



HENLEY BANK HIGH SCHOOL

RECRUITMENT PACK



Proud to be part of the

GREENSHED
LEARNING

Henley Bank High School
Mill Lane
Brockworth
Gloucester
GL3 4QF



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Dear candidate

Thank you for your interest in the role of Mentor Support Worker at Henley Bank High School. We are proud members of the Greenshaw Learning Trust, a 'family' of like-minded schools, that collaborate to provide mutual support, share their good practice and learn from each other, whilst retaining and developing our own distinctive character.

The Trust is a vibrant and forward-thinking community of teachers, support staff and learners committed to educating the 'whole child' to improve life chances, whilst securing the best possible outcomes for students. We encourage all young people to work hard and make the most of the opportunities they are given. Our amazing team of teachers and support staff themselves demonstrate and encourage a lifelong love of learning, both within and beyond our curriculum.

As one of the highest performing multi-academy trusts in the country, we currently have schools across South London, Berkshire, Surrey, Gloucestershire and South Gloucestershire, and Plymouth. We are continuing to grow and have further schools joining us on a regular basis.

We strive to be an inclusive and diverse employer and we encourage applications from underrepresented demographics. We recognise the need to achieve a good work-life balance and encourage discussions regarding flexible working across our schools and Shared Service teams. We aim to create the conditions under which our colleagues are able to thrive and to deliver exceptional work for the young people and communities which we serve. To get a feel of life at Greenshaw Learning Trust, please download our 'Why you should work for GLT' recruitment brochure on our jobs portal.

Henley Bank High School is committed to safeguarding and promoting the welfare of children and young people, therefore this appointment will be subject to vetting, including an enhanced DBS disclosure.

The school website provides a clear picture of our aspirations and our vision: however, please do not hesitate to contact us to seek further information from our School HR Manager, Jo Howells, jhowells@henleybankhighschool.co.uk. We very much look forward to receiving applications from candidates whose personal qualities, values and experiences support and reflect ours.



Yours sincerely

Stephen Derry, Headteacher

ABOUT OUR SCHOOL

We are a successful secondary school based in Brockworth, extremely close to junction 11a of the M5. The school has consistently been achieving excellent academic results over the past few years with the GCSE results of 2023 being in the top 1% of results in the country, as well as the highest results for any non-selective school in Gloucestershire. We opened our Sixth Form in September 2024 and are really excited to see what the next stage in the school's journey will be. A crucial element of the school's vision is ensuring that we are preparing our young people for the world of tomorrow. This role plays an essential part in achieving this.

At Henley Bank High School, our aspiration is for all our staff and students to leave our school with practical wisdom gained through the teaching of intellectual, moral, civic and performance virtues. We build character implicitly, through our world class curriculum, teaching and learning in the classroom and explicitly through our Legacy Programme and Pastoral Systems. We aim to guide our students in becoming well rounded citizens of the future who can lead with honesty, integrity and resilience. The importance we place on this has been recognised through the school being awarded the Character Kitemark and Character Kitemark Plus accreditation. Our Legacy programme and values of **Ambition, Creativity, Confidence, Determination** and **Respect** are the foundations of our Character Education programme.

All students have an entitlement to a broad, balanced and relevant curriculum. We believe that all students with additional needs should be taught wherever possible, with their peers in mainstream classes by subject specialists who use a range of teaching methods and strategies to develop students' knowledge, skills and understanding. Henley Bank High School was the winner of the NASEN Award for Secondary Provision which demonstrates the value that we place on our support provided within the classroom across all subjects within the school.

TERMS AND CONDITIONS



CONTRACT

Permanent

SALARY

- Salary calculated in line with NJC pay scale Grade G, points 8-20, £26,824.00 - £32,597.00 per annum FTE (£13,815.21 - £16,859.42 per annum pro-rated). Starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the posthold.

HOURS OF WORK

- 21.50 hours per week, working 3 days between Monday to Friday (working days to be discussed at interview) (with a 30-minute unpaid lunch break), Term Time only, Plus Inset Days

PLACE OF WORK

- Henley Bank High School, Mill Lane, Brockworth, Gloucester, GL3 4QF

PENSION SCHEME

- Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: <https://www.lgpsmember.org>

HOLIDAY ENTITLEMENT

- The postholder will be paid an enhancement for holiday pay, which is included in the salary details above

PROBATION PERIOD

- New employees are required to complete a six-month probationary period.

STATUTORY CHECKS

All employment offers are made subject to checks in line with Government guidance (some of which are dependent upon the role/individual). These include: online checks, evidence of identity and right to work in the UK, an enhanced Disclosure and Barring Service check, overseas criminal record check if the successful candidate has worked or resided overseas in the last five years, confirmation of a satisfactory medical report, satisfactory references, evidence of qualifications, DfE teaching/management barred list check.

JOB DESCRIPTION

Post:	Mentor Support Worker
Responsible to:	SENDco
Responsible for:	To provide holistic support, guidance, and a positive role model to help them overcome barriers, develop life skills, improve well-being, and ultimately re-engage with learning.

ROLE OVERVIEW

We are expanding our brilliant SEND team and are now recruiting Mentor Support Workers to broaden the support that we are able to offer our most vulnerable learners. Henley Bank High School is a school that is passionate about inclusion and supporting all our students where we have a vision by creating opportunities that educate, inform and inspire them.

The successful candidate will:

- Provide emotional support and guidance, to support young people with low self-esteem, anxiety or other barriers to attending school on a full-time basis
- Support the SENCo to identify and address specific barriers that prevent school attendance
- Support young people to develop essential life skills such as problem-solving and communication skills
- Develop individualised plans to help students improve their attendance and outcomes in order to be prepared to be successful in adult life
- To attend school team meetings and meetings with external agencies as required and to prepare reports and provide evidence of progress as required

MAIN DUTIES AND RESPONSIBILITIES

- To work with the SENCO to ensure that the outcomes specified in EHCP's are met and our most vulnerable young people make excellent progress and are provided with appropriate life skills
- Arrange and undertake home visits to children identified by the SENCo and co-produce a bespoke plan to improve the child's educational outcomes and engagement with the wider world and ensure preparedness for a successful adult life
- To attend all relevant professional and multi-agency meetings, including EHCP reviews for all young people on the mentoring case load
- Carrying out initial assessments to ascertain areas that need to be focused on, setting individual targets and tracking/documents progress
- Provide Guidance and Support: offer advice, encouragement, and support to help mentees navigate challenges and make informed decisions
- Share Experience and Knowledge: draw on their own experiences to provide valuable insights and perspectives on various aspects of the mentee's development, such as career options, problem-solving, and skill development
- Set Goals and Monitor Progress: work with mentees to establish clear goals and track their progress, helping them stay motivated and focused

- Attending weekly meetings with the SEN Department along with attending fortnightly meetings with the SENCO
- Ensuring that the SEN provision map is up to date with current caseload for costings
- Ensuring safeguarding guidelines are followed, recording all safeguarding concerns using CPOMS and escalating any concerns with the DSL Team
- Act as a Role Model: serve as positive examples of professional behaviour and success, inspiring mentees to strive for their own goals
- Establish positive relationships with children, their parents and staff in schools
- Write high quality reports submitted in a timely manner to support additional referrals as well as ensuring that the graduated approach is effectively implemented
- Maintain the health and safety of all those involved in your sessions
- To monitor and evaluate sessions to improve the quality and impact
- To plan and deliver high quality and engaging 1-2-1 and small group mentoring sessions.
- To inspire children to lead an active, healthy, happy lifestyle
- To operate within the policies and procedures of the school
- To ensure that the work reflects the organisation's commitment to equity, diversity, and inclusion
- Maintain accurate records/reports and ensure required paperwork is completed on time
- Take responsibility for the health, safety, and welfare of young people with specific safeguarding duties
- Keep up to date with current affairs and maintain an awareness of resources that may be of benefit to the school
- Complete essential training
- Any other student support as directed by the line manager
- Uphold Henley Bank High School ethos and policies
- Work as part of the wider organisation and undertake duties as required to ensure the strategic objectives of the organisation are achieved

STAFF DEVELOPMENT

- To continue personal development in the relevant areas, including subject knowledge and teaching methods
- To engage actively in the Performance Management process
- To participate in whole school professional learning programmes
- To take part in the staff development programme by participating in arrangements for further training and professional development

SAFEGUARDING

- Be keenly aware of the responsibility for safeguarding children and to help in the application of the Safeguarding Policy within the school
- Comply with the school's Safeguarding Policy to ensure the welfare of children and young persons
- Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people therefore this appointment will be subject to vetting, including an enhanced DBS disclosure and expects staff and volunteers to share this commitment

The duties and responsibilities in this job description are not restrictive and you may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

PERSON SPECIFICATION

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples, within their application.

	Essential	Desirable
Qualifications and training		
Hold at least 5 GCSE's or equivalent, which must include at least a Grade C/4 in Maths and English	x	
Hold at least A Level's or an equivalent Level 3 qualification in the relevant area	X	
A relevant qualification in management, working with children and young people, the delivery of alternative education programmes, social work etc.	x	
Coaching and mentoring skills	x	
Willingness to undertake further CPD	x	
Proven successful experience working with or caring for children in any setting	x	
Previous experience of counselling or social work		x
Proven successful experience working within a school		x
Proven successful experience working with children with SEN needs		x
Skills and experience		
Basic understanding of child development and learning	x	
Experience of managing projects and programmes.	x	
Experience of working with statutory, voluntary and private sectors	x	
Experience of working with and recruiting volunteers	x	
Experience of managing staff or volunteers	x	
To be able to form empathetic relationships with young people and be able to communicate their needs effectively to other professionals	x	
Provide leadership in a challenging environment.	x	
Understanding of the issues and principles of working with disadvantaged young people	x	
Experience of working with children who present with anxiety and other social,	x	

emotional and mental health difficulties		
Demonstrable commitment to recognising and valuing young people's achievement in a broad range of learning settings	x	
Knowledge of safeguarding and experience of working with young people with safeguarding concerns	x	
Experience of managing data and outcomes	x	
Successful experience of working alongside other professionals to meet the needs of children	x	
Effective time management, including the ability to prioritise and manage a varied workload.	x	
The ability to work on your own initiative to an agreed action plan.	x	
Experience of managing staff and budgets (including project budgeting, monitoring and financial procedures)	x	
Knowledge of the local community, voluntary organisations, and agencies		x
Personal attributes		
Excellent communication with children and parent/carers	x	
Possess strong interpersonal skills	x	
Be dependable, able to follow instruction and respond to management directions	x	
Good behaviour management	x	
Able to adapt activities to suit the child	x	
Be dependable, able to follow instruction and respond to management directions	x	
Have a willingness to extend skills through appropriate training	x	
Have good working ICT Knowledge	x	
Committed to the safeguarding of children	x	
Driving license required	x	
Enthusiasm, stamina, and a willingness to work unsociable hours when necessary.	x	
First Aid experience		x
The confidence to take risks and do things differently		x

THE RECRUITMENT PROCESS

APPLICATION

To apply for a vacancy, please register for an online account and complete the online application form on the GLT website. In the application form you should demonstrate how you meet the requirements set out in the person specification. Include specific examples which support your application. You will have the opportunity to upload additional documents in support of your application if required.

Please ensure you enter your correct email address when registering for your online account. This is the email address we will use to contact you about your application.

Applications must be received no later than **11.59pm on Sunday 11th January 2026**. Applications received after this date will not be considered. We reserve the right to interview candidates as applications are received and close the advert prior to the closing date should an appointment be made.

INTERVIEW PROCESS

Interviews will be arranged when suitable applications have been received. Shortlisted applicants will be invited by email to attend an interview. References may be taken up after shortlisting. Please indicate on your application form if you are happy for us to do so. As part of your interview, you may be asked to undertake a practical test related to the knowledge and abilities in the person specification.

TAKING UP POST

The successful applicant will take up the post **as soon as possible**



GREENSHAW
LEARNING TRUST



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