



Achievement Mentor - Pastoral Team

Recruitment Pack

Actual salary: ME8 £30,890 - £32,293
(full-time equivalent: £35,520 - £37,134)
35 hours per week, 39 weeks per year

Application Deadline: Monday 22nd June 2026 at 9am

We reserve the right to interview as applications are received



Welcome

Thank you for your interest in joining our team at Ricards Lodge High School. We have been an outstanding school since 2017 confirmed in our most recent inspection, September 2023 when it was reported that our school provides all pupils with an “exceptional education”.

We are a successful, vibrant and innovative school with a tradition of academic excellence, catering for girls between the ages of 11-18. We have a strong reputation for our performing and visual arts as a previously designated specialist school. We have a joint co-educational Sixth Form, RR6, with a range of academic and applied courses on offer, set in a stand alone Sixth Form block. We have recently opened a brand new STEM sixth form building on our site with three science laboratories and a CAD Suite for Technology.

Our staff are committed to delivering a high quality educational experience including academic excellence *and* personal development. We are passionate about staff wellbeing and staff development and our teachers are supported to thrive and inspire each other.

Consultation and staff voice are highly valued through timetabled staff working parties and regular feedback cycles.

We are privileged to be such a diverse school and we are proud of the harmony that exists between us all. Our curriculum and extra-curricular activities give us the opportunity to prepare our students to take their place in the changing global society.

Our mission, ‘educating successful women of the future’ guides us in our work.

Our School Values

We Aspire

We are Resilient

We have Compassion

We champion Equality

We work Together



About You

Ricards Lodge High School is a Gold accredited member of the Attachment Research Community (ARC) (2025/2026), recognising our outstanding trauma-informed and relational practices. You will share our mission to 'educate successful women of the future' and are fully committed to girls' education. You will be on board with our vision to be a leading attachment aware and trauma informed school.

You will be working with our Behaviour and Safeguarding leads to support some of our most vulnerable students.

You may have a degree in psychology, sociology, education or youth work and/ or experience of working with teenagers and young adults in education settings. Your previous experience might include social care, youth work, mentoring, higher level teaching assistants or work with vulnerable young people. Training will be available.

You will enjoy and thrive in our high achieving, and happy school, recently inspected as outstanding.

EDUCATING SUCCESSFUL WOMEN OF THE FUTURE

1

WE ENJOY LEARNING AND INTELLECTUAL CHALLENGE



2

WE EMPOWER STUDENTS AND VALUE RELATIONSHIPS



3

WE GROW STAFF TALENT AND HAVE A SHARED SENSE OF PURPOSE



4

OUR ESTATE PLAN IS AMBITIOUS AND WE PLAN AND RESOURCE SUSTAINABLY



5

WE INCLUDE PARENTS AND COMMUNITY AND OUR SCHOOL IS A HUB OF ACTIVITY



Job Description

Salary Scale: Merton Scale ME8 - £35,520 - £37,134 (pro-rata)

Hours: 35 hours per week, 39 weeks per year. 8.30am - 4.00pm (includes a 30 minute unpaid break)

Line Manager: Deputy Headteacher

Job Purpose of an Achievement Mentor

1. To promote a positive, optimistic attitude to learning and achievement within the school, with students, parents/carers and the wider community.
2. To implement and role model Attachment Aware and Trauma inform practice.
3. To work as part of a team with referred students to remove and address barriers to their learning.
4. Plan and implement bespoke reflective behaviour modification tasks with support from the inclusion team, pastoral team and behaviour leads.
5. To work with students, parents/carers and colleagues to identify the barriers to learning for referred students and raise their standards of attainment and progress especially in English and Mathematics.
6. To follow all school policies and practices such as [for example in only] KCSIE, Child Protection, Behaviour for Learning, Health and Safety, and Personal and Professional Conduct

Core Responsibilities for this role

1. To build positive, professional relationships and links with referred students' parents/carers and maintain regular contact with them to promote good attendance and punctuality, as well as support parents/carers in their attendance at interviews/meetings.
2. To draw up and implement personalised and agreed support programmes and Action Plans for referred students, including setting personal, educational and behaviour targets.
3. To work with students in a variety of ways to provide support to achieve their targets. This may include: - Individual support sessions - Group work
4. To monitor and track referred students' progress through attendance, engagement, behaviour and attainment on a regular basis, taking rapid action to provide support if difficulties become apparent.
5. To ensure that staff are appraised and updated about the Achievement Mentor's work with individual students.
6. To participate in SSP/Student Support Plans, action plans and safety plans and other interventions and or meetings as needed.
7. To liaise with external agencies as appropriate.
8. To carry out focussed time-limited or one-off interventions with individuals or groups of students, such as:
 - a. Transition sessions
 - b. Incident reflection meetings
 - c. Mediation
 - d. Restorative justice

Job Description

- e. Emotion coaching
- f. Anti-bullying sessions
- g. Learning activities relating to need

9. To, within the appraisal structure of the school, engage in training activities and respond to actions suggested to improve performance

10. To follow school policies and practices, for example in relation to child protection, behaviour for learning and health and safety.

Specific Responsibilities

11. To provide extra curricular activities at lunchtime and after school

12. To support the Behaviour for Learning policy by:

- a. Controlling the behaviour incident spreadsheet and arranging interventions/escalations with Teachers, Heads of Department, Heads of Year and Senior Leadership Team. Provide management information on a regular basis to Heads of Department, Heads of Year and Senior Leadership Team.

13. To provide reports as required for SLT and Governors.

14. To contribute to a programme of small group courses for students and parents/carers.

School Expectations & Contributions:

- Be aware of and comply with all school policies and procedures.
- Contribute to the overall aims, ethos and values of the school.
- Attend and participate in relevant meetings as required, including staff.
- Attend morning briefings.
- Participate in training and other learning activities and appraisal as required.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, which requires flexibility in all of its employees.

This job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Headteacher or as deputised.



Person Specification

The following list shows the essential and desirable characteristics for which we are looking for when considering your application and at interview.

Characteristic	Essential	Desirable	Assessment Method
Qualifications, Knowledge & Training			
Qualified to degree level or with exceptional prior relevant experience	●		Application
Qualification or experience in relevant coaching, counselling and mentoring		●	Application
Understanding of issues related to underachievement and the barriers to learning that some pupils face	●		Application Interview
Knowledge of the range and type of interventions available and ability to apply these appropriately in the context of the school's resources and the individual child	●		Application Interview
Knowledge of current educational issues and their relationship to the inclusion, behaviour support and Education Welfare of all pupils	●		Application Interview
Knowledge of trauma informed practice, attachment aware theory and or qualification in psychology or similar		●	Application Interview
Experience			
Experience working with pupils of relevant age	●		Application Interview
Experience as a mentor, counsellor, coach or similar		●	Application Interview
Skills & Abilities			
Ability to plan and deliver structured small group workshops	●		
Excellent communication/literacy/numeracy skills	●		Application Interview
Ability to analysis/write clear reports including analysis of data	●		Application Interview

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Characteristic	Essential	Desirable	Assessment Method
Skills & Abilities			
Effective use of ICT and other specialist equipment/resources confidence using spreadhseets	●		Application Interview
Ability to plan and prioritise effectively to meet deadlines and targets	●		Application Interview
Ability to act on own initiative and be well organised	●		Application Interview
Ability to communicate effectively with pupils, adults, families and colleagues	●		Application Interview
Ability to develop a school programme for learning mentor work and to collaborate with colleagues in developing an effective pupil support programme	●		Application Interview
Ability to facilitate multi-agency working	●		Application Interview
Ability to develop effective working partnerships with pupils and their families including the ability to motivate and support by developing a wide range of strategies to meet pupils' needs	●		Application Interview
Display commitment to the protection and safeguarding of children and young people	●		Application Interview
Excellent time and task management skills	●		Application Interview
A commitment to continuing professional development	●		Application Interview
Ability to organise and manage resources	●		Application Interview
Has undertaken training with regard to the safeguarding and welfare of children and young people	●		Application Interview

Person Specification

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Characteristic	Essential	Desirable	Assessment Method
Personal Qualities			
Warmth and approachability	●		Application Interview
Enthusiastic, energetic and optimistic	●		Application Interview
Team worker	●		Application Interview
A self motivator who uses own time effectively	●		Application Interview
Ability to reflect critically on own practice and commitment to improve own performance	●		Application Interview

Working at Ricards

Ricards Lodge offers all new staff;

- Strong programme of in-service training for all staff including all leaders through the Apprenticeship Levy and the NPQ suite of courses.
- All Early Career Teachers will be provided with continued professional development as outlined in our Early Career Framework policy. Ricards Lodge provides training for mentors and ECT with our partners: Wandle Teaching Alliance and UCL's Faculty of Education and Society.
- A graduate teaching assistant programme leading to teacher training with Teach Wimbledon

The staff are very supportive towards each other with a great camaraderie existing throughout the school with a number of social events that are open to all and well attended.

When you come and work at Ricards Lodge High School and RR6 you will be able to benefit from a structured and comprehensive professional development programme. As a valued member of staff we want to ensure that you have access to all the benefits available to you.

Benefits include the following:

- Well being weeks and social events
- A laptop for all teaching staff
- Work areas for staff
- Access to Merton's Employee Assistance Programme including new wellbeing app with instant access to free support for up to six weeks
- Collaborative approach to teaching and learning
- Merton Employee VDU users – possible to claim a fee towards glasses/eye test
- Annual season ticket travel loans are available.
- Parking on site

Google for Education

All successful candidates will be able to complete Google Fundamentals prior to starting work. All staff work towards completing the Google level 1 qualification.

Childcare

The London Borough of Merton's Children's Information Service offers a comprehensive service to help meet your childcare needs. The service can be contacted on 020 8545 3800, or send an email to cis@merton.gov.uk. They can provide information on childminders, playgroups, nurseries and out of school schemes.

If you need any support with accessing the Tax-Free Childcare Scheme administered via HMRC, we can assist.



Working in Wimbledon

Wimbledon is situated in the London Borough of Merton which was formed in 1965 when the areas of Mitcham, Merton, Morden and Wimbledon were joined together to create this attractive green borough nestling on the border of central London and leafy Surrey. Historically, evidence of Celtic settlers has been found in the borough. Caesar's camp, a fortified village on Wimbledon common was in fact occupied 500 years before Julius Caesar was born. Today, after the creation of the new borough provided the impetus for more growth, five town centres have emerged – Colliers Wood, Mitcham, Morden, Raynes Park and Wimbledon. They are all primarily residential areas each with their own commercial and shopping centres.

Wimbledon is exceptionally well served by road, bus and rail links. The main road artery is the A219 which runs off the A3. The road network offers fast access to the M23, and M25 and thus to Channel Tunnel links, major airports and the south coast. The main railway station is Wimbledon which is also a terminus for the District Line of the London Underground network. Frequent trains run to Waterloo Station, (journey time 15 minutes) which is very near to central London. The Tramlink service connects Wimbledon, Merton and Croydon, and there is an extensive bus network. Close by are many attractions such as Hampton Court Palace, Epsom Downs and Racecourse and Box Hill.

Sports lovers are well served in the borough. There are 31 football pitches, 42 tennis courts, 8 bowling greens, 2 crazy golf, 1 croquet lawn, 15 cricket pitches (including one of the world's oldest cricket greens at Mitcham), 7 rugby pitches and 3 trim trails.

There are 13 multisport areas and also a watersport centre, which has a Royal Yachting Association centre and a British Canoe Union approved centre. There is a local community football programme, which is a partnership between the council, AFC Wimbledon and Tooting and Mitcham FC, as well as a Little League. Wimbledon Leisure Centre, one of three within the borough, has a fitness centre, dance studio as well as a 30m main pool and teaching pool.

Venues in Merton present entertainment across the board. The New Wimbledon Theatre is one of south west London's biggest and most prestigious, frequently hosting performances straight from the West End. The famous Polka Children's Theatre is also in the borough together with the All England Tennis Club. Cannizaro Park has a Grade II listed landscape: the Italian garden is used for art events and there is an outdoor theatre season. The Cannizaro Park Festival is one of London's major summer events and has performances of jazz, pop, tribute bands, comedy and many more.



Merton has abundant green spaces and 13 local nature reserves. Wimbledon Common, together with Putney Heath and Common, is a 1140 acre site, 900 acres of which are a Site of Special Scientific Interest (SSSI). It has woodland, heathland and nine ponds and provides great opportunities for relaxed walks. For the green fingered there are also allotments that can be hired.

Merton Abbey Mills is a famous weekend market with 15 independent shops and over 100 market stalls. There is a riverside pub, children's theatre and working watermill so it makes the perfect place for a family day out. There is also a craft village, antique and collectors market and a toy collector's fair. Deen City Farm, an urban community farm, is another ideal place for family outings. The council also organise a wide range of summer and Easter activities for 3-16 year olds. Wimbledon and the surrounding area is dotted with numerous pubs, bars and restaurants catering for all tastes and purses.

For further information on what the London Borough of Merton can offer, visit www.merton.gov.uk



To discuss this role in more detail or arrange a tour of the school please contact

HR@ricardslodge.org for further information.



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Headteacher: Mrs K Page

Educating Successful Women of the Future