



## Job Description

### Resident Academic Mentor

This job description gives an overall indication of the areas of responsibility of the position but is by no means all-encompassing or fixed. The post may include other duties and responsibilities as determined by management that fall within the general responsibilities of the post. St. Francis' College Limited ('the College') is an equal opportunities employer.

<b>Location:</b>	Boarding House
<b>Accountable to:</b>	The Resident Academic Mentor is directly responsible to and supervised by the Head of Boarding. However, the Resident Academic Mentor also receive instructions from the Head, who is in overall charge of all the activities of the College on a day-to-day basis.
<b>Responsible for:</b>	N/A

#### Overall Purpose of the Job

The Resident Academic Mentor plays a vital role in supporting boarding and teaching staff to facilitate student participation in the academic and social activities of the School. With a keen interest in pastoral care and a willingness to engage in all aspects of boarding school life, the Academic Mentor assists with the day-to-day operations of the boarding house, organizes and supervises weekend trips and activities, and handles administrative tasks related to boarding.

Additionally, the role involves working closely with academic school staff to ensure students receive the necessary support to achieve results that reflect their full potential. The Academic Mentor encourages and supports students in their learning and skill acquisition, fostering a positive and inclusive environment. The ideal candidate is a positive team player, highly organized, able to act on their own initiative, and enjoys working with young people.

The role requires will be a positive team player with a proven track record of being highly organised and able to act on their own initiative. They will have to demonstrate a fair but firm approach and must enjoy working with young people.

This role is ideal for graduates seeking experience in a boarding school environment and is particularly suited for those interested in pursuing careers in education and pastoral care.

The Academic Mentor's purpose is to be an effective member of the Boarding House Team, to help achieve the overall aims of the College.

#### Main Duties and Responsibilities

- To assist the Head of Boarding in the care for Boarders according to the National Minimum Standards for Boarding and uphold the values and ethos of St. Francis' College.
- To assist with pupil supervision both boarding time (including weekends) and during the College day.
- Provide necessary Boarding supervision, including some morning wake-ups, meal supervision, evening routines and overnight duties when scheduled
- To assist in the supervision and co-ordination of weekend boarders' activities.
- To support Boarding Pupils with their academic studies, and to work as part of a team to help achieve the overall aims of the College.

- To assist in the supervision and pastoral care of Boarders and to undertake a share of Boarding House duties, maintaining a well organised and disciplined Boarding House.
- To help foster the spiritual, moral, intellectual, creative and physical development of the Boarders.
- To assist in the supervision of Boarders' homework in designated Homework sessions.
- To liaise with the teachers and tutors over academic matters.
- To alert the boarding team to any issues promptly.
- To assist in emergency evacuations of the boarding house.
- To assist the boarding team with administrative duties.
- To make a significant contribution to the organisation and delivery of the College's Co-Curricular Programme, either as part of a time-tabled lesson or in the evening or at weekends.
- To maintain good order, appearance and behaviour in the boarding area, at mealtimes and throughout the College as a whole.
- To participate in activities and external trips for Boarders.
- To attend Staff Meetings and INSET training as required.
- To assist in recruitment of new Boarders by welcoming visitors and prospective pupils and parents to the Boarding House.
- To have an 'open door policy,' meaning whenever one is present in the boarding house and one duty, one is available.
- To participate in Open Days as part of the College's marketing initiative.

### **Hours and conditions of work**

- The Resident Academic Mentor will occupy, free of rent and rates, single accommodation in the Boarding House. The company will pay all Council Tax, utilities, water and sewerage charges in respect of the Boarding House and in respect of the occupation of the provided accommodation.
- The Resident Academic Mentor will be expected to occupy the accommodation whilst on duty throughout term time; however, the accommodation will be available all year round.
- During term time, meals are provided in the Dining Room and a laundry service is available.
- The Resident Academic Mentor's hours of work are 46 hours per week, term time only including INSETS, Open Morning
- Boarding Staff are also required to work five additional days a year, which may be at the beginning or the end of each term to prepare the Boarding House and/or attend Boarding specific training sessions.
- Boarders return to College the day before the start of term, therefore. The start of term for Boarders and Boarding colleagues will commence one calendar day before the start of the teaching term.
- The postholder will be expected to work on Bank Holidays that fall during term time (usually the first May Bank Holiday). Time off in lieu will be given for hours worked.
- Hours are worked over 5 days, days off are usually given together.
- Additional hours may be required from time to time to support the team. Overtime is not normally paid, but time off in lieu will be granted for hours worked in excess of the contracted hours.
- The role will include working primarily within the Boarding House but will include time within School depending on the requirements of the students.
- The Resident Academic Mentor will be expected to be on overnight call duties up to twice per week where they will have the Boarding mobile overnight for emergencies. Time off in lieu will be given when a call out occurs.

### **General**

Owing to the presence of pupils in the College, strict rules governing staff behaviour and, in particular, regarding access to areas of the College, are in place. Details may be obtained from the College.

# Person Specification

## Role: Resident Academic Mentor

The Academic Mentor must be a responsible and enthusiastic person who may wish to pursue a career in teaching and/or pastoral care. It is an enriching experience, which demands commitment, dedication and a serious approach to hard work, and a willingness to be involved in both the academic and boarding sides of the school.

Essential	Desirable
<b>Education:</b> <ul style="list-style-type: none"> <li>• Educated to degree level</li> </ul>	<b>Education:</b> <ul style="list-style-type: none"> <li>• Mental Health Training</li> <li>• Safeguarding qualifications</li> </ul>
<b>Skills:</b> <ul style="list-style-type: none"> <li>• Effective communication skills</li> <li>• Ability to prioritise workload</li> <li>• Sound computing skills with basic competence in Microsoft Office suite</li> <li>• Highly effective teamwork skills</li> <li>• Adaptability and flexibility</li> <li>• Ability to work with initiative</li> <li>• Excellent organisational skills</li> <li>• Empathy skills to support young people in a positive manner</li> <li>• Resilience and patience</li> </ul>	<b>Skills:</b> <ul style="list-style-type: none"> <li>• Use of school management systems, e.g. iSAMS</li> </ul>
<b>Experience:</b> <ul style="list-style-type: none"> <li>• Experience working with young people</li> <li>• Experience of working collaboratively with colleagues at all levels</li> </ul>	<b>Experience:</b> <ul style="list-style-type: none"> <li>• Experience of working in an Educational/ Residential environment</li> </ul>
<b>Knowledge:</b> <ul style="list-style-type: none"> <li>• Knowledge of Health and Safety and Child Protection legislation within education</li> </ul>	<b>Knowledge:</b> <ul style="list-style-type: none"> <li>• Knowledge of National Minimum Standards for Boarding</li> </ul>
<b>Other:</b> <ul style="list-style-type: none"> <li>• Warm, friendly and caring personality, with a genuine interest in the welfare and education of young people</li> <li>• Able to remain calm and self-controlled under pressure.</li> <li>• Be a positive role model for the students when on-site.</li> <li>• Have a sense of humour.</li> <li>• Be energetic, flexible and positive.</li> <li>• Be imaginative, articulate, adaptable and keen to make a difference.</li> <li>• Enthusiasm and willingness to get involved in the life of a vibrant Boarding House and College</li> <li>• Passionate about education and working with young people.</li> </ul>	<b>Other:</b> <ul style="list-style-type: none"> <li>• Has a minibuss license</li> <li>• Hold a current First Aid Qualification</li> </ul>