

# INFORMATION FOR APPLICANTS

## WORKING AT WYKE SIXTH FORM COLLEGE



## INTRODUCTION

### Application for the Post of: Learning Resource Mentor

Thank you for your enquiry concerning the above post. I hope you find the following information of interest, and that you are encouraged to apply. Please note the closing date for received applications is **at 5pm on Monday 1st December 2025**. Interviews will be held on **Thursday 11th December 2025**. Included in this pack is some information about the Additional Learning Support Team, an outline job description and a person specification.

For further details and to access the application portal please see below or visit [www.wyke.ac.uk/about-wyke/staff-vacancies](http://www.wyke.ac.uk/about-wyke/staff-vacancies). If you have any queries about applying for the role, please contact [personnel@wyke.ac.uk](mailto:personnel@wyke.ac.uk), or call 01482 346347.

The College is committed to safeguarding children and vulnerable adults. The successful applicant will be required to disclose any criminal convictions and agree to a check being made through the Disclosure and Barring Service. Please note that any eventual offer of employment will be made provisional subject to receipt of satisfactory DBS, qualification, barring, health and reference checks.

I would like to take this opportunity to thank you for the interest that you have shown in this post. Following short listing, we will endeavour to contact all applicants via email to advise them whether they will be invited in for an interview process.

Yours sincerely

Shell Clarkson

#MakeItHappen

[www.wyke.ac.uk](http://www.wyke.ac.uk)

## WORKING AT WYKE

Wyke is a successful and highly ambitious Sixth Form College whose aim is to be the best college in the country. We are an established, popular College with an outstanding reputation in the locality. The college draws students from Kingston-Upon-Hull, East Riding of Yorkshire, and further afield. The largest and one of the most successful A-level provider in the area, we offer applicants the opportunity to work alongside committed colleagues who have enabled our students to achieve high levels of success. At Wyke we put the student first and all decisions centre around staff working together to meet their best interests.

We currently have over 2000 students and around 200 members of staff. We offer a wide range of A Level courses as well as some highly successful VOC courses, both those equivalent to one, two and three A-levels, and a small number of GCSEs.

Each A-level, GCSE or VOC is allocated 4 x 70 minute lessons and a full time teacher will teach 5 of these 'blocks'. The teaching day begins at 9a.m. and finishes at 4p.m. On some mornings full staff or faculty briefings are held at 8.45a.m. to keep staff up to date with what is happening around the college and allow a time for them to catch up with each other.

We have an excellent team of staff and their continuing professional development is a priority at Wyke. The approach for this was recently revised so that so that members of staff fall into one of a number of development strands e.g. 'Aspiring Leaders', 'Lead Learners', 'Pastoral', 'Administrative'. Some development activities take place on one of the four Development Days spread across the year while other sessions are during afternoon workshops or independent activity which happens whenever is convenient for the staff members involved. Our plan is that every member of staff will have an entitlement to a significant amount of development every year and we also offer a system for people to log that development, including any activities undertaken independently.

We offer a welcoming college with supportive management and a strong team atmosphere as well as a modern environment. We are lucky to work with great students who are here to learn and have chosen their subjects so standards of behaviour are high.

## WORKING AT WYKE

Our employees at Wyke 6th Form College have access to a number of different benefits including:

- Generous pension schemes
- Generous holiday entitlements
- Significantly enhanced sick pay
- In service life cover
- Structured pay grades
- Funded development opportunities
- Free tea and coffee
- Free staff counsellor
- Other mental health support including Mental Health First Aiders on site
- Occupational Health support
- Flu-jabs
- Cycle to Work Scheme
- Multi-faith room
- Subsidised food costs
- Subsidised social events
- Use of library facilities
- Staff sports classes
- Opportunities to travel with college trips
- Employee Assistance Programme

# THE ADDITIONAL LEARNING SUPPORT TEAM AT WYKE SIXTH FORM COLLEGE

The Additional Learning Support team primarily provides support to students with Education, Health and Care Plans, those with disabilities and students with learning difficulties. However, our support offer applies to all students and is therefore available to any student who needs or wants to access it! The team are based in the Student Support Hub, Library and collaborative working space.

The Learning Resource Mentor's will be primarily based within the library, working to provide essential front-line support for our library and learning resource services.

The Oak Atrium houses a state-of-the-art Library with access to a wide range of reading and online resources, ideal for focused, silent study. The library is open before, during, and after college, and on some Saturdays during exams. The space includes computers, laptop loans, books, desks, and the loaning of chargers, and headphones to support student learning.

Our overall aim is to work imaginatively and creatively to meet the support needs of all students in order to facilitate their success and support them to reach their potential.



# JOB DESCRIPTION

<b>Job Title :</b>	Learning Resources Mentor
<b>Postholder's name:</b>	
<b>Reporting to :</b>	Head of Additional Learning Support
<b>Member of:</b>	Support Staff
<b>Overall Purpose:</b>	<p>The Learning Resources Mentor oversees the library space and resources, maintaining a safe and professional academic study and library research environment. They provide a 'helpdesk' style support service within the library to respond to a range of queries whilst encouraging a silent study space. They ensure students meet the expectations within the library, building respectful and positive relationships.</p> <p>Maintenance and administration of library systems and processes is also a key purpose of the role, providing reports to inform changes and improvements.</p> <p>The post-holder works in collaboration with colleagues in all areas of the college and wider stakeholders, to ensure appropriate resources are available to support students' studies. They model outstanding practice in relation to inclusivity and act as a champion for vulnerable and disadvantaged students.</p>
<b>Policy and Procedure:</b>	Inherent in this job description is an expectation that you will observe and implement the agreed policies and procedures of the College, including conduct, health and safety, safeguarding, appraisal and equality and diversity.
<b>Key Duties</b>	<p>You will:</p> <p><b>Manage space/students</b></p> <p>Under the direction for the Head of Additional Learning Support:</p> <p>Oversee the daily operations of workspaces within the library. Resolve day-to day issues and ensure that the spaces are utilised in a way which is conducive to academic research and study.</p> <p>Respond to a range of queries, taking relevant and appropriate action in a timely manner following conversations with students to ensure appropriate levels of support.</p> <p>Implement a positive and solution-focused approach to address instances of concerning conduct with students. Record all concerns in the college information systems and liaise with Tutors and Teachers when necessary.</p> <p>.</p>

# JOB DESCRIPTION

	<p><b>Manage systems and resources</b></p> <p>Make full utilisation of the library system to establish regular data and reporting cycles under the direction of the Head of ALS and other college leaders.</p> <p>Communicate key messages to students and staff regarding the library.</p> <p>Manage and maintain library resources, and coordinate the borrowing, issuing, returns, and overdue items. Catalogue and annually upgrade resources within the library, using electronic systems for tracking processes and implementing stocktaking methods of practice, including data analysis of stock control and usage, daily.</p> <p>Process sales of stationery stock, bursary items, bus tickets, and temporary lanyard payments. Process petty cash transactions once a week, updating a budget spreadsheet and tracking sales, monitoring expenditure, and re-ordering stock. These tasks will involve working closely with members of the Finance Department.</p> <p>Process requisitions for library resources, stock and maintenance of the library resources under the direction of Head of ALS.</p> <p><b>Planning and links</b></p> <p>Establish and maintain strong links with curriculum teams and collaborate with colleagues across the college and wider stakeholders to ensure essential stock, subject reading lists, and wider reading materials are readily available and updated via the library system. Advocate for students where required and ensure that all course materials and recommended reading are communicated effectively and accessible.</p> <p>Utilise information within the college calendar to promote whole college messages. Create and regularly update imaginative displays within the library to promote learning and communicate key message to all students and staff. Themes will include, Equality, Diversity and Inclusion, careers, wellbeing and other enrichments.</p>
<b>Key duties:</b>	<p>Undertake all necessary training to successfully carry out the additional responsibilities, meet the needs of the college and work compliantly with all stakeholders in line with key legislation.</p> <p>Offering after-hours library helpdesk cover to support exams and other Wyke events and activities which may include evenings and Saturday mornings.</p> <p>Assist the development of the key academic research skills. Assist students with disabilities and mobility issues to access and utilise the resources and materials within the library. Assist students in their uses of information and assistive technologies, which can support their learning.</p>
<b>Additional Responsibilities:</b>	<p>This job description is a guide to the major responsibilities of the post holder. Other duties may be added at the reasonable request of the Principal and the job description itself may be revised from time to time (after discussion with the Principal) as the needs of the College change.</p>

# PERSONAL SPECIFICATION

	Essential	Desirable
Qualifications and training	Educated to Level 3 (A-levels or equivalent).	Success in level 3 qualifications illustrating breadth of education and ability to support others to work at that level.
	Qualified sufficiently well in English and Maths to enable support to be given to students in these areas.	
Knowledge and experience	Experience of working successfully with young people to facilitate academic and social progression.	Experience of working with 16-19-year olds or similar age group.
	Proven record of impact and professional conduct in work/study relationships.	
	Work in a library/learning resource environment	
Skills and abilities	Self-motivated and proactive in the pursuit of raising and maintaining high standards.	Understanding and experience of working in a personalised/person-centred manner.
	Excellent team worker as well as a self-starter with the ability to work across areas of the college to positively impact outcomes for students.	Ability to maintain a positive outlook and demonstrate resilience when working in challenging circumstances.
	Excellent communication skills.	Customer care skills.
	Ability to work calmly with students and staff in a range of situations.	
	Excellent time management and organisational skills to ensure deadlines and objectives are consistently met.	

# PERSONAL SPECIFICATION

	Essential	Desirable
	Strong IT skills and the ability to work successfully across multiple databases and systems.	
	Ability to respond to information from a range of inputs (e.g. <i>IT systems, Tutor team, teachers</i> ) to generate a holistic overview of necessary actions to take in supporting students.	
Other qualities	Willingness to undertake appropriate staff development.	
	Awareness of Safeguarding, Health and safety issues and equality requirements.	

# FURTHER INFORMATION CONTACT

Wyke Sixth Form College

Bricknell Avenue

Hull

HU5 4NT

(01482) 346 347

[office@wyke.ac.uk](mailto:office@wyke.ac.uk)

#WeAreWyke #MakeItHappen



@wykesfc



@WykeSixthFormCollege



@WykeCollege



Wyke TV

#MakeItHappen

**Wyke**  
6<sup>th</sup> FORM COLLEGE

[www.wyke.ac.uk](http://www.wyke.ac.uk)