



# St Edmund Arrowsmith Catholic High School

Prepare the way of the Lord, through **ACTIONS**

**LEARNING & BEHAVIOUR MENTOR**

**CANDIDATE INFORMATION PACK**

Strong standard



Ofsted



## ABOUT ST EDMUND ARROWSMITH CATHOLIC HIGH SCHOOL

**St Edmund Arrowsmith Catholic High School** is committed to providing an education rooted in Gospel values, inspiring pupils to make the world a better place. Prepare the way of the Lord, through **ACTIONS** is the school motto.

### **Values and Vision**

**St Edmund Arrowsmith Catholic High School** provides an environment for learning that is safe, supportive, caring and encourages life-long learning. Our students often refer to us as their second family as they feel nurtured in the environment provided for them and whilst educational attainment is crucial, we firmly believe that the development of the whole child is the mission of the school and gives all of our pupils the best chance to lead fulfilled and prosperous lives.

We seek to offer a curriculum that meets the needs of all, as we recognise that every young person is uniquely talented. Each pupil is provided with a personalised pathway and understands that this gives them the best chance of achieving their individualised goals. The technology provided to subject and pastoral teachers is the conduit for a structured framework to support and guide pupils along these pathways, using easily accessible data.

In addition to formal lessons, pupils engage in activities that reinforce our Catholic ethos such as form prayers, weekly collective worship, class masses, whole school masses, daily morning prayer, spirituality lessons and much more.

The theme of all that we do with our community of young people is to encourage them to put their faith and beliefs into action and **strive to make the world a better place**.

### **About us**

Established in 1961, **St Edmund Arrowsmith Catholic High School** has a proud history. We are a mixed, voluntary-aided Catholic secondary school for pupils aged 11-16, located in Ashton-in-Makerfield, near Wigan in Greater Manchester. The pupil roll is 1,200 and we are over-subscribed year on year due to the excellent reputation the school holds within the community.

We know that **St Edmund Arrowsmith Catholic High School** is a great place to work and our staff retention figure reflects this. We are a community of like-minded individuals who share a passion for the betterment of young people on every level. We are also passionate about our work-life balance, encouraging wellbeing and mindfulness at every opportunity.

We are blessed with a dedicated and hard-working staff who have retained our status as a high-quality provider of education over many years. Our staff community is incredibly supportive of each other and our personalised CPD programme means that everyone's career development is supported in a way that is specific to them.

For teaching colleagues who join our school, regardless of experience, there is a strong and supportive framework of induction. Also, for those new entrants to teaching, there is a mentoring programme to ensure that qualified teacher status is achieved. We have strong links with the development of new teachers as **St Edmund Arrowsmith Catholic High School** is the lead school within the **Wigan & West Lancashire Catholic Schools Direct** programme. This is carried out in partnership with Liverpool Hope University, an accredited teacher training institution - [Wigan and West Lancashire Catholic School Direct](#).

### **Ofsted Report – March 2026:**

Strong standard



[St Edmund Arrowsmith Catholic High School, Ashton-in-Makerfield - Open - Find an Inspection Report - Ofsted](#)

### **What is it like to attend this school?**

“Pupils are proud ambassadors for their school. They bring the school to life with a strong sense of faith, ambition and a deep sense of community. From the first moment of the day, pupils engage freely in morning prayer, recreational sport, music and warm conversation with staff and peers. Pupils routinely uphold the school's expectations and respond with maturity and self-belief to the routines and values leaders have built over time. Pupils are safe, well known by staff and deeply valued.”

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## VACANCY: Learning & Behaviour Mentor

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Thank you for your interest in the vacancy for **Learning & Behaviour Mentor** (*temporary contract*) at St Edmund Arrowsmith **Catholic** High School.

Our aim has always been to inspire every pupil to want to make the world a better place. This aim sits above all others in defining an education for our pupils.

We are seeking a practitioner who is passionate about achievement and outcomes for young people both academically and personally and if you would like to join our school community as a colleague who is committed to these values, then I look forward to receiving your application form.

To apply, please use the CES application forms provided and return these prior to the closing date stated on the advert **Friday 26 June 2026** at **9.00am** to [recruitment@arrowsmith.wigan.sch.uk](mailto:recruitment@arrowsmith.wigan.sch.uk).

Shortlisted applicants will be contacted as soon as possible and therefore if you have not received any contact within a 2-week period following the closing date, we must advise that you will not have been successful on this occasion.

If you require further information, please do not hesitate to contact the school where you will be sure to find a warm and courteous welcome.

A handwritten signature in purple ink that reads 'M.J. Dumican'.

**M J DUMICAN**  
Headteacher

## JOB DESCRIPTION: LEARNING & BEHAVIOUR MENTOR

The school has been designated by the Secretary of State as a school with a religious character. Its Instrument of Government states that it is part of the Catholic Church and is to be conducted as a Catholic school in accordance with Canon Law, the teachings of the Catholic Church and the Trust Deed of the Archdiocese of Liverpool. At all times the school is to serve as a witness to the Catholic Faith in Our Lord Jesus Christ.

This appointment is with the governors of the school under the terms of the Catholic Education Service contract signed with the governors as employers. It is subject to the current conditions of service for support staff and other current education and employment legislation including that of the Department for Education.

**The governing body and the Diocese are committed to safeguarding and promoting the welfare of children and young persons. The highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the DBS and obtain any other statutorily required clearance.**

**JOB TITLE:** Learning and Behaviour Mentor

**JOB PURPOSE:** The Learning and Behaviour Mentor will play a key role on the pastoral team, working alongside the Directors of Learning, the Learning Development Leaders and the Inclusion team. The Learning and Behaviour Mentor will work with an identified cohort of pupils to remove barriers to their learning which might involve liaising with staff to discuss the learning challenges faced by those individuals and engaging with parents to encourage their support. The Learning and Behaviour Mentor will also be a first responder to incidents that occur during the school day, liaising with DoLs to update them on situations and providing them with the necessary information to decide what next steps to take.

**RESPONSIBLE TO:** Director of Learning (DoL), School Business Manager, Deputy HT Pupil Welfare

**LIAISES WITH:** Inclusion and Pastoral Team, DoLs, Learning Development Leaders (LDLs), Teaching Staff, Support Staff, Outside Agencies, Pupils and Parents/Carers

**GRADE/SALARY:** **G6: SCP 14-20** (£25,540 - £32,597 (Full time salary). Approximate pro-rata (actual) salary £25,296 - £27,914 (Hourly rate £15.31 - £116.89)

**HOURS OF WORK:** 37 hours per week (Term-Time + 1 week)  
Mon – Thursday: 8.00am – 4.00pm / Friday: 8.00am – 3.30pm  
Lunch 30 minutes

**OTHER:** The role requires flexibility to suit the needs of the school.  
(Additional week may be used in lieu of meetings attended outside core working hours, Inset and training days)

## MAIN DUTIES AND RESPONSIBILITIES:

### **Monitoring and track a cohort of pupils as directed**

- Work with DoLs to deliver appropriate learning, pastoral and behaviour support to ensure that students achieve their best
- Liaise with DoLs/LDLs to direct pupils to the best support available in school e.g. Academic Care Packages
- Work as directed by DoLs/LDLs to identify and provide development/ enrichment programmes which will inspire, develop and support cohorts of pupils as needed.
- Lead above where apt
- Assist with the supervision of pupils out of lesson times, including before and after school, lunch and breaktimes as may be reasonably expected.

### **Responsible for promoting good pupil behaviour**

- Promote good pupil behaviour, acting as a first responder and support for DoLs, LDLs and Inclusion and Pastoral Team members in cases of conflict and other incidents in line with established policy/DoL guidance and encouraging pupils to take responsibility for their own good behaviour.
- As directed by DoLs, investigate incidents which might prove a barrier to learning e.g. poor behaviour, friendship issues, lost equipment. Issue relevant sanctions, find relevant solutions and carry out apt follow up actions.
- Liaise with DoLs/LDLs to direct pupils to the best support available in school.
- Assist with the school's programme of behaviour monitoring and sanctions (duties and detentions).

### **Responsible for liaising with staff and external agencies**

- Attend pastoral briefings/meetings/year team meetings as required to ensure a co-ordinated approach.
- To keep all necessary records up to date
- Be involved in the preparation and administration of PEPs where appropriate
- To liaise with outside agencies as appropriate to ensure integrated working.

### **Responsible for developing positive relationships with parents**

- Contact parents to update them on pupils' progress, celebrate success and inform them of any challenges faced by their children in school.
- Where apt, meet parents to discuss their child's learning.
- Assist attendance officer to improve attendance of individuals where apt.

## **SCHOOL SUPPORT**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, supporting pupils with medical conditions, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Participate or lead in training and other learning activities as may be reasonably directed.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Supervise pupils on visits, trips and out of school activities as may be reasonably directed
- Where required, play an active role in wider school life, e.g. support the Catholic ethos, assist on Review Days/Sports Days
- To carry out general support staff duties when required.
- To act as a First Aider, which may include contacting parents/hospital where needed and administering basic first aid if necessary.
- To invigilate examinations when required.
- Any other tasks as directed by your Line Manager or Headteacher which are appropriate to the post.

## **REVIEW**

A job description may be amended by the Headteacher after consultation with the support staff member and preferably with her/his agreement. On her/his own initiative, a support staff member may request that amendments are made to her/his job description and a request will be considered carefully.

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This job description is current at the date shown, but in consultation with you it is liable to variation by Management to reflect or anticipate change in, or to the job commensurate with the grade and job title.

## PERSON SPECIFICATION: LEARNING & BEHAVIOUR MENTOR

The applicant will be required to safeguard and promote the welfare of children and young people and be faithful to the Trust Deed.

### Experience

	Essential	Desirable	Source
Experience of working with or caring for children of a relevant age in a learning environment with social, emotional and behaviour difficulties	✓		A, I, R
Experience of new technologies and ICT to support learning	✓		A, I, R

### Training and Qualifications

	Essential	Desirable	Source
3 x GCSE grade C (or above) in Maths and English (or equivalent qualification)	✓		A
Relevant first aid qualification or willingness to undertake training to obtain	✓		A, I
Willingness to participate in development and full training opportunities	✓		I
Training in the relevant strategies or a willingness to undertake such training	✓		I

### Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post

	Essential	Desirable	Source
Good understanding of the relevant policies/codes of practice and legislation		✓	A, I
Knowledge of the national/foundation stage curriculum and other relevant learning programmes/strategies		✓	A, I
Understanding of child development and learning processes		✓	A, I
Understanding of statutory frameworks relating to teaching		✓	A, I
Knowledge of a range of strategies to promote good behaviour and establish a purposeful learning environment	✓		A, I, R
Knowledge of physical, intellectual, emotional and social development or children (PIES)	✓		A, I, R

**KEY:** **A** = Application, **R** = Reference, **I** = Interview

**Note:** Candidates failing to meet any of the essential criteria will automatically be excluded

## What to Expect

If you feel that you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form, we do not accept CV's.

It is important to tell us about your skills and experience relevant to the role. Please ensure that you answer all the questions on the application form and explain any gaps in your employment or educational history as the information you provide will be used in our shortlisting process.

Once we have received your application, it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy, you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

As part of the safer recruitment process, a search of the candidate's online presence will be undertaken.

Due to the high volume of applications that we receive, if you do not hear from us within 2 weeks of the closing date, then on this particular occasion you will not have been successful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit the school, please email us at [recruitment@arrowsmith.wigan.sch.uk](mailto:recruitment@arrowsmith.wigan.sch.uk) and we will arrange a suitable time.

The school website is a fantastic source of information about our school and we recommend that you visit this at <https://www.arrowsmith.wigan.sch.uk/>

## The Interview Process

Deadline: Friday 26 June 2026 @ 9.00am  
Interview Date: To be confirmed  
Start Date: 1 September 2026

### All candidates will be given a tour of the school

For support staff candidates: the interview process will consist of written and/or verbal tasks and a formal interview with senior staff.

For teaching candidates: the interview process will consist of teaching an observed lesson, interacting with students, and certain additional tasks as deemed appropriate for the position.

The recruitment process at St Edmund Arrowsmith Catholic High School will involve a member of the senior leadership team who is appropriately trained in the safer recruitment protocols.



Rookery Avenue, Ashton-in-Makerfield, Wigan, WN4 9PF  
Tel: 01942 728651  
Email: [recruitment@arrowsmith.wigan.sch.uk](mailto:recruitment@arrowsmith.wigan.sch.uk)

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