

# st Chris

A day and boarding school for boys and girls aged 3 – 18. Asking interesting questions since 1915.

Sixth Form Learning Support Mentor

37 hours per week  
Term Time, 36 weeks per annum

Apply by 12.00pm  
Wednesday 5 March 2025

**A dynamic and rewarding place to work.**

Hello! Thank you for taking an interest in our Sixth Form Learning Support Mentor role. Here at St Chris, we embrace the challenges of the modern world which necessitates the asking of interesting questions.

This job pack contains more details about what this position involves, personal specifications and total reward.



# Sixth Form Learning Support Mentor

## Salary

FTE £24,246 - £ 26,440  
Actual salary £19,397 - £21,152  
Point 21 - 24 of the Professional Services salary scale dependent on skill and experience.

## Contract

37 hours per week  
Term Time only 36 weeks per annum.

## Location

On-site, Letchworth Garden City  
Hertfordshire

## Life at **stChris**

St Chris is an independent day and boarding school for girls and boys aged 3 to 18 located in Letchworth Garden City, Hertfordshire. Our School was established in 1915 and, since then, has been working to do things differently if, and only if, it makes things better for our students.

There are currently around 500 pupils on roll and 200 staff.

St Chris seeks to be a continuously developing community of children and adults working together to enable everyone to achieve their best. All are valued as individuals and encouraged to develop curiosity, competence, judgement, kindness and courage.

St Chris seeks to prepare pupils for happy and fulfilled lives in the service of others.

We treat young people as individuals, encouraging them to develop into capable, imaginative, responsible people with a zest for life.

## Purpose of the Role

To provide study skills and academic mentoring aimed at deepening the independent learning culture of Sixth Form students and the impact this has on their learning and progress. The Sixth Form Learning Support Mentor is primarily responsible for the operation of the Sixth Form Study Area and Private Study arrangements in Years 12 & 13. In addition, the Sixth Form Learning Support Mentor will provide Sixth Form students with the opportunity to access a “drop in” learning support service to help equip them with the appropriate study, time management and revision skills either one-to-one or in small seminar groups, along with support for UCAS and next steps.

## Line Management Responsibility

This role will have no line management responsibility and will report in to Assistant Head Inclusion.



**I like helping staff to feel that they are supported and confident in supporting students.**

, Jenny Savage, Assistant Head Sixth Form

# What will the Sixth Form Learning Support Mentor do?

Here's an overview of the Sixth Form Learning Support Mentor's responsibilities and how they will be involved in the day-to-day running of the school.

## Key accountabilities and responsibilities of the role:

- To manage the Sixth Form Learning Centre ensuring that a suitable working atmosphere prevails and that the equipment and facilities are maintained.
- To promote and reinforce Sixth Form students' self-esteem, independence, work ethic and high aspiration.
- Organise and administer private study provision for students where required.
- Support and assist students in their learning either on an ad hoc basis or during regular planned meetings as part of individual learning programmes.
- Provide assistance with IT enquiries such as how to research using the internet. This will include assisting Year 12 when using Unifrog, and Year 13 as they search for Universities/Apprenticeships and use of the UCAS website.
- To run individual one to one or small group sessions on Time Management, Study and Revision Skills.
- To be responsible for the maintenance of the notice and display boards in the Sixth Form Learning Centre to promote workshops, websites, and raise awareness amongst students of various learning tools, etc.
- To liaise with subject teachers regarding the independent study skills required and how to support the development of these skills.
- 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.
- Be familiar with any IEP targets for specialist intervention for an individuals required.
- Promote and support the inclusion of all pupils, including those with special educational needs. Be aware of and support difference to ensure all pupils have equal access to opportunities to learn and develop.
- Use behaviour management strategies, in line with the school's policy and procedures, to contribute to a purposeful learning environment and encourage pupils to interact and work co-operatively with others.
- Create suitable resources to provide the support noted above.



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### Additional Duties

- Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people.
- To uphold St Chris policies to protect and safeguard pupils to secure their health, safety and wellbeing.
- Demonstrate a continual commitment to the promotion of equity, inclusion and diversity initiatives and the sharing of best practice in line with St Chris Equal Opportunities policy and procedures.
- Ensure the highest degree of confidentiality and data protection of all material. Have a good understanding of relevant data protection legislation and regulations, especially the Data Protection Act 2018 and the General Data Protection Regulation.

***This job description is not contractual or exhaustive but reflects the type and range of tasks, responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by their manager.***





# stChris

## Person Specification



### Qualifications, training and experience

- Literacy and/or numeracy qualifications to level 3 and above, or alternative qualifications or experience that demonstrates skills and expertise to a similar level
- Knowledge of current safeguarding and child protection practice
- Experience of working with young people
- Understanding of and an interest in education
- Experience of effective record keeping use of administrative skills
- Experience of working with young people – post 16 age group
- Experience of working in an educational establishment
- Understanding of special educational needs and strategies that can be employed to support pupil learning
- High levels of IT skills
- Strong communication skills (oral and written)
- High levels of administrative skills
- Ability to work independently and under own initiative
- Highly organised Strong interpersonal skills
- Confident in a variety of IT applications
- Knowledge of what is required at Undergraduate level study

### Skills and abilities

- Willingness to learn
- Ability to manage own work effectively and take responsibility for own professional development
- Developed interpersonal and communication skills (including written, oral and presentation skills)
- Be able to cope with change and meet challenges successfully
- Team working skills
- Ability to liaise/consult with as appropriate with a range of professionals and agencies as well as pupils and parents
- Ability to advocate on behalf of pupils and form appropriate positive relationships
- Fundamental belief that every child matters and that aspirations/achievements can be significantly altered
- A liking, empathy and respect for children and young people and sensitivity to their needs
- Ability to relate well to parents and the wider community
- Personal presence to develop and promote high standards in all aspects of school life.

## Benefits of Working at St Chris

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There's a passion for learning and a real sense of belonging here.

Connor Vincent, Drama Teacher



## Welcome to St Chris

Schools are - in truth - nothing more than a collection of people working together, and it is on that understanding that all the incredible things achieved at St Chris come to be. So, 'Hello'; and we mean that.

***St Chris is a lot of things, all at the same time.***

St Chris is an independent school for boys and girls aged 3-18.

St Chris is a community of young people from across the local area, the country, and the world.

St Chris is something unmistakably different from the moment you arrive.

St Chris is an outstanding, modern school with an important, progressive heritage.

1

### Pension Scheme

Competitive pension scheme with 8% employer contribution plus an additional up to 4% personal sacrifice matched.

2

### Westfield Health Plan

Complimentary opt-in Level 1 Westfield Health Plan with the option to scale up your plan with salary sacrifice.

3

### Free Lunch

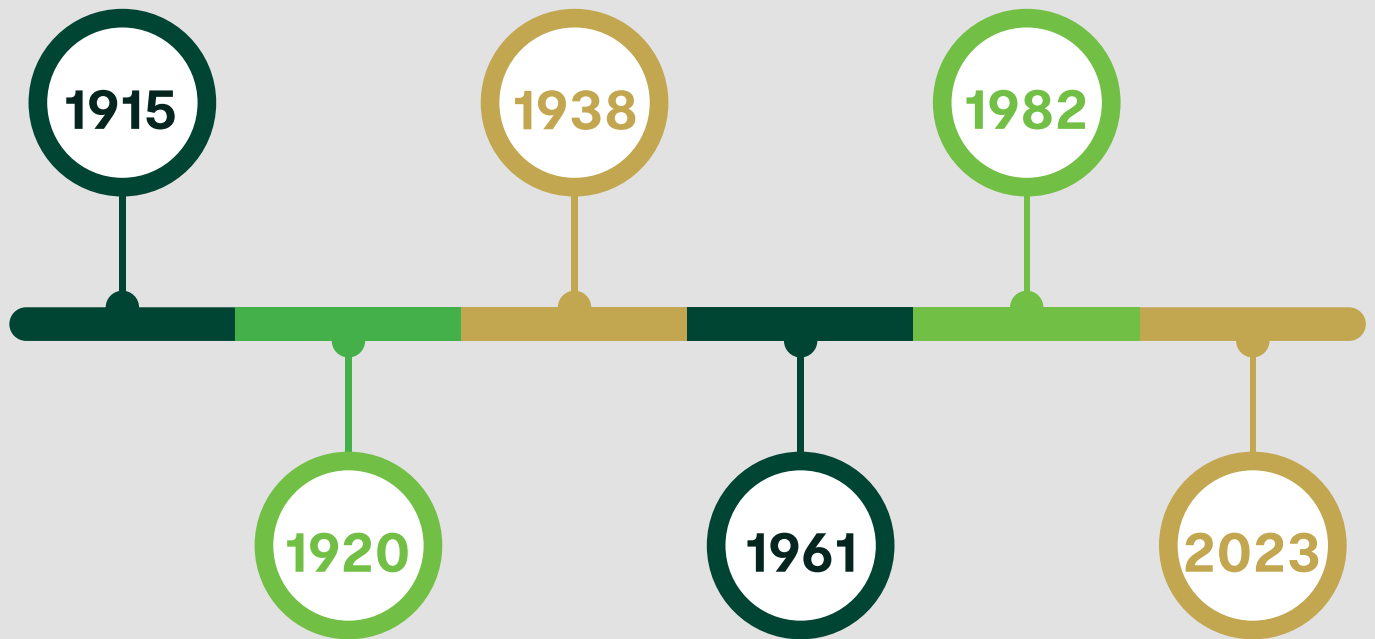
As part of a non-contractual agreement. Free vegetarian lunches are provided to staff during term time.

4

### Facilities

Access to the school's on-site swimming pool and gym.

# A Brief History of St Chris



## St. Chris Established

St Christopher School (then known as the 'Garden City Theosophical School') was established in 1915 by headmaster, Dr. Armstrong Smith, ready for a new style of education.

## Initial Meeting of the School Council

The Council consisted of 32 students and staff and met on a fortnightly basis to discuss and legislate on school matters. From December 1920, decisions made by the Council were later ratified by a meeting of the whole school.

## Abolishing Uniform

Following a protest in the school magazine, the School Council discusses abolishing school uniforms for boys. The motion is, eventually, passed but no action is taken. During the war, clothing rationing and difficulties for parents meant that uniform was relaxed in 1938.

## Swimming Pool Built

Parents contribute an initial £600 towards building the school swimming pool and pupils aim to raise £1000 themselves in 1961. The community pulls together to remove topsoil, excavate and build the pool. By 1968, the pool and changing rooms were completed.

## Theatre and Sports Hall Open

A drama festival of eight plays marks the opening in 1982. Over the next decade, the enthusiasm of pupils allowed an average of five school productions each year, ranging from *Twelfth Night* and *Three Sisters* to *Blood Wedding* and *Accrington Paris*.

## Present Day

Today, St Chris is a vibrant, thriving community working together. We believe in the benefits of an informal approach underpinned by the belief that all voices, from the youngest member of the nursery to the chair of governors, should be listened to and treated respectfully.



## Let's work together.

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Piqued your interest? We thought so.

At St Chris, we do things differently to benefit our young people and community. Looking for a new challenge? Looking to have an impact? Searching for a job that gets you thinking?

Apply for this role at [www.stchris.co.uk/vacancies](http://www.stchris.co.uk/vacancies).

### How to apply

To apply, please complete an application form (we do not accept CVs as an educational institution) and submit this, together with a covering letter to the People team at [hr@stchris.co.uk](mailto:hr@stchris.co.uk). If you would like a conversation regarding this opportunity, please contact Kirsten Rockey, Head of SEND at 01462 650850.

Please also complete the Equal Opportunities Monitoring form which will be immediately detached from your application.

St Chris is committed to safeguarding and promoting the welfare of children. Applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St Chris is fully committed to equality of opportunity and diversity and we warmly welcome applicants from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationalist, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability or age.

**The closing date for applications for this role is 12.00pm on Wednesday 5 March 2025. Interviews will take place on Friday 14 March 2025.**