

# SEVENOAKS SCHOOL

## JOB DESCRIPTION



### KAN Mentors





## The School

Founded in 1432, Sevenoaks enjoys a global reputation as a centre of academic excellence and a flagship school for the International Baccalaureate. A co-educational day and boarding school, it offers a stimulating, intellectually demanding and balanced education for over 1200 pupils from the age of 11 to 18.

The school is one of the largest employers in the local area, employing staff in a wide variety of roles, and aiming to be an employer of choice for top staff from around the world. We offer our staff a competitive range of benefits and are in the process of developing a range of progressive employment policies and opportunities for personal and professional development. All Sevenoaks staff are encouraged to enjoy facilities such as our sports centre and pool, attend performances at our performing arts centre, and get involved in service activities within the local community. We strive to promote the positive mental and physical health of all staff, and are committed to ensuring that equity, diversity and inclusion are at the very heart of our culture and community. We believe every member of the school community should feel welcomed, included and valued.

Further information about the school can be found at: [www.sevenoaksschool.org](http://www.sevenoaksschool.org).

## The Kent Academies Network

The Kent Academies Network (KAN) aims to remove barriers to Higher Education by developing pupils' confidence, knowledge, and agency so that they can set ambitious goals, and ultimately reach them. Our Core university access programme has been

running since 2013 and our Aspire university access programme began in 2021. Core and Aspire are uniquely comprehensive four-year programmes of mentoring, meet-up days and Core residential weeks. Further information about KAN can be found at <https://www.sevenoaksschool.org/service-and-partnerships/secondary-partnerships/kan/>.

## The Role

Our university-student mentors are at the heart of KAN. They are the link between any meet-up day or residential week and student success. By being a consistent point of contact with KAN students the mentor-mentee bond that develops over the four years of the programme is unique.

We hope all applicants are able to commit to two years working for KAN, usually beginning in the July of an academic year. Each year mentors are expected to:

- Deliver termly online mentoring (less than two hours, in an assigned evening).
- Work at residential events (a weekend in March and a week in July).
- Guide your mentees in their summer research project, marking both a draft and final essay.
- Consistently monitor and engage with the online messaging platform.

Mentors are also invited to work at our meet-up days in February and March.

Specific dates for the upcoming year are available at <https://www.sevenoaksschool.org/service-and-partnerships/secondary-partnerships/kan/>.





## Main Duties and Responsibilities

Please note this is a non-exhaustive list and serves to indicate the type of roles that the successful candidate would be required to undertake:

### General

- KAN aims to remove barriers to Higher Education by improving student, knowledge, and agency. As a mentor you are a face of Higher Education and should be able to discuss with your mentees about your experience and encourage them to have ambitious goals.

### At online mentoring sessions

- Promote good academic performance by being willing to provide help or sign-post them to resources (via Learnium).
- Take the lead to help the students engage.
- Remind students to use Unifrog.

### Residential Events

- Supervising students and promoting their welfare and safety, for example you are a point of contact for student concerns.
- Be reliable and follow the mentor rota.
- Working as part of the mentor team.
- Showing enthusiasm and engaging with sessions when on duty.
- Monitoring your specific mentees and spending time with them.

## Summer Research Projects

- Helping your mentees to plan their project, either at the residential event or/and on Learnium.
- Marking at least one draft, if your mentees post this.
- Marking and providing written feedback for your mentees.

### On Learnium

- Log-in roughly twice per month.
- Take the lead to help the students engage by posting messages and asking questions.

Further detail about mentor responsibilities are available at <https://www.sevenoaksschool.org/service-and-partnerships/secondary-partnerships/kan/>.

## Person Specification

### Essential

- Communicative.
- Reliable.
- Supportive and kind.
- The applicant shows empathetic understanding of barriers to Higher Education that KAN students may face.

### Desirable

- Understands safeguarding (all KAN mentors receive safeguarding training annually).
- Keen deliver lessons or workshops, according to their own interests, at residential events.



- Leadership experience.
- Willingness to provide constructive feedback for the programme.

## Dates and Hours

Ideally you will be available to be a part of the programme for at least two years.

- o July residential week.
- o March residential weekend.
- o Termly only mentoring.
- o Monitoring and marking mentee research projects (summer, remote).
- o Engaging with the messaging platform, Learnium (roughly twice per month).

Specific dates for the upcoming year are available at <https://www.sevenoaksschool.org/service-and-partnerships/secondary-partnerships/kan/>.

## Salary and Benefits

The hourly rate for a KAN Mentor is £12.74, inclusive of pro-rata holiday pay.

After a Mentor has worked at three residential events, they will be considered a Lead Mentor. KAN alumni will become Lead Mentors after two residential events. The base hourly rate for a Lead Mentor is £15.85, inclusive of pro-rata holiday pay.

## Benefits

KAN aims to develop future leaders in education and social impact who feel part of a wider community and have increased opportunities thanks to the experience and skills they develop through their commitment to

the role.

- All food and accommodation is provided at residential events.
- All travel expenses are paid.
- Training is provided for all new mentors and annual continual professional development (CPD) is held prior to the Spring residential weekend.
- Other CPD opportunities, often those hosted at Sevenoaks School, are passed on to KAN mentors.
- All KAN mentors can apply to the Buffini-Chao Discretionary Fund for leadership development course. Information is available at <https://www.sevenoaksschool.org/service-and-partnerships/secondary-partnerships/kan/>.

## Note

This job description is not intended to be a comprehensive statement of procedures and responsibilities, but instead sets out the principal expectations of the school in relation to the post holder's professional responsibilities and duties. We are looking for an individual who is adaptable, flexible and willing to carry out the wide range of duties that are likely to be required to make a success of this role.

## Child Protection

All staff have a responsibility for promoting and safeguarding the welfare of children with whom they come into contact and are required to adhere to and ensure compliance with the school's Safeguarding Policy Statement at all times. If, in the course of carrying out their duties, a member of staff becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must immediately report





their concerns to the Deputy Head (Pastoral).

KAN's Safeguarding Policy is available at <https://www.sevenoaksschool.org/service-and-partnerships/secondary-partnerships/how-to-apply-university-programs-and-mentoring/>.

## Offer Conditions

Sevenoaks School is committed to safeguarding and promoting the welfare of children, therefore, the offer of employment is subject to the satisfactory completion of a number of background checks including but not limited to an enhanced DBS check with Children's Barred List check, the taking up and verification of references and the verification of career history and fitness to undertake the role, as well as an online check. The complete list of required checks will be provided to the successful candidate.

## Health and Safety

Under the Health and Safety at Work Act 1974 and subsequent legislation, the school is obliged to provide you with a workplace and working conditions which so far as is reasonably practicable, are safe and without risk to health. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others.

## Application

If you wish to be considered for this role, please complete the online support staff application form at <https://www.sevenoaksschool.org/about-us/work-at-sevenoaks/>.

**The closing date for applications is 31/10/2024 at 23:59.**

The school reserves the right to appoint at any stage of the recruitment process. Applications may be reviewed on a daily basis and interviews may occur at any stage. We therefore invite interested candidates to apply as soon as possible.

At Sevenoaks School our mission is to ensure that students secure their full potential. We prepare young people for life in a modern, global society and seek to provide every student with excellent role models. Having a diverse staff enhances our school community and we warmly welcome applicants from all backgrounds.

Please contact the Human Resources Office at [humanresources@sevenoaksschool.org](mailto:humanresources@sevenoaksschool.org) or by telephone on 01732 467740 if you have any questions about a completed application.