apprenticeship, university or employment.
Accountable to:	T-level Co-ordinator
Main Duties and Responsibilities:	<ul style="list-style-type: none"> To provide study skill and academic mentoring aimed at deepening the independent learning culture of Sixth Form students and the impact this has on their learning and progress. To monitor student attendance and commitment to their study, during both supervised private study periods and their personal time. To monitor progression data for all students and provide individual and group mentoring and target setting to support the Sixth Form Team. To liaise with parents/carers, Sixth Form subject teachers and tutors to support a holistic approach to students reaching their potential. Support students in their UCAS and apprenticeship applications. To provide support to the T-level co-ordinator in a range of Sixth Form matters. To effectively manage, organise and oversee the T-level study space and establish a positive, welcoming and professional physical and working environment. To liaise with subject teachers regarding the independent study skills required and how to support the development of these skills. To supervise timetabled Sixth Form study periods and promote a culture of focused study through monitoring, intervention, praise and sanction as required. To assist in monitoring Sixth Form students' home study and coursework completion. To help students find materials, explain set work, help solve problems and suggest different approaches to carrying out tasks.

	<ul style="list-style-type: none"> • To liaise closely with the Sixth Form teams, both teaching and pastoral to ensure the maximum effectiveness of the supervised study periods. • To provide effective academic support, monitoring and mentoring to enable students in the sixth form to achieve their full potential. • To develop a 1:1 academic mentoring relationship with students to help students reflect on their progress based on data and to set and review targets. • To contribute to the mentoring programme for groups of identified students (specifically bursary supported and vulnerable students). • To promote student awareness of the colleges literacy and numeracy strategies and Sixth Form students' understanding of exemplary study approaches. • To assist in maintaining good discipline of students in all Sixth Form areas and throughout the College, dealing with immediate problems and emergencies. • To report back on student behaviour and progress, as appropriate, to the Sixth Form team. • To promote and reinforce Sixth Form students' self-esteem, independence, work ethic and high aspiration. • To assist the work of the Attendance Mentors with regard to Sixth Form attendance by monitoring and supporting the attendance of targeted students over time and communicating with parents where necessary. • To support the T-level co-ordinator and Careers Leader in securing positive destinations for all students. • To actively encourage Sixth Form students to take part in co-curricular enrichment activities. • To foster and maintain constructive and supportive relationships with parents/carers, exchanging appropriate information, facilitating support for attendance and learning, maintaining sensitivity and confidentiality at all times. • Support the delivery of the 6th form PSHE programme and being a 6th form PAT tutor • Cover for 6th form lessons as required. • Organisation of 6th form parent's evenings
Responsibilities common to all staff:	<p>All staff are expected to:</p> <ul style="list-style-type: none"> • Foster UTCW's vision and objectives. • To ensure equality and diversity is celebrated and promoted through all practice, and that success is achieved through widening participation and encouraging access to a diverse range of students.

	<ul style="list-style-type: none"> Effectively discharge UTCW's responsibility for safeguarding students. Work within the UTCW Health and Safety policy to ensure a safe working environment for staff, students and visitors. Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues To engage actively in the performance review process Adhere to policies and procedures as set out in the staff handbook or other documentation available to all staff. Attend appropriate professional development/training sessions, courses or meetings to ensure that skills are maintained and developed to meet the changing needs of the college. To comply with the provisions of the Data Protection Act and adhere to the requirements of all staff to maintain confidentiality in respect of governors, staff, parents, students and members of the general public. To be responsible and accountable for carrying out the post with regard to the college's Safeguarding Policy, Equal Opportunity Policy, Health and Safety at Work Act and any other relevant policies and procedures. Carrying out any other duties associated with the work of the College as may be directed by the Principal, commensurate with the grade of the post.
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Person Specification

	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> Educated to A level or equivalent level, including at least a grade C in English and Maths (or equivalent). 	<ul style="list-style-type: none"> Higher Education/degree.
Skills:	<ul style="list-style-type: none"> The resilience to thrive in a busy and fast paced working environment. Ability to build and maintain successful relationships with students, parents and staff, based on mutual respect and consideration. Excellent ICT skills including the ability to use specialist packages. Excellent literacy & numeracy skills. Capacity to quickly develop a working knowledge of the relevant policies, systems, protocols and procedures. 	

	<ul style="list-style-type: none"> • Ability to identify own learning needs and actively seek development opportunities. • Be able to handle confidential issues sensitively and appropriately. • Flexible, motivated and committed to high standards of working in a professional manner. 	
Experience, knowledge and understanding:	<ul style="list-style-type: none"> • Awareness of the importance of safeguarding. 	
Characteristics:	<ul style="list-style-type: none"> • Positive and pro-active approach. • Demonstrate a commitment to the college vision, aims and ethos, its community and the college improvement agenda. • Demonstrates a passion for the UTC model and delivering education that is student centred and cutting edge. • Highly personally credible and able to represent UTCW with external agencies, particularly employers. 	<ul style="list-style-type: none"> • Enhanced DBS.

UTC Warrington is committed to safeguarding the welfare of children and expect all staff to share this commitment. An Enhanced DBS Disclosure is required for all staff within the college.

March 2024