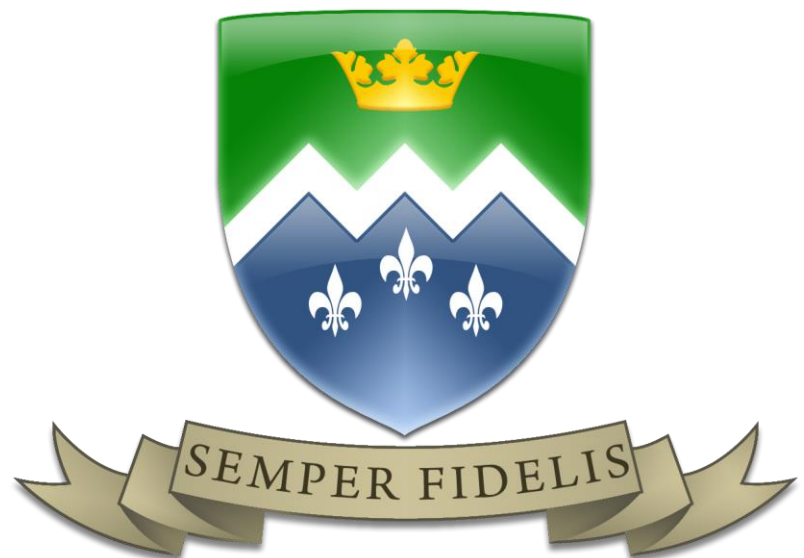


# ST MARY'S CATHOLIC ACADEMY

## Academic Mentor Application Pack



Closing Date:  
Thursday 9<sup>th</sup> January 2025 -  
midday

Shortlisting Date:  
Thursday 9<sup>th</sup> January 2025

Interview Date:  
Wednesday 15<sup>th</sup> January 2025



# Welcome to St Mary's Catholic Academy

Thank you for considering St. Mary's Catholic Academy for the next stage in your career. We are seeking to appoint an Academic Tutor and Mentor for "Our Children" (sometimes referred to as Children Looked After). This is an exciting joint venture supported by funding from the Virtual School Blackpool and St Mary's. The post would be suitable for someone looking to start a career in education or recently qualified teachers with either primary or secondary experience. As part of the role, we are able to offer some teaching for a suitable qualified candidate to allow completion of a year of the Early Career Framework. The post is for a fixed term in the first instance, starting in January 2025 for 12 months, with a possibility of an extension beyond this subject to further funding from the LA.

**Applications must be sent electronically to [admin@st-mary.blackpool.sch.uk](mailto:admin@st-mary.blackpool.sch.uk) by midday on Thursday 9<sup>th</sup> January 2025.**

St Mary's is a highly regarded oversubscribed Catholic Academy in Blackpool in the Diocese of Lancaster. The school is very much a Catholic family where everyone works together to support and challenge one another to be the best they can be.

Our Catholic Ethos founded on the hallmarks of:

**Catholic**

**Caring**

**Community**

**Challenge**

is key to our success. Students and staff are all encouraged, as our mission statement states, to grow in wisdom, understanding, self-esteem and closeness to God. Many of our staff and students are Catholic or Christian, we are joined by a number of staff and students who aren't, anyone is welcome and be part of our family as long as they are willing to support and contribute to the ethos and success of the Academy.

As Head Teacher, I believe that a happy, highly trained and well supported staff is the key to our success. Staff at St Mary's received a full induction programme and access our outstanding weekly professional development. All teaching staff also have 90 minutes of additional non-contact time per fortnight to focus on their own area of interest in enhanced professional development. New staff are also supported by regular, weekly coaching meetings and support from their subject areas; a range of leadership development programmes is also available.

St Mary's is designated as Blackpool's research school and provides staff with the opportunity to benefit from the latest research and evidence in education. Everything we do, whether that be our innovative key stage 3 reading programme; our approach to revision and practice homework; or the design of our professional development curriculum for teachers; is researched evidence based.

# Welcome to St Mary's Catholic Academy

Staff wellbeing is also a key part of our success as a school. A hard-working staff should be well supported and cared for to allow them to meet the demands made of teachers in a modern context. All staff are provided with their own personal laptop and extensive training and the support of colleagues. Staff are able to take advantage of the Schools Advisory Service Wellbeing package which offers access to Counselling, 24 hour GP helpline, Health advice and support, Physiotherapy advice and a range of other services. A well-resourced support team of IT technicians, admin staff, chaplaincy staff and site staff work hard to make sure the Academy runs smoothly and that teaching staff are well supported to focus on our core business of teaching. Workload issues are regularly discussed with our staff committee and policies around marking, assessment, reporting and home work are carefully designed to try and manage the workload for staff. An email protocol ensures staff are not disturbed by emails in an evening and small gestures like tea, coffee and biscuits served by our amazing housekeeper, free access to the school fitness suite; free annual flu jabs; a car valet service and regular staff social events all help to make our Academy and Trust a rewarding place to work. All of this work takes place in state of the art facilities. St Mary's was lucky enough to benefit from a 22.5 million point partial rebuild and refurbishment, we are so lucky to work in one of the best school building in the region.

Staff retention is high at St Mary's because staff are valued and in return work hard to ensure our students achieve the best possibly outcomes. If what you have read so far is exciting and you feel that St Mary's is a community in which you will thrive and make a positive contribution to our ethos and journey, then we would love to receive your application. You will find more information about St Mary's and information specific to this role and the application process in the rest of this document. You can also find further information out about the Academy on our website.

Yours faithfully,



Mr. Simon Eccles  
Headteacher

# CEO Welcome

Dear Applicant,

Thank you for your interest in the role of Academic Tutor and Mentor for Our Children at St. Mary's Catholic Academy. St. Mary's is part of the Blessed Edward Bamber Catholic Multi Academy Trust (BEBCMAT).

This is a fabulous opportunity for you to join us and work with a fantastic group of committed staff who believe strongly in education and working to improve the life chances of our children and young people.

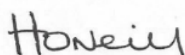
The core principles of the Trust are to educate the whole person, aiming for excellence and working together for the Common Good. Through collective responsibility, united in our Catholic faith, the Trust strives to enable each school to thrive spiritually, academically and financially so that all of the children and young people can 'belong, engage and become' – and reach their full potential by realising their God-given talents.

The Trust works in partnership as one family of schools, whilst maintaining and celebrating the uniqueness of each individual school and the community it serves. We are a values-driven Trust. Our core values of Trust, Respect, Faith, Hope and Service are our hallmarks. These values underpin all of our relationships; between staff, pupils, families, our wider parishes and local communities.

In our Trust, we welcome people who share our vision and our absolute commitment to our pupils, our staff, our families, parishes and the wider communities we serve.

If you believe you have the knowledge, skills and experience to make a positive contribution then we would welcome an application from you.

Yours sincerely



Helen O'Neill  
Chief Executive Officer

# What others say about St. Mary's

## **OFSTED**

A full Ofsted Inspection of St Mary's in May 2022 was extremely positive and confirmed that St Mary's Catholic Academy continues to be good in all areas. Inspectors noted in relation to curriculum that: "Leaders have ensured that pupils follow a suitably ambitious curriculum. Pupils achieve well overall. This includes pupils with special educational needs and/or disabilities (SEND) and disadvantaged pupils. Students in the sixth form receive an especially strong quality of education." They were also pleased to see in relation to behaviour that: "Pupils behave well in lessons and around the school. They are polite and well mannered. They enjoy positive relationships with one another." We were pleased that inspectors noted the strength of personal development: "Pupils benefit from a strong programme of personal development. This includes age appropriate relationships and sex education and health education. Pupils learn about other cultures and beliefs. Teachers prepare pupils well for life in modern Britain." and our focus on the well-being and development of staff: "Leaders are passionate about supporting the wellbeing of staff. They put a strong emphasis on professional development, including research. They care for their staff. Teachers appreciate the efforts made by leaders to reduce their workload. Staff enjoy working at the school."

You can read full copy of the report here: <https://files.ofsted.gov.uk/v1/file/50187176>

## **Diocesan Section 48 inspection**

Our 2023 Diocesan Inspection Report in graded us as "Good". The Academy was graded as "Outstanding" in Catholic life and mission and Collective worship. A copy of the full report is available on the Academy website. Some of the inspector's findings were:

- The school has exceptionally high standards of pastoral care and support for its students. Through the extensive range of services, student welfare is given the highest priority.
- Provision for chaplaincy, as well as the impact this team make on the lives of the students and staff, in and beyond the school is outstanding.
- Sixth form core religious education is very strong and strengthens the distinctive offer to Catholic students.
- The headteacher, leadership team, governors and trust board show a great dedication to the development of St Mary's as an inclusive and caring school. The highest priority is given to Christian formation and academic success.
- A very strong commitment to Catholic social teaching is evident throughout this community and students proactively engage in charity work.
- The strong sense of community is a defining characteristic and visitors often remark on the warm and inclusive atmosphere, extending to individuals of all faith backgrounds, making them feel part of the Catholic community.

# Trust Schools

## Current



Christ the King  
Catholic Academy



Holy Family Catholic  
Primary School,  
Blackpool



Holy Family Catholic  
Primary School,  
Warton



Our Lady of the  
Assumption  
Catholic Primary  
School



Sacred Heart  
Catholic Primary  
School



St Cuthbert's  
Catholic Academy



St John Vianney  
Catholic Primary  
School



St Joseph's Catholic  
Primary School



St Kentigern's  
Catholic Primary  
School



St Mary's Catholic  
Academy, Blackpool



St Mary's Catholic  
Primary School,  
Great Eccleston



St Teresa's Catholic  
Primary School



St William's Catholic  
Primary School



St Wulstan's &  
St Edmund's  
Catholic Primary  
School



The Willows  
Catholic Primary  
School

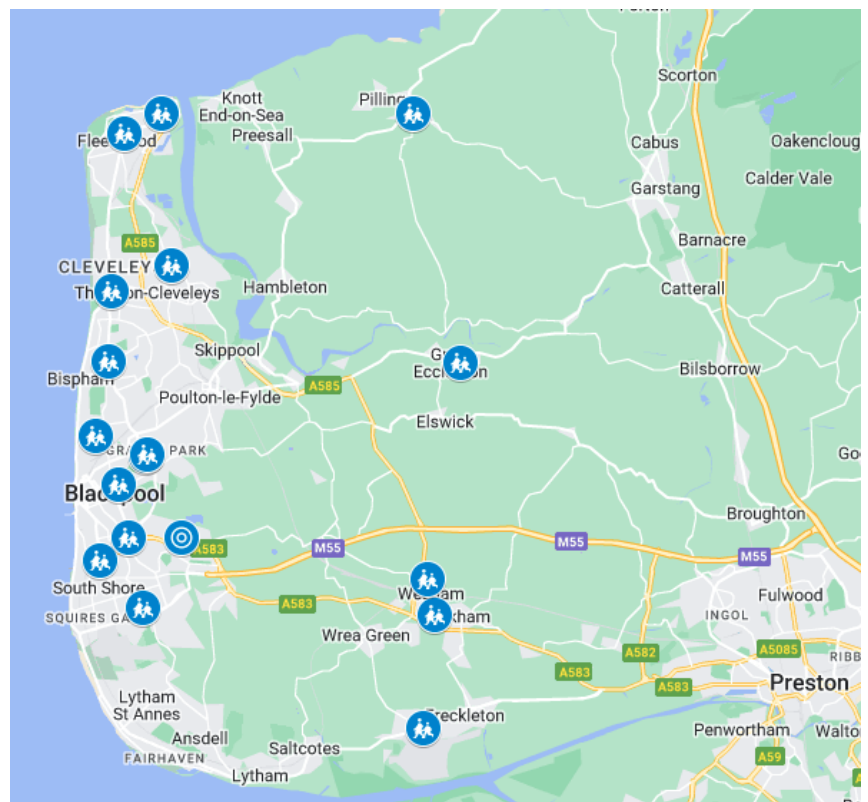
## Joining 1<sup>st</sup> January 2025



St Bernadette's Catholic  
Primary School,  
Blackpool



St Mary's Catholic  
Primary School,  
Fleetwood



# How to apply

Application process:

Candidates should complete a CES application form (attached to the advert on the Academy website: <https://www.st-mary.blackpool.sch.uk/recruitment-homepage/> ) and a letter of application, the details of which can be found below. Please do not include a CV as this will not be considered as part of the process.

Evidence will be drawn from:

- Letter in support of application.
- Application Form.
- Lesson observation & task.
- Response to questions during interview.
- References.

Letter of application should:

- Be clear, concise and well presented.
- Demonstrate how you meet the person specification.
- Describe your vision for how tutoring and mentoring can support Our Children to be successful at St. Mary's Catholic Academy in the 21st Century.
- Be no more than two sides of A4 in length.

Your application should be addressed to the Headteacher, Mr. S. Eccles and can be submitted electronically to [admin@st-mary.blackpool.sch.co.uk](mailto:admin@st-mary.blackpool.sch.co.uk)

We will acknowledge receipt of your application.

Closing date: **Thursday 9<sup>th</sup> January 2025 - midday**

Shortlisting date: **Thursday 9<sup>th</sup> January 2025**

Interview date: **Wednesday 15<sup>th</sup> January 2025**

## **Post Details:**

**Grade: NJC pay Grade F, scale point range 19 to 24**

**Salary: £26,807.00 to £29,609.00 actual pro-rated salary**

**Contract: Fixed Term for 12 months**

**Hours: 37 hours per week, Term Time only plus 5 inset days**

**Start Date: 20<sup>th</sup> January 2025 or as soon as possible**

# Person Specification

Attributes	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> <li>Grade C or above in GCSE English and mathematics</li> <li>Relevant level 4 qualifications</li> </ul>	<ul style="list-style-type: none"> <li>Relevant CPD</li> <li>A good honours degree</li> </ul>	Application Certification
Experience	<ul style="list-style-type: none"> <li>Values driven</li> <li>Previous experience or willingness to be trained in coaching &amp; mentoring</li> <li>Experience of working as a team</li> </ul>	<ul style="list-style-type: none"> <li>Working with disadvantaged children</li> <li>Working in a school</li> <li>Providing administrative support to senior managers</li> </ul>	Application Interview References
Knowledge & Skills	<ul style="list-style-type: none"> <li>Microsoft Office, especially Excel, word and google drive</li> <li>Efficient administrator</li> <li>Prioritise and work to deadlines</li> <li>Maintain high levels of accuracy</li> <li>Strong organisational skills</li> <li>Effective communication</li> <li>Maintain confidentiality and discretion at all times</li> <li>Ability to work sympathetically yet firmly and purposefully with challenging young people.</li> <li>A well-developed understanding of strategies to manage and support young people with challenges in a school environment.</li> <li>Commitment to safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>Understanding of the challenges and disadvantages of Our Children</li> <li>Understanding of the impact of trauma on young people.</li> <li>Competent understanding of curriculum and a variety of subjects to a reasonable standard.</li> </ul>	Application Interview References
Character	<ul style="list-style-type: none"> <li>Strong moral purpose and drive for improvement</li> <li>Mission-aligned</li> <li>Humble and kind</li> <li>Motivated, enthusiastic and flexible</li> <li>Excellent interpersonal skills; presence</li> <li>Good sense of humour</li> <li>Desire to develop yourself</li> <li>Ability to give, receive and act on feedback</li> <li>Strong attention to detail and clarity</li> <li>Ability to work under pressure</li> <li>Commitment to the distinctive ethos of the academy</li> </ul>	<ul style="list-style-type: none"> <li>Commitment to advocate for Our Children</li> </ul>	Application Interview References



# Job Description

## Learning Mentor 3

### Purpose of the role (job statement)

To supervise and coordinate a team of mentors to address the needs of pupils who require additional support to overcome barriers to learning.

### Responsibilities

#### Key duties:

1. Liaise with teaching staff to assess and provide particular support to targeted pupils to raise achievement and enable them to overcome barriers to learning
2. Be accountable for the identification of the needs and assessment of those pupils requiring extra support and the development of individual action plans for targeted pupils and work with an allocation of pupils
3. Supervise other learning mentors within the school, including staff training and development
4. Work with parents / carers to help address poor performance/attendance/behaviour
5. Undertake accompanied home visits to keep parents/carers informed to develop a secure positive family support
6. Monitor the implementation of plans, analyse and report on progress achieved, support the re-integration of pupils excluded from school or following an alternative timetable
7. Provide extra support to pupils through knowledge of a range of activities and opportunities available to them
8. Contribute to improving the learning mentor service and school plans
9. Develop and maintain partnerships with external agencies/organisations to set up resources/initiatives to help address barriers to learning.
10. Maintain confidentiality and adhere to safeguarding procedures

#### Individuals in this role may also:

1. Manage study support activities, such as homework clubs
2. Support the transition of pupils between phases
3. Contribute to the development of activities to encourage family involvement in the school
4. Manage the budget for the mentoring service.
5. Forward planning and organising for a period of up to a year

### Indicative knowledge, skills and experience

- Knowledge / skills equivalent to level 4.
- Communication with other staff and external agencies.
- Experience of management in a related environment

# Job Description

## Specific Duties and Responsibilities which fall within this job description are:

- Act primarily as tutor for each of identified cohort.
- To provide in-lesson support when key concepts are being introduced and has been agreed as a priority to enhance outcomes.
- To liaise directly with classroom teachers to get learning materials to enhance understanding of key-concepts and practise them.
- To establish an academic plan for each child using baseline data and specific objectives from each teacher.
- To liaise directly with school Designated Teacher to provide regular (1/2 termly) academic progress reports.
- To liaise directly with Virtual School staff regularly and provide a termly progress report.
- To provide direct input into PEPs around academic progress.
- To provide 1-1, 1-2 and small group withdrawal work on the key subjects for each of the identified cohort.
- Provide weekly academic mentoring meetings that provide support and guidance to students to promote their academic resilience.
- Having time limited (SMART), focused conversations with students, identifying the issues affecting their academic achievement and giving guidance to support academic achievement, great attendance and positive mental wellbeing.
- To discuss grades with students and to track, monitor and record achievement.
- Implement strategies to build & develop the confidence of students and develop their academic progress and identify students' particular talents and encourage their excellence and engagement with wider enrichment opportunities.
- To assist curriculum delivery by providing assistance and coaching to individuals and small groups of students.
- To work closely with teaching staff to develop students' academic and organisational skills.
- To undertake targeted one to one interventions and small group support for students as directed by curriculum staff and the Designated Teacher for Our Children.
- Identify and refer to leadership when further targeted academic intervention or specialist/ support might be needed.
- Be part of network of ATMS in Blackpool to share good practice and learning.
- Maintain confidentiality and adhere to safeguarding procedures.
- Completion of all related administration or those asked for by a senior colleague.

## Terms and Conditions

- Induction to be provided by Virtual School and school setting.
- Candidates to be part of Blackpool network of ATMs for support and share of good practice.
- Job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.

# Safeguarding Information

## Introduction

The Blessed Edward Bamber Catholic Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people in its schools. The Trust complies with the statutory legislative requirements and guidance that seeks to protect children, including 'Keeping Children Safe in Education' guidance. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

## Safer Recruitment

Job descriptions and person specifications make reference to safeguarding and child protection. All posts are subject to satisfactory completion of enhanced Disclosure and Barring Service certificate (DBS) checks. All advertisements include a safeguarding statement and commitment.

## Application Stage

All applicants are scrutinised to verify identity and academic qualifications, Professional references are requested using our standard pro-forma for short-listed candidates. As a minimum, references should be from the two most recent employers and a Parish Priest if applicable. References are checked against previous employment history and gaps in employment. Professional references must be obtained from work email addresses. Our standard reference proforma makes reference to suitability to work with children and young people. The application form requires applicants to complete a disclosure of any criminal convictions.

## Short listing

Only those candidates meeting the criteria outlined in the person specification will be shortlisted. All short-listed candidates will be subject to an online search as part of our safer recruitment due diligence.

## Interview

Shortlisted candidates will take part in an interview and selection process. Candidates will be asked to address any discrepancies or gaps in their employment history. Candidates will be reminded of their responsibility to disclose any criminal convictions if they have not already done so. Proof of identity, qualifications and right to work in the UK must also be provided at interview.

## Appointment

An enhanced Disclosure and Barring Service Certificate (DBS) will be required for all appointed posts. Other pre-employment compliance checks will be carried out. This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, online searches, medical check, evidence of qualifications plus verification of the right to work in the UK. For teaching positions, barred list checks and prohibition from teaching checks will also be carried out. For leadership positions, section 128 checks will be performed. All staff will receive a comprehensive induction programme covering all aspects of safeguarding and health and safety.

## Probation

All new staff will be subject to the trust probation procedures for a period of 6 months. The probation period is to enable the assessment of an employee's suitability for the job and which includes a review of the performance of new staff in relation to duties, skills, qualifications and experience outlined in the job description and person specification. This will also include an employee's suitability to work with children and young people and their commitment to safeguarding and child protection.

## Equal opportunities

BEBCMAT recognises the value of, and seeks to achieve a diverse workforce. BEBCMAT takes positive steps to create an employment culture in which people feel confident of being treated with fairness, dignity and respect, irrespective of their differences. The Trust is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

## General Data Protection Regulation

BEBCMAT is committed to ensuring that the privacy of an individual is protected. By signing a contract of employment, the employee is agreeing to the Trust processing their personal data, including 'sensitive personal data' as defined in the General Data Protection Regulation (GDPR), for the purposes of the operation, management, security and/or administrations, as well as complying with applicable laws, regulations and procedures. The information you provide (except Equality Monitoring Information) may be shared with partner organisations that provide services to the Trust. A full list of these organisations is available on request from the CFO.



Blessed Edward Bamber  
**Catholic Multi Academy Trust**