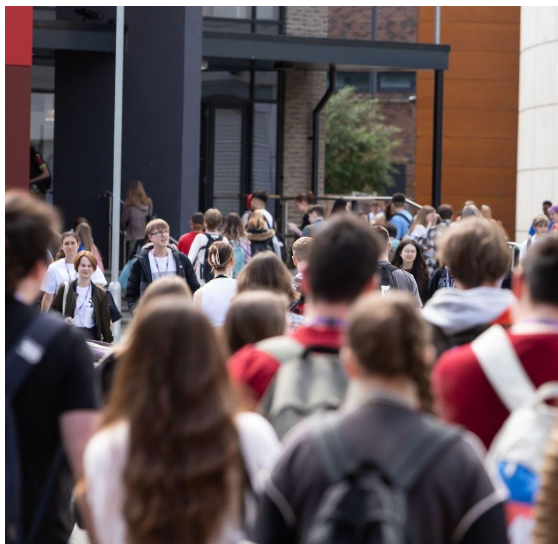




# ALUMNI MENTORING PROGRAMME

## Academic Mentoring

Candidate Information Pack

## Welcome from the Chief Executive

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Welcome and thank you for your interest in joining our team. It is with great pleasure and enthusiasm that I introduce you to the **Providence Learning Partnership** and our lead institution, **Durham Sixth Form Centre**.

Providence Learning Partnership is a forward-thinking Trust established with a clear mission: transforming lives through education. Our Trust prioritises excellence in teaching and learning, recognising the uniqueness of each student in celebration of diversity and inclusion. Working collaboratively, we embrace expertise and innovation, contributing to the North East of England through the cultivation of lifelong learners. While our roots are firmly planted in the success of Durham Sixth Form Centre, we are currently in an exciting period of growth. We are working closely with the Department for Education and Durham University to establish the Durham Mathematics School - a specialist city-centre provider for A Level mathematicians, scientists, and computer scientists - with further announcements expected in the coming months [durham-mathematics-school.org.uk](https://durham-mathematics-school.org.uk).

### Our Lead School: Durham Sixth Form Centre

As Principal of Durham Sixth Form Centre, I am immensely proud of our standing as a large, "outstanding" post-16 provider. With approximately 1,800 students drawn from over 60 secondary schools across the region, we operate as a "mini-university" in the heart of Durham City. Our campus blends history with innovation, from our original 1913 building to our science wing, 200-seat theatre, state-of-the-art Digital Media Centre, and on-site Art Gallery.

Our results consistently place us among the top providers nationally. In 2025:

- **A Levels:** A\* and A\*-B grades continue to be higher than the national average which correlates in an above average value added score.
- **Applied General:** Attainment is ranked in the top 2% nationally, with 93% of students achieving Distinction\* or Distinction grades.

### Our Values

At the heart of our Trust is a commitment to the whole person. Whether through our Trust Development Plan or our daily interactions, we are guided by four core values:

- **High-quality, inspirational teaching and learning.**
- **Excellent support, care, and guidance.**
- **Personal and professional integrity.**
- **Ambition and progress** for our students, our communities, and ourselves.

We recognise that an exceptional educational experience is only possible through the dedication of our staff. This is why we prioritise professional growth, achieving Investors in People Platinum [and Employer of Year 2025] and CPD Mark accreditation. As noted in our most recent full Ofsted inspection, we have established a culture where students and staff alike flourish in an environment of high expectations and personal excellence.

### Join Our Journey

We are looking for individuals who are energetic, passionate about post-16 education, and eager to contribute to a collaborative mission. If you have the skills and aptitude to help us shape the future of post-16 education, based in Durham City, we would welcome your application.

I am excited about the possibilities that lie ahead and look forward to the potential of working together.

Ellen Beveridge

Principal, Durham Sixth Form Centre  
Chief Executive, Providence Learning Partnership

## Welcome to the Team

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Thank you for your interest in joining our **Alumni Mentoring Programme** at Durham Sixth Form Centre. We are delighted that you are considering returning to our community to join a dedicated, dynamic team of academic mentors that plays a vital role in our centre's success and the overall student experience.

At Durham Sixth Form Centre, academic mentoring provides a structured and empowering framework for student success. We offer tailored guidance, regular progress reviews, and dedicated subject support to ensure our students excel both in their current studies and their future aspirations. Our mentors embody our core values, fostering an ethos of academic rigour, exemplary behaviour and mutual respect.

Our Alumni Mentoring Programme invites outstanding former students to return to Durham Sixth Form Centre to support the next generation of learners. This opportunity is open to alumni who have left the centre within the last four years and wish to share their academic expertise. By combining strong subject knowledge with a genuine passion for supporting young people, Alumni Mentors play a key role in inspiring and motivating our current Year 12 and Year 13 students.

In this role, you will work alongside skilled professionals committed to making a real difference. To thrive, you will need excellent communication and organisational skills, a strong understanding of the needs of young people and the resilience to respond to the ever-changing demands of sixth-form life.

In return, we offer a supportive and inclusive working environment, ongoing professional development, and the unique opportunity to help shape our students' futures. If you are passionate about your subject and want to be part of a team that genuinely values care, high standards and ambition, we would love to hear from you.

Thank you again for considering this role. We look forward to learning more about you and hopefully welcoming you back to Durham Sixth Form Centre. Should you wish to discuss the role further or arrange a visit, please do not hesitate to contact me directly.

Kind regards,



Laura Neasham  
Assistant Principal  
[laura.neasham@durhamsixthformcentre.org.uk](mailto:laura.neasham@durhamsixthformcentre.org.uk)

## The Role

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|                      |                                                                                                                                                                                                                                                                                          |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>JOB TITLE</b>     | Alumni Mentor                                                                                                                                                                                                                                                                            |
| <b>CONTRACT TYPE</b> | Casual / Fixed Term                                                                                                                                                                                                                                                                      |
| <b>HOURS</b>         | Flexible, term time only hours, weekdays between 9:00am and 5:00pm (minimum 2 / maximum 6 hours per week). Working hours are arranged in agreement with your line manager to cover specific mentoring commitments during the academic year.<br>Pay includes accrued holiday entitlement. |
| <b>GRADE</b>         | Grade 1 SCP 3                                                                                                                                                                                                                                                                            |
| <b>SALARY</b>        | Hourly rate of £13.28                                                                                                                                                                                                                                                                    |
| <b>START DATE</b>    | September 2026                                                                                                                                                                                                                                                                           |

## ADVERT

We are looking to recruit an exceptional **mentor** to join our **Alumni Mentoring Programme**. At Durham Sixth Form Centre, unwavering support, care, and guidance for our post-16 learners is at the heart of everything we do. This is an exciting opportunity to make a profound difference to the lives of our young people, ensuring they are supported, challenged, and empowered to reach their full potential.

### What Makes This Role Exciting?

- **Drive Academic Success:** Play a vital role in raising attainment across academic and vocational subjects, helping students achieve their best possible outcomes.
- **Targeted Intervention:** Deliver bespoke, high-quality mentoring sessions—both one-to-one and in small groups—to ensure every learner is intellectually championed.
- **Subject Specialist Support:** Plan and lead specialist subject sessions to raise aspirations and attainment whilst creating high quality learning and revision materials to support students.
- **Community engagement:** Collaborate with an exceptional team of academic mentors and alumni in a high achieving community.
- **An "Outstanding" Setting:** Be part of a thriving, oversubscribed sixth form with a national reputation for excellence, situated in the heart of Durham City.

### We are looking for someone who:

- **Possesses excellent qualifications:** A strong record of achievement in A Level or vocational qualifications from Durham Sixth Form Centre.
- **Inspires Ambition:** Has the ability to inspire students to strive for excellence and foster a "can-do" culture within the learning environment.
- **Is an Exceptional Communicator:** Communicates with clarity, empathy, and confidence, whether supporting a small group of students or collaborating with fellow mentors.
- **Demonstrates Resilience:** Shares our belief that every young person deserves the opportunity to succeed and has the resilience to thrive in a fast-paced, dynamic post-16 environment.
- **Is a Positive Role Model:** Sets the standard for professional conduct, demonstrating energy, positivity, and a commitment to academic success and support for our students.

### Why choose us?

- Be a part of an Investors in People: Platinum [Employer of the Year 2025] organisation.
- We are a flourishing high-performing sixth form where students achieve and exceed their potential.
- Be part of a team that's ambitious, supportive, and driven by purpose.
- Benefit from meaningful experience in education to enhance employability and leadership skills.

# Job Description

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## KEY AREAS OF RESPONSIBILITY

1. **To plan and lead individual and/or small group mentoring sessions, in your subject specialism, to contribute to raising student attainment by:**
  - To act as an assigned alumni mentor for an agreed number of named students.
  - To participate in the planning, development and delivery of high quality mentoring sessions.
  - To take responsibility to upskill yourself with relevant subject knowledge and exam board requirements.
  - To liaise with relevant subject teachers and the academic mentoring team regarding subject specialist resources/qualifications and/or processes where relevant.
  - To draw up agreed action plans with learners, outlining the aims of mentoring and creating relevant targets.
  - To support students academically to help them achieve the highest grades.
  - To network with other academic/alumni mentors to further develop your capacity and effectiveness.
  - To undertake relevant training and share best practice with other alumni mentors.
  - To maintain accurate records linked to student progress during mentoring sessions.
  - To record attendance and punctuality of learners to mentoring sessions and report any issues accordingly.
  - To implement strategies and support learners in self-esteem and confidence-building activities if appropriate.
  - To maintain strict confidentiality and data protection (GDPR) regarding all student records, personal information and progress data.
  - To serve as an accessible, encouraging role model, proactively sharing your own recent educational journey to help students navigate post-16 education.
2. **To plan and lead subject specialist sessions to contribute to raising student attainment and aspirations by:**
  - To liaise with relevant subject teachers/departments when planning and delivering subject specialist sessions.
  - To deliver subject specialist sessions to a group of learners to support their academic skills and/or progression.
  - To support learners with post-18 progression opportunities, including personal statements or applications, if relevant.
3. **To create high quality learning and revision materials to raise academic attainment:**
  - To liaise with relevant subject teachers to identify any learning materials that would be most useful to learners.
  - To plan and create high quality learning materials to be utilised during mentoring sessions.
  - To ensure all materials are accessible and adaptable for all learners to ensure inclusivity.
  - To organise all digital resources in a shared, centralised folder so the academic mentoring team and subject teachers can utilise them in future terms.

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## UPHOLD THE PROFESSIONAL STANDARDS OF THE SCHOOL BY:

- Being a role model to students through personal presentation and professional conduct.
  - Arriving at sessions, on or before the start, and to begin and end on time.
  - Establishing a climate for learning in line with the Trust's policies and procedures, to contribute to a purposeful learning environment and encourage students to interact and work cooperatively with others.
- 

## MODELLING

- Model the values, ethos and vision of the school in pursuit of excellence and equity, valuing individual achievement.
  - Help build, communicate and implement a shared vision.
  - Be a role model and actively promote high expectations for all members of the school community
  - Being aware of the responsibility for personal health, safety and welfare and that of others who may be affected by individual action/inaction.
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## Person Specification

| APPLICATION                                                                                                                                                   | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|-----------|
| A well-structured letter of application.                                                                                                                      | *         |           |
| Fully supported in references.                                                                                                                                | *         |           |
| A former student of Durham Sixth Form Centre, who has left within the last 4 years.                                                                           | *         |           |
| QUALIFICATIONS AND TRAINING                                                                                                                                   |           |           |
| Completion of an A level/vocational education, achieving high grades from Durham Sixth Form Centre as an alumni student.                                      | *         |           |
| EXPERIENCE AND KNOWLEDGE                                                                                                                                      |           |           |
| Flexibility to work with young people on a 1:1 basis and in group settings.                                                                                   | *         |           |
| Ability to deliver sessions to small groups of students.                                                                                                      | *         |           |
| Experience of supporting students through voluntary mentoring programmes or peer mentoring programmes.                                                        |           | *         |
| SKILLS                                                                                                                                                        |           |           |
| Excellent organisational and record keeping skills.                                                                                                           | *         |           |
| Ability to communicate effectively both orally and in writing.                                                                                                | *         |           |
| Demonstrate outstanding interpersonal skills (in a range of contexts), especially when working with students.                                                 | *         |           |
| Ability to learn from your mistakes, listen and to 'bounce back' with positivity.                                                                             | *         |           |
| PERSONAL QUALITIES                                                                                                                                            |           |           |
| Demonstrate energy, positivity and calmness in fulfilling the role and model a 'can do' approach.                                                             | *         |           |
| Boundless optimism, energy, enthusiasm when carrying out the role                                                                                             | *         |           |
| Passion and enthusiasm for your subject specialism                                                                                                            | *         |           |
| Exemplary health, attendance and punctuality.                                                                                                                 | *         |           |
| COMMITMENT, EQUALITIES AND SAFER RECRUITMENT                                                                                                                  |           |           |
| Commitment to upholding and promoting the trust values with honesty, loyalty and fairness.                                                                    | *         |           |
| Promote and safeguard, at all times, the welfare of children and young adults.                                                                                | *         |           |
| Demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the appropriate policies.                      | *         |           |
| Demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with young people and colleagues. | *         |           |

# Application Guidance

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The Trust seeks to ensure that we appoint the right candidate to each job and that applications for employment are treated in a fair and consistent manner. Candidates are responsible for ensuring that they complete all sections of the Application Form in sufficient detail and submit a separate Letter of Application to ensure that both can be properly assessed against the criteria shown in the job description and person specification. Any information provided on CV 's will not be considered for short-listing purposes. If little or no information is provided on the application form, it will be impossible to assess your suitability and you will not be considered for an interview.

## 1. APPLICATION FORM

The Application Form should be completed in one of two ways:

1. Using either the [GoogleForm](#) and submitting the completed Application Form.
2. Using our Word Document and emailing it to [staffvacancies@durhamsixthformcentre.org.uk](mailto:staffvacancies@durhamsixthformcentre.org.uk).

Both options are available on our website at [www.durhamsixthformcentre.org.uk/vacancies/](http://www.durhamsixthformcentre.org.uk/vacancies/)

## 2. LETTER OF APPLICATION

The supporting Letter of Application is a separate document and should be no more than 500 words. It should set out the particular strengths that you would bring to the role as an Alumni mentor.

Please upload the Letter of Application with the GoogleForm above or alternatively email your Letter of Application with your Word Application Form to [staffvacancies@durhamsixthformcentre.org.uk](mailto:staffvacancies@durhamsixthformcentre.org.uk).

## RECRUITMENT DATE(S)

|              |                                    |
|--------------|------------------------------------|
| CLOSING DATE | 10am on Friday 11th September 2026 |
|--------------|------------------------------------|

Applications received after the closing date/time will not be considered.

## DISABILITY

Please complete this section to help us ensure a fair and inclusive recruitment process. Under Section 60 of the Equality Act 2010, we collect this information for the following specific reasons:

- **Adjustments:** To establish whether we need to make reasonable adjustments to enable you to take part in the selection process (e.g., interview access or alternative assessment formats).
- **Positive Action:** To take positive action in supporting employment for disabled people. Applicants with disabilities will be granted an interview if the essential job criteria are met.
- **Suitability for the Role:** To establish whether you will be able to carry out a function that is intrinsic to the work concerned.

## FURTHER ASSISTANCE

All information is available in alternative formats. Should you require an alternative format or need any further assistance please contact [staffvacancies@durhamsixthformcentre.org.uk](mailto:staffvacancies@durhamsixthformcentre.org.uk).

## AFTER SUBMITTING YOUR APPLICATION

If you have not heard from us within 4 weeks please assume that you have been unsuccessful on this occasion.

# Shortlisted Candidates Guidance

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## REFERENCES

All appointments will, in accordance with statutory guidance, be subject to a comprehensive checking process. Staff at Durham Sixth Form Centre work directly with young people therefore the school reserves the right to seek references prior to interview and this may include references from your current, most recent or previous employers (or academic references from educational providers). All referees will be asked about disciplinary offences, even those which have expired prior to an offer of employment. Please note that an offer of appointment will not be made until satisfactory references have been received.

## DIGITAL CHECKS

An online search will be undertaken for shortlisted candidates as part of the recruitment process on information available in the public domain. Candidates should disclose anything that may be relevant in line with the most current version of Keeping Children Safe in Education. This search does not form part of the shortlisting process and candidates will have the chance to discuss any issues of concern that may arise during this search at interview.

## SAFEGUARDING

Providence Learning Partnership is committed to safer recruitment processes, safeguarding and promoting the welfare of children and young people and expects all employees and volunteers to share this commitment. We conduct pre-employment checks in line with the most current version of Keeping Children Safe in Education and the Trust's Safeguarding Policy which is available on our website. It is an offence to apply if you are barred from regulated activity relevant to children.

## DBS

An application for an Enhanced DBS certificate will be submitted for all candidates once they have been offered the position. If candidates are registered with the DBS Update Service, they must give Providence Learning Partnership consent to check their status. The Trust complies with the Code of Practice issued by the Disclosure and Barring Service. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Please note this post is exempt from the Rehabilitation of Offenders Act 1974. Under the provisions of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975, you are required to disclose information concerning convictions including those which for other purposes are regarded as spent under the Act. A disclosure will be requested for the successful applicant for this post.

## RIGHT TO WORK

Candidates who have been offered the position will require a UK Right to Work Check.

## PRE-OCCUPATIONAL HEALTH

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

## EQUAL OPPORTUNITIES

We are an equal opportunity employer. We want to continue to develop a more diverse workforce and we positively welcome applicants from all sections of the community. With regard to recruitment and selection, the Trust ensures that no job applicant receives less favourable treatment on the grounds of sex, marital status, race, colour, ethnic origin, age, disability, sexual orientation, religion or belief, political beliefs, unrelated criminal conviction(s).

The Equal Opportunities Monitoring Form is not part of the selection process. It will be used purely to monitor diversity of applicants.

## CONDITIONAL OFFER OF APPOINTMENT

All offers of employment are conditional, subject to satisfactory pre employment checks including references, enhanced DBS check (with barred list checks), proof of identity, right to work status, qualifications (if applicable) and medical clearance by our occupational health service (if applicable).

## Staff Benefits

At our Trust, we deeply value the health and wellbeing of our staff, recognising that a happy, supported team is essential to delivering the best outcomes for our students. We are committed to fostering a positive working environment where staff feel cared for, empowered, and equipped to thrive both personally and professionally.



### Pension scheme

All contracted members of staff will be automatically enrolled into either the Teachers' Pension Scheme or the Local Government Pension Scheme (whichever is appropriate).



### National terms and conditions

We offer national terms and conditions in line with the School Teacher's Pay and Conditions document (STPCD) and Burgundy Book for teachers or the NJC Green Book for support staff.



### Training and development

Professional development opportunities aimed at the continuous process of enhancing your skills, knowledge and competencies discussed with your appraiser on an individual basis.



### City centre parking

Durham City Centre barriered private parking for staff whilst at work which extends to free all year round parking, 24 hours a day, 7 days a week, 365 days a year.



### Staff wellbeing working group

For the staff, by the staff, our wellbeing working group meet at least 3 times a year and is open to all members of staff. To date the group has raised money for charity, built a Staff Wellbeing portal, organised socials, sporting events and family days out.



### Healthcare services

All staff benefit from a range of comprehensive health and wellbeing services including: GP service which gives staff the access to a General Practitioner around the clock, 24/7, access to nurse support services and physiotherapy provided face-to-face at times, dates and locations convenient to our staff.



### Live webinars

Online webinars for Mental Health First Aid and Stress Coaching are available to staff which run frequently throughout the year with a choice of dates and times.



### Health and Wellbeing

Free Flu vaccines, menopause counselling and access to financial wellbeing coaches through our staff absence insurance policy.



### Daily breakfast

We provide a selection of hot drinks, cereals, croissants, toast and jams complimentary each morning in the refectory for staff and students.



### Lifestyle

Our lifestyle benefits include shopping discounts with hundreds of online and high street retailers and discounted gym membership.



### Free Will Writing Service

Organised through the Financial Guys, all staff are provided with a free single basic Will which also includes a 50% discount for partners.



### Blue Light

Blue Light Card have now added Teaching and Support staff to the list of careers that are able to apply for their card. When applying please upload your staff ID badge as evidence.



### Working From Home

We are currently trialling working from home. This arrangement supports flexible working and recognises that some tasks, such as planning, marking and resource development, can be carried out more effectively in a quiet, uninterrupted environment.



**THE AWARD FOR UK EMPLOYER  
OF THE YEAR: PLATINUM (50-249)**