

ROLE DESCRIPTION

ROLE TITLE:	Academic Improvement Mentor
REPORTING TO:	Vice Principal TLA
LOCATION:	Franklin College, Grimsby
APPOINTMENT TYPE:	Sessional, term time, plus additional weeks/college holidays as agreed) – Fixed term.
DATE:	August-2026-June 2027

ROLE PURPOSE:

To work with targeted students to address barriers to learning and to enable them to develop their skills and achieve their full potential.

MAIN DUTIES AND RESPONSIBILITIES

1. To work with and support targeted students who have been identified by the College, focusing on achieving their potential in their study or specific subject/course (e.g. by providing in-class support, small group support, and /or individual student support on a one-to-one basis).
2. To provide subject guidance and advice to targeted students.
3. To liaise and work with teaching staff to provide support to targeted students.
4. To undertake requests by teaching staff to provide support to targeted students.
5. To identify those students who need extra help to overcome barriers to learning inside and outside the classroom.
6. To assess the progress of targeted students and report back to the subject teacher, as required.
7. To monitor the implementation of all plans and provide feedback to the students on progress and achievement.

Selection Criteria: A= Application Form I = Interview T = Test/Personality Profile P = Practical exercise *The selection criterion is for guidance only and alternative methods may be used to assist the selection process	Essential or Desirable	Method of Candidate Assessment * A, I, T OR P
Experience		
1. Acting as a mentor or coach	E	A, I
2. Experience of working with Students in the 16-19 age range. Sixth Form College experience would be advantageous	D	A,I
3. A demonstratable record of success in previous roles	E	A,I
Educational/ Vocational Qualifications		
1. Degree or equivalent level of education	D	A,I
2. Good standard of level 3 education (A/B grade at A level, or D*/D BTEC	E	A,I
3. Good standard of general education (5 GCSE's A-C including Maths and English or equivalent)	E	A,I
4. Qualified by relevant experience	D	A,I
5. Training in literacy and/or in particular curriculum or learning area	E	A,I
6. Evidence of further professional study	D	A,I
Skills, Knowledge & level of competency.		
1. Understanding of classroom roles and responsibilities and your own position within these	D	A,I
2. Understanding of teaching and assessment processes	D	A,I
3. Understanding of principles of child development and learning processes	D	A,I
4. Up to date working knowledge of relevant policies/codes of practice and awareness of relevant legislation	D	A,I
5. Clear understanding of safeguarding processes and procedures.	E	A,I

6. Understanding of issues relating to equality, diversity, health and safety and the safeguarding of young people.	E	A,I
7. Ability to work with students	E	A,I
8. Able to communicate effectively with students, staff and other stakeholders	E	A,I
9. Excellent written skills and attention to detail	E	A,I
10. The ability to work under pressure and be flexible.	E	A,I
11. Effective interpersonal and communication skills including the ability to listen, influence and to consult at a face-to-face level.	E	A,I
12. Innovative, resourceful, creative with the ability to achieve the highest levels of quality and performance.	E	A,I
13. Effective decision- making skills with analytical and problem-solving abilities.	D	A,I
14. Excellent administrative, recordkeeping, organisational and IT skills (e.g. Microsoft Office software suite – Word, Excel, PowerPoint and Outlook, Google Classroom, Drive and docs)	D	A,I
15. An ability to take responsibility for several tasks, while remaining calm and coping effectively.	E	A,I
16. Franklin College is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment.	E	A,I
Personal Qualities and Interpersonal Skills		
1. A commitment to extra-curricular activities and the life of the college	D	A,I
2. High levels of emotional intelligence with evident sensitivity to the needs of students, staff and key stakeholders.	E	A,I

3. High levels of emotional resilience, positivity and drive.	E	A,I
4. Strong intellectual powers and the ability to be reflective	E	A,I
5. Personal and professional integrity, which includes having a good work ethic, high levels of personal integrity and professionalism, the ability to undertake work of a discreet nature, handle difficult situations with tact and diplomacy and have complete respect for confidentiality.	E	A,I
6. Passionate about teaching, learning, quality improvement and the wider Sixth Form College experience.	E	A,I
7. To work collaboratively and constructively as a member of a team and to support colleagues as required.	E	A,I
8. A proactive approach demonstrating an openness to change.	D	A,I
9. The suitability to work with children	E	A,I
10. A commitment to the College's values and a shared responsibility to achieving success for all.	E	A,I
11. A commitment to relevant legislation and good practice in relation to equality and diversity and safeguarding and promoting the welfare of young people.	E	A,I
12. A commitment to continuing professional development.	E	A,I

GRADE OF POST: National Minimum/Living Wage
 Aged 18-20 £10.85 per hour (+ 12.07% holiday pay)
 Aged 21+ £12.71 per hour (+ 12.07% holiday pay)

HOURS OF WORK **Hours will be worked as and when required by agreement, between the hours of 08.30am and 5.00pm for up to 15 hours per week, term time with the possibility of additional weeks during the remainder of term time and possibly during college holidays.**