

# Briefing Pack for Applicants

## Academic Intervention Mentor – Alternative Provision (MAT cover)



The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**The school will undertake stringent and rigorous checks of identity and qualifications to ensure that we maintain the very highest standards of child protection for our students.**



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**May we take this opportunity to thank you in anticipation of your application. If, however, you have not heard from us by the proposed date for the interview you should assume that on this occasion your application has not been successful. In that event we wish you every success in any future applications you make.**

## Section 1: Post Advertisement

<b>Post:</b>	<b>Academic Intervention Mentor - Alternative Provision</b>
<b>Location:</b>	<b>Handsworth Grange Community Sports College</b>
<b>Pay scale:</b>	<b>NJC Grade 5, point 15: £30,024 to 20: £32,597 gross per annum</b>
<b>Contracts:</b>	<b>Temporary, full time 37 hours per week, term time</b>
<b>Start date:</b>	<b>5 May 2026</b>
<b>End Date:</b>	<b>29 March 2027</b>

Minerva Learning Trust is a growing multi-academy trust committed to providing an outstanding education for students from a wide variety of backgrounds across Sheffield and Derbyshire. Founded in 2014, Minerva Learning Trust has expanded to a thriving family of schools, including primary, secondary, sixth form, and a unique post-16 provision. We have a strong track record of school improvement, successfully transforming schools from Ofsted ratings of RI and Inadequate to GOOD.

Handsworth Grange Community Sports College is an oversubscribed 11-16 school in the south-east of Sheffield. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We are seeking to appoint a committed Academic Intervention Mentor to cover maternity leave, to work within our onsite Alternative Provision Unit. The post-holder will be responsible for:

- Organising, developing and delivering personalised intervention activities, which enhance the learning of students who are not making expected progress, particularly in English, Maths and Science and other subjects where directed within the AP unit, onsite.
- Liaise with classroom teachers and individual students to agree learning targets and devise action plans to support attainment.
- Provide feedback to students and parents in relation to progress and achievement and where appropriate meet with parents to encourage parental participation and ensure that they have full knowledge of student progress.
- Work across the inclusion team and facilities in school to develop expertise and programmes to meet the needs of students.
- Work alongside the AP Manager within the onsite provision.
- In some cases, be prepared to work with students in their home where appropriate.

You will have:

- Excellent numeracy and literacy skills.
- A successful and proven track record in a role which supports student and parents/carers.
- Previous experience of working with young people.
- Academic and/or professional qualification appropriate to the level of responsibility and accountability with the role.

Candidates are encouraged to have an informal discussion about the role with Sally Ruczenczyn Assistant Headteacher [sruczenczyn@handsworth-mlt.co.uk](mailto:sruczenczyn@handsworth-mlt.co.uk)

**The closing date is Monday 8 December 2025 (9.00am) and interviews will take place Friday 12 December 2025.**

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment, further information can be found in our child protection and safeguarding policy on our statutory information page on our website [Minerva Learning Trust](#). The successful candidate will be required to complete an Enhanced Disclosure and Barring Service (DBS) check. In line with KCSIE, the trust/school will be carrying out online searches on shortlisted candidates as part of their due diligence.

Further information is available by contacting Alison Keeton- Headteachers' PA: [akeeton@handsworth-mlt.co.uk](mailto:akeeton@handsworth-mlt.co.uk) The application form and information pack are available on the school website [www.hgcsc.co.uk](http://www.hgcsc.co.uk). **Please ensure that you do not fill in a Sheffield City Council application form in respect of this vacancy, ONLY MINERVA LEARNING TRUST APPLICATION FORMS WILL BE ACCEPTED.** Please provide telephone numbers and email addresses for yourself and referees.

## Section 2: Letter from the Chief Executive – Bev Matthews

Dear Candidate

Thank you for your interest in this role within Minerva Learning Trust. Minerva Learning Trust was established in October 2014 with the vision of providing outstanding education for pupils who are from a wide variety of backgrounds. As a Trust our mission, vision and values are central to our work and are the driving force behind all that we do. Our vision of Outstanding Together, Working Together and Learning Together is underpinned by our core values of Inclusion, Independence, Respect and Success.

Through our values we foster an ethos of collegiality, we ensure inclusion is at the heart of all we do and we work hard to ensure that every child succeeds, no matter what their background or circumstance. We resolutely believe that we are stronger together and that each school within the MAT has individual strengths and we celebrate the diverse and unique qualities of each particular school.

We recognise that the commitment and care shown by all our staff is fundamental to the success of our young people. As such, we work hard to ensure that staff are supported, encouraged, developed, respected and listened to within an enjoyable and rewarding working environment. Our culture is one of professional trust, respect, honesty and integrity and we want our staff and students to work and learn within an environment that enables them to flourish and to work at their best.

The professional development of staff, including opportunities for research, is a key priority of Minerva Learning Trust. As such, we seek to enrich employee capability and maximise the strength and contribution of each individual who works with us. The Trust believes in investing in the learning and development of its employees through a range of opportunities which are aligned to the needs of the organisation and its young people.

This is an exciting opportunity and time to join our Trust. If you choose to apply you will be choosing to work alongside a team of dedicated professionals who passionately believe in the power of education to change the life chances of young people.



Bev Matthews  
**Chief Executive Officer**

## Section 3: Letter from the Headteacher

Dear Applicant,

Thank you for your interest in this role at our school. Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the South East of Sheffield. Our mission is to provide an exceptional education for every student, every day.

To achieve our mission, we will:

- Provide a broad and balanced curriculum that challenges everyone.
- Provide care and support to break down barriers to learning.
- Improve our students' vocabulary, comprehension and reading skills.
- Demand high levels of progress and achievement from all students.

Here at Handsworth Grange, we understand the power of education to transform lives, communities, and society. In everything we do we aspire to achieve individual and collective excellence through nurturing every student's unique potential to make sure when they leave and enter the outside world, they are ready to succeed and make an invaluable contribution to the wider society.

We are fully inclusive and have a strong family ethos. Our student population is diverse, and we celebrate our beliefs and cultures which creates a rich, vibrant atmosphere. We have high expectations of everyone, staff, and students alike, and work hard to develop positive relationships to create a firm sense of togetherness. In doing so we promote the following values: Together we:


- Be Brave
- Be Kind
- Be Present

We are currently on a rapid improvement journey and are working collaboratively across the school and the wider Trust to make Handsworth Grange the number one school in Sheffield and the school of choice for both students and staff. We are passionate about our school and the progress of all our students, if you have the drive and determination to make a difference, this is the school to make that happen.

We founded the Minerva Learning Trust; as a result, we work collaboratively and share best practice with other schools in the Trust and local area. As part of that role we work collaboratively and share best practice with other schools in the Trust.

Our students are approachable and friendly. Please come and see for yourself; we welcome visitors to the school.


If you believe you have the necessary skills and experience to join our organisation and help us achieve our mission, then we look forward to receiving your application.



**Suzy Mattock**  
**Headteacher**

## Section 4: About Handsworth Grange Community Sports College

### OUR MISSION, VISION, VALUES


**HANDSWORTH GRANGE**  
 COMMUNITY SPORTS COLLEGE

### Our Mission:

Exceptional education for every student, every day

### Our Vision:

Our vision is focussed on learner outcomes, with an exceptional education we trust that every student will:

- have the resilience, independence, determination and tools required to tackle obstacles.
- acknowledge and celebrate their successes and the successes of others.
- have high expectations of themselves and endeavour to meet these every day.

**Be "Successful"**

- behave in a sensible and considerate manner.
- move round school in a calm and safe way, ensuring everyone feels comfortable in school.
- show respect to each other and feel valued and protected in school.

**Be "Safe"**

- communicate with one another showing tolerance and understanding to the views of others.
- talk and engage with others in a kind and thoughtful way.
- celebrate other cultures and traditions.

**Be "Sociable"**

### Our Values:

Our values underpin all the work that we do and the decisions that we make:

**Be "Brave"**

**Be "Kind"**

**Be "Present"**

### We believe in:

demanding high levels of progress and achievement from all students

care and support to break down the barriers to learning

improving our students' vocabulary comprehension and reading skills

a broad and balanced curriculum that challenges everyone

### ABOUT US

Handsworth Grange Community Sports College is a popular 11-16 comprehensive school located in the Southeast of Sheffield. We are above average nationally for pupil progress. We have been nationally recognised for our work with Pupil Premium. We regard all staff and pupils as part of our family and whilst we have really high expectations of everyone, we maintain a caring and supportive ethos. We are the founding school within the Minerva Multi Academy Trust. We strongly believe in work life balance, and we work with our staff to actively promote and improve wellbeing.

We look forward to your application and thank you for your interest in our school.

Further information about the school including access to the full Ofsted Report can be found on our website: Thank you for your interest in this role at our school.

## Section 5: Job Description



# Minerva Learning Trust Job Description



**Minerva Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>POST TITLE</b>	Academic Intervention Mentor – Alternative Provision
<b>GRADE/SALARY</b>	Grade 5 (point 15-20)
<b>HOURS/WEEKS</b>	37 hours 39 weeks Temporary to cover maternity
<b>LOCATION</b>	Handsworth Grange Community Sports College
<b>RESPONSIBLE TO</b>	AP Provision Manager
<b>RESPONSIBLE FOR</b>	N/A
<b>PURPOSE OF THE JOB</b>	To complement the professional work of classroom teachers by taking responsibility for delivering agreed intervention sessions as part of the school's AP team.
<b>RELEVANT QUALIFICATIONS</b>	GCSE Grade C or above in English and Mathematics and at least a Level 3 qualification in a relevant field or equivalent.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The post-holder, must at all times, carry out his/her duties and responsibilities within the spirit of Minerva Learning Trust and School policies and within the legislative framework applicable to academies.



## **MAIN DUTIES**

This is not a comprehensive list of all tasks which may be required of the post holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

### **Support for Students**

- Take a lead role in developing and delivering personalised intervention activities which enhance the learning of students who are not making expected progress, particularly in English and Maths by working with them in 1:1 withdrawal and/or small group situations in line with the alternative provision curriculum.
- Support students in the implementation of their action plans and help them to overcome barriers to their learning.
- Develop productive 1:1 and small group working relationship with students, acting as a role model and setting high expectations.
- Encourage students to interact and work co-operatively with others.
- Use ICT effectively to support learning activities and develop student competence and independence in its use.
- Provide feedback to students in relation to progress and achievement and where appropriate, meet with parents to encourage parental participation and ensure that they have full knowledge of student progress.
- Work across the inclusion team and facilities in school to develop expertise and programmes to meet the needs of students.
- In some cases, be prepared to work with students in their home where appropriate.
- Work alongside external agency provisions within the AP unit and support engagement with these when necessary.

### **Support for Teachers**

- Liaise with classroom teachers and individual students to agreed learning targets and devise action plans to support students' attainment, particularly in English and maths.

### **Support for the Curriculum**

- Liaise with Line Manager (Manager of the Alternative Provision) on a weekly basis and with other staff as necessary. Collaborate with staff to share best practice, monitor progress and evaluate initiatives.
- Keep careful records of interventions, undertake assessments, track students' progress and prepare reports as requested by the designated member of the school's leadership team.

## **Support for the School**

- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence and employing strategies to recognise and reward achievement.
- Participate in and contribute to in-school professional development programmes and undertake own research about appropriate and effective intervention strategies.
- Become familiar with and implement staff codes of conduct and relevant school policies including those for child protection, equal opportunities, inclusion, behaviour and homework.
- Attend and contribute to meetings which relate to the role.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Work closely with the school staff to ensure that the regulations and requirements of the external examination boards are met.

## **Communication and Liaison**

- To communicate effectively with parents/carers of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- To follow agreed policies for communications in the school.
- To take part in liaison activities such as Open Evenings, Parents Evenings, review days and liaison events with partner schools.
- Contribute toward the development of effective subject links with external agencies.
- The post-holder is required to work closely and liaise on a regular basis with:
  - The Senior Leadership Team
  - Curriculum Leaders
  - AP Manager
  - Attendance team (weekly meetings)
  - Progress Leader
  - Inclusion team
  - Staff
  - Parents/carers
  - MAST and Safeguarding team
  - EWO

## **Management of Resources**

- Assist teachers to identify resource needs and contribute to the efficient/effective use of physical resources.

Cooperate with other staff to ensure a sharing and effective usage of resources to the benefit of the school, department and the students.

## **SAFEGUARDING**

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and young people and to raise any concerns relating to such procedures which may be noted during the course of duty.

## **OTHER SPECIFIC DUTIES**

- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.
- To actively promote the school and Trust's policies.
- To be courteous and provide a welcoming environment.

## **GENERAL**

1. To be aware of, and comply with, Trust and school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. The above duties are not exhaustive and the post-holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Headteacher and Local Governing Body.
3. This job description will be kept under review and may be amended via consultation with the individual, Headteacher and Local Governing Body as required. Trade Union representatives will be welcome in any such discussions.

## Section 6: Person Specification



# Minerva Learning Trust Person Specification



**Post title: Academic Intervention Mentor – Alternative Provision**

Minimum Essential Requirements	Method of Assessment
<b>EXPERIENCE</b>	
Prior experience supporting young people in an educational setting.	AF
Prior experience developing the learning of young people.	AF
Prior experience contributing to the personal and social development of young people.	AF
Prior experience of using school based information systems.	AF
<b>QUALIFICATIONS</b>	
Minimum GCSE or equivalent level 3 in English and Maths.	AF
Level 3 qualification in a relevant field	AF
Evidence of appropriate and recent professional development related to the nature of the post.	AF
Evidence of recent and continuous professional development.	AF
<b>KNOWLEDGE AND SKILLS</b>	
Knowledge and understanding of school or other education environment.	AF/I
Knowledge of Schools Management Information Systems (for example, SIMS).	AF/I
Good awareness of safeguarding children/child protection legislation.	AF/I
Excellent word processing skills (Microsoft Word).	AF/I
Experience in the use of electronic communications e.g. e-mail.	AF/I
Understanding of the educational sector.	AF/I
Ability to be creative to respond to a fast paced environment.	AF/I
<b>SKILLS/APTITUDES</b>	
Excellent verbal and written communication skills.	AF/I
Excellent interpersonal skills – able to deal effectively with a wide range of people at all levels.	AF/I
Flexible and able to adapt to change.	AF/I
A pleasant disposition and ability to stay calm under pressure.	AF/I
Demonstrate a positive team approach to work.	AF/I
Methodical approach to work tasks with key emphasis on accuracy.	AF/I
Ability to work on own initiative.	AF/I
To have a willingness to participate in the whole school approach to mentoring students and play an active role as directed by line manager.	AF/I

EQUAL OPPORTUNITIES AND SAFEGUARDING	
An understanding of safeguarding issues and promoting the welfare of children and young people.	AF/R
A commitment to safeguarding students.	AF/I/R
Suitability to work with children.	AF/R
A commitment to equal opportunities.	AF/I
Ability to recognise discrimination and willingness to put Equality Policies into practice.	AF/I

**Key:** AA = Assessed activity  
AF = Application form  
I = Interview  
R = Reference

## Section 7: The Appointment Process

These notes are intended to guide you when making an application.

### 1. The Application Form

You must complete the standard Minerva Learning Trust job application form neatly, fully and accurately, including exact dates. The form may be typed or handwritten but if you do write it by hand please make sure that it is legible and that you use black ink. Indicate clearly on the front page the post you are applying for. You are requested to submit a concise application.

### 2. Education and Training

State your qualifications and any training you have undertaken relevant to the post.

### 3. Present Appointment

Make it clear what your present post is, which establishment you work in and who your employer is.

### 4. Previous Appointment

When completing this section, it is important that you offer a continuous record, or an explanation of any gaps to allow full account to be taken of your experience, for example, child raising, voluntary work.

### 5. Referees

If you are currently working, or have worked before, your first reference must be your present or most recent employer.

- Your second reference should, where possible, be from your second most recent employer or, if that employment was not working with children but you have worked with children in the past, your most recent child-centred employment.
- Employment references must be from a senior person who knew you in a management capacity. If your reference is from an education establishment, the referee must be the Headteacher or equivalent.
- If you are an ECT, your first reference should be the Headteacher of the school in which you completed your main placement; the second should be your ITT provider.
- If you have not previously been employed, then Headteachers, College Lecturers, or other persons who are able to comment authoritatively on your educational background and/or personal qualities, are acceptable as referees.
- Wherever possible, the email addresses given for your referees should be their work email (or equivalent), not their personal email address.

Suitable referees are people who have direct, recent experience of your work and who are in responsible positions. We may need to contact them at short notice so please be specific with regard to contact addresses including e-mail and telephone numbers.

## 6.The Supporting Statement/Letter of Application

The supporting statement or letter is regarded as a very important part of your application. You should make statements that demonstrate how your qualifications and experience match the post. You should take particular care to demonstrate how you meet the person specification included as part of these details. **Please limit your supporting statement to two sides of A4 in size 11 font.**

## 7. Arrangements for Interview

Shortlisted applicants will be contacted as soon as possible after the closing date. Referees are contacted prior to the interview stage for teaching and some support staff posts. We would ask that all shortlisted applicants read the safeguarding information on the school website prior to attending the interview. All shortlisted applicants will be asked to complete and return a criminal records self-disclosure form before interview. You must disclose all convictions, cautions, reprimands, final warnings, binding over or other orders, pending prosecution or criminal investigations that are not 'protected'. This should be returned prior to interview, via email to the Headteacher's PA [akeeton@handsworth-mlt.co.uk](mailto:akeeton@handsworth-mlt.co.uk)

## 8 The Interview

Candidates will be invited to spend a day visiting the school during which time they will have the opportunity to meet staff and students and see the school at work. Interviews are likely to take place in the afternoon.

## 9.Feedback

Feedback is offered to those candidates who are shortlisted and not recommended for appointment. It is hoped that this information will help you with future applications.

## 10.Selection for Appointment

Selection is made conditional upon the successful candidate meeting the Trust's requirements for health, physical capacity and conduct.

## 11.Arrangements for Applications

When you have completed your application, the completed form and covering letter should be e-mailed to [akeeton@handsworth-mlt.co.uk](mailto:akeeton@handsworth-mlt.co.uk) by the closing date.

## **Section 8: Visitors to Handsworth Grange Community Sports College**

### **Satnav Address:**

**Handsworth Grange Community Sports College  
Handsworth Grange Rd  
Sheffield  
S13 9HJ**

### **Bus Routes to Handsworth**

**52 & 52A  
30  
95A**

### **Approaching from the M1**

***By car (via M1)***

**At junction 31, take the A57 exit to Sheffield (SE)/Rotherham (S)**

**Follow A57 and B6200 to Sheffield**

**At the roundabout, take the 1st exit onto A57**

**At the roundabout, take the 2nd exit and stay on A57**

**At the roundabout, take the 2nd exit onto B6200**

**At the roundabout, take the 1st exit onto Sheffield Rd/B6200**

**Continue to follow B6200**

**Turn left onto Beaver Hill Rd/B6066**

**Turn right onto Handsworth Grange Rd**

**436 ft**

**Turn left**

**Destination will be on the left**

### **Approaching from Sheffield Parkway**

***By Car***

**Take Rotherham Gateway/Sheffield Pkwy/A630, B6533 and B6066 to Handsworth Grange Rd in Sheffield**

**Head north on Rotherham Gateway/Sheffield Pkwy/A630**

**Take the B6533 exit towards Catcliffe/Advanced Manufacturing Pk/Sheffield/Business Pk**

**At the roundabout, take the 3rd exit onto Europa Link/B6533**

**At the roundabout, take the 1st exit onto Poplar Way/B6533**

**At the roundabout, take the 3rd exit onto Highfield Spring/B6066**

**At the roundabout, take the 1st exit and stay on Highfield Spring/B6066**