



# Job Profile

## Sixth Form Academic Mentor

**Date** June 2025

### Job Context

Saint Cecilia's Church of England School is a co-educational Church of England comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. The school has recently expanded to take 180 pupils per year group. There are now over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the school's Governing Body.

### Job Purpose

- To liaise with the Director of Sixth form to identify students who are underachieving, at all ability levels, and to develop strategies to improve performance and outcomes.

### Accountable To

- Director of Sixth Form

### Key Accountabilities and Tasks

- To develop strategies for supporting identified students
- To develop and offer mentoring support on a one-to-one or small group basis
- To help students identify why they are underperforming and identify strategies to improve their performance
- To draw up action plans with identified students, providing clear outcomes and success measures
- To deliver a range of hour-long sessions to small groups of students. The content will include study skills, UCAS and apprenticeships and work on mind set
- To work with, guide and challenge students both in and out of the classroom
- To be based in close proximity to the Sixth Form study rooms and social areas in order to be available and to supervise students
- To monitor the progress of students and to celebrate success
- To work flexibly and sensitively with staff, families and students to support student attendance and attainment
- To work in partnership with other agencies for Year 12 and Year 13 students as appropriate
- To carry out all the administration related to the role
- To support the UCAS application process
- To support the Year 12 induction process and to provide a framework to enable the smooth transition from Year 11
- To attend key Sixth Form events i.e. Parents' Evening, Open Evening etc
- To attend team meetings where relevant
- To undertake other duties that reasonably correspond to the general character of the post, commensurate with the level of responsibility

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