



# KS5 Student Support Mentor Queen Mary's High School

Required as soon as possible

Permanent

37 hours per week (Term Time Only)

NJC Pay Scale, Grade 5 (SCP 9-17)

## APPLICATION PACK

Queen Mary's High School  
Upper Forster Street  
Walsall  
West Midlands  
WS4 2AE

**Telephone:** 01922 721013  
**Website:** [www.qmhs.org.uk](http://www.qmhs.org.uk)  
**Email:** [qmarys@qmhs.merciantrust.org.uk](mailto:qmarys@qmhs.merciantrust.org.uk)  
**Headteacher:** Mrs N Daniel  
**Chair of Governors:** Mr T Normanton

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# WELCOME TO THE QUEEN MARY'S SCHOOLS

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March 2025

Dear Applicant,

## **Vacancy for the role of KS5 Student Support Mentor**

I would like to thank you for taking the time to find out more about this new and exciting role at Queen Mary's High School. The role has been created due to the expansion of our admission number and to support us in being responsive to the needs of our student body.

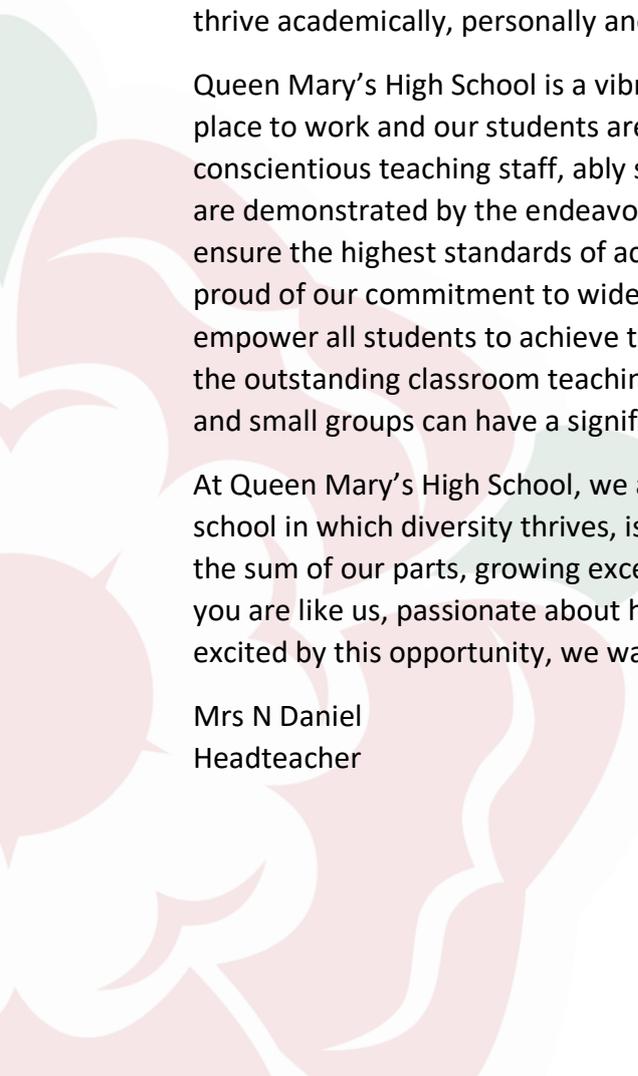
We have recently appointed Student Support Mentors in Key Stages 3 and 4 and are now looking for a Student Support Mentor for Key Stage 5. The successful candidate will be required to provide effective and responsive support, advice, and guidance to students so that they are motivated, empowered and equipped with the necessary skills to achieve their best. You will liaise closely with pastoral and subject leaders to ensure appropriate and impactful support. Experience of working with young people would be an advantage but specific training will be given to the successful candidate.

We require an enthusiastic and motivated individual who shares our commitment to ensuring that all students regardless of their background or personal circumstance can thrive academically, personally and socially.

Queen Mary's High School is a vibrant and diverse community, an extremely rewarding place to work and our students are truly exceptional. We have a dedicated, expert, and conscientious teaching staff, ably supported by superb associate staff. Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement. We are a school that is immensely proud of our commitment to wider and individualised student support that aims to empower all students to achieve their academic potential and recognise that, in addition to the outstanding classroom teaching, the more personalised support offered to individuals and small groups can have a significant impact on a student's outcomes and aspirations.

At Queen Mary's High School, we are not a school where one size fits all, but we are a school in which diversity thrives, is encouraged, and is celebrated. We are much more than the sum of our parts, growing exceptional talent in both our young people and in our staff. If you are like us, passionate about having a positive impact on young people's lives, and excited by this opportunity, we warmly welcome your application.

Mrs N Daniel  
Headteacher



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## ABOUT QUEEN MARY'S HIGH SCHOOL

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Queen Mary's High School is a diverse, busy and happy school. Care for the individual lies at the heart of our provision. We are not a school where one size fits all, but we are a school in which diversity thrives, is encouraged and is celebrated. Whilst academic achievement is a key part of our school culture, we recognise that there is much more to learning than that which takes place in the classroom. Our students benefit from and enjoy a range of extra-curricular activities. This includes participation in our competitive House system, opportunities in sport, music and drama, residential trips and visits along with a range of other clubs and societies. Sixth Form students play a key role in the life of the school through their leadership roles and capacity as role models for our younger students. We have a long and established tradition of educating the thinkers, doers and change makers of the future and have been doing so for over 125 years. Queen Mary's High School is a school which is proud of its heritage and tradition whilst simultaneously being committed to developing staff and students who are outward facing, innovative and ready to take on a challenge.

Queen Mary's High School has a dedicated, expert and conscientious teaching staff, ably supported by superb associate staff. Our ethos and values are demonstrated by the endeavour of all in our school community, who work together to ensure the highest standards of academic achievement, and to provide excellent pastoral care that supports, nurtures and empowers our students in achieving this excellence. Partnerships between school, parents and pupils enable examination success and wide-ranging life enriching opportunities outside of the classroom prepare and equip our students to meet the challenges of a rapidly evolving world.



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## ABOUT THE MERCIAN TRUST

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Queen Mary's High School and Queen Mary's Grammar School are Founder members of the Mercian Multi-Academy Trust.

According to the National Schools Commissioner, Sir David Carter, MATs exist:

- to secure school improvement and develop people
- to encourage good governance and proper risk management
- to secure the financial health of all its academies.

We sign up to those ambitions. In our MAT, the Mercian Trust, we choose to pursue life to the full in the business of education. We are convinced that we are stronger together. The Mercian Trust is already helping to shape the educational landscape in exciting ways. We welcome you to be part of that story.

The members of The Mercian Trust are: Aldridge School, The Ladder School, Queen Mary's Grammar School, Queen Mary's High School, Shire Oak Academy, Walsall Studio School, Q3 Langley, Q3 Great Barr, Q3 Tipton.

Our schools prepare pupils to live life to the full by equipping them to realise their full potential as learners; to thrive in the world of work; and to make a positive contribution to the local, national and international community. The Mercian Trust respects the autonomy of its member schools but, through collaboration, it will foster strengths greater than the sum of its parts. Put simply, the Trust provides a framework for sharing expertise, enthusiasm and experience.



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# THE ROLE: KS5 STUDENT SUPPORT MENTOR

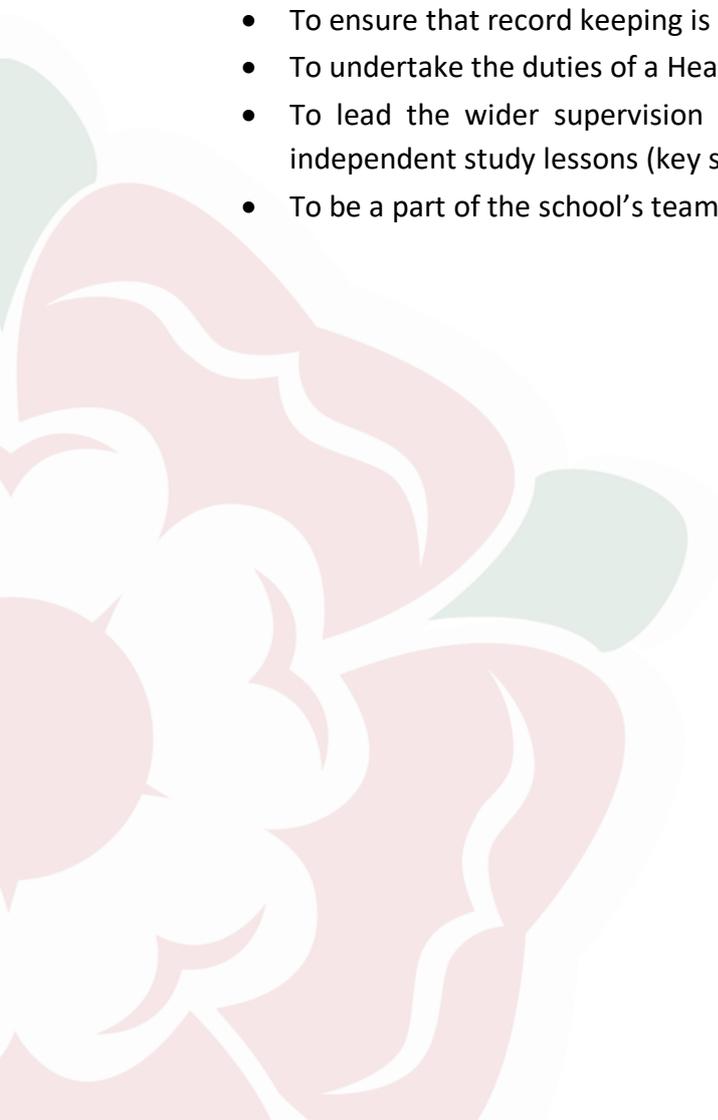
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## Responsible to:

### Job Purpose

- To be a champion for students who are more likely to experience disadvantage.
- To support and motivate students to achieve their very best academically and personally (prioritising students who are more likely to face disadvantage).
- To undertake the duties of a Head of Year.

### Job Description

- To support students on a 1:1 basis or in small groups.
  - To work with students to identify and overcome any barriers that may be affecting their personal or academic progress.
  - To support young people to engage actively with their learning and the wider life of the school.
  - To develop and run small group targeted intervention sessions based on student need e.g. punctuality, organisation, wellbeing, study skills.
  - To work within the wider pastoral team, liaising with teachers, Heads of Year and parents as required.
  - To ensure that record keeping is accurate and complete.
  - To undertake the duties of a Head of Year (key stage dependent).
  - To lead the wider supervision and monitoring of all Sixth Form students during independent study lessons (key stage dependent).
  - To be a part of the school's team of form tutors.
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## PERSON SPECIFICATION

|   | Essential | Desirable |
|---|-----------|-----------|
| Effective literacy and numeracy skills (equivalent to a Grade C/4 GCSE)                                       | ✓         |           |
| Educated to A Level   | ✓         |           |
| Educated to Degree Level  |           | ✓         |
| Experience of working with young people   |           | ✓         |
| A sound understanding of the features of effective student support  |           | ✓         |
| A sound understanding of effective learning and study skills and how these can be applied to raise attainment |           | ✓         |
| A commitment to the values, vision, and wider ethos of Queen Mary's High School and the Mercian Trust         | ✓         |           |
| A commitment to safeguarding and promoting the welfare of students  | ✓         |           |
| A willingness to contribute to enrichment and co-curricular activities  | ✓         |           |
| A commitment to ongoing self and professional development   | ✓         |           |
| Ability to communicate effectively, working as part of a team with good interpersonal skills                  | ✓         |           |
| Ability to set, maintain and actively promote high standards of student achievement and behaviour             | ✓         |           |
| Ability to manage one's own time effectively and act on initiative  | ✓         |           |

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## SAFEGUARDING AND SAFER RECRUITMENT

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- Queen Mary's High School are committed to safeguarding and promoting the welfare of children and young people.
- All applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.
- You are required to:
- Uphold the school's policy in respect of child protection and safeguarding matters
- Have commitment to the school's equality policy
- Ensure any extra-curricular activities will be free from partisan, political and religious view. (Where political issues are discussed, a balanced view is always presented).

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## HEALTH AND SAFETY

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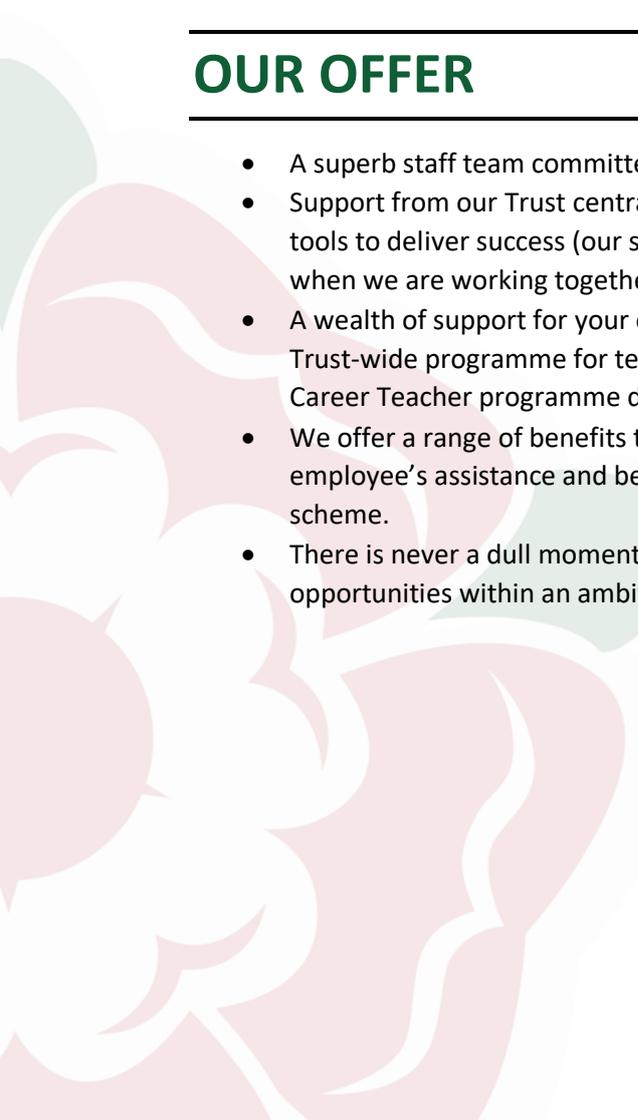
The Law requires employees to:

- Take reasonable care of their own health and safety and that of others who may be affected by what they do at work.
- Co-operate with their employers on health and safety matters.
- Carry out their work and duties in accordance with training and instructions.
- Inform the employer of any work situation representing a serious and immediate danger, so that remedial action can be taken.

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## OUR OFFER

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- A superb staff team committed to doing their absolute best for all in our school community.
  - Support from our Trust central teams and other schools in our Trust to ensure you have the tools to deliver success (our schools are all located close to one another, and we work better when we are working together).
  - A wealth of support for your ongoing continuing professional development, including a Trust-wide programme for teachers at all career stages, including an exceptional Early Career Teacher programme drawing on expertise from across the Mercian Trust.
  - We offer a range of benefits to support our staff wellbeing including access to the employee's assistance and benefits programme, our school fitness suite and a cycle to work scheme.
  - There is never a dull moment; we never stand still, every day offers new challenges and opportunities within an ambitious, forward-thinking team.
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## KEY INFORMATION – HOW TO APPLY

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|----------------------------|--|
| <b>Post</b>                | KS5 Student Support Mentor   |
| <b>Responsible to</b>      | Assistant Headteacher (Community and Inclusion)  |
| <b>Contract and Salary</b> | <p>This is a permanent position working 37 hours per week 8am – 4:30pm, Monday-Thursday and 8am-4pm Friday, for 39 weeks a year (term time only, inclusive of INSET days).</p> <p>NJC Pay Scale, Grade 5 (SCP 9-17)<br/>FTE Salary: £26,409 - £30,060<br/><b>Actual Salary: £22,715 - £25,970</b></p>  |
| <b>Closing Date</b>        | Monday 28 <sup>th</sup> April 2025   |
| <b>Interview Date</b>      | W/C 5 <sup>th</sup> May 2025   |
| <b>Start Date</b>          | As soon as possible  |
| <b>How to apply</b>        | <p>Complete the Mercian Trust online application form and include a supporting statement / document no longer than 2 sides of A4 outlining how your recent and relevant experience and expertise match the requirements of the role.</p> <p>Please note, your ability to communicate a wide range of information with appropriate examples and evidence clearly and concisely in your supporting statement will be assessed as part of the shortlisting process.</p> |

