



# **Pastoral Learning Mentor**

## **APPLICATION PACK**

**Neston High School**  
**Raby Park Road**  
**Neston**  
**Cheshire**  
**CH64 9NH**

Headteacher: Ms K Cunningham

[www.nestonhigh.com](http://www.nestonhigh.com)



## Message from the Headteacher

Welcome to Neston High School, a high-achieving mixed 11–18 school set in the beautiful surroundings of Cheshire. Our school is extremely popular, known for its academic excellence, exceptional pastoral care, and a positive environment where young people thrive. Families choose Neston High with confidence, knowing their children will be part of a strong, caring, and respectful community that prioritises high achievement for all, alongside dedicated support and encouragement.

At Neston High, every individual is highly valued. Our supportive approach helps each person develop the knowledge, skills, and understanding needed to become responsible, considerate, and well-rounded individuals prepared for our ever-changing society. A commitment to learning beyond the classroom is central to our school's culture. Our achievements in STEM education have been recognised nationally, with the Educate Outstanding Commitment to STEM award granted in 2022, 2023, and 2024. This recognition is just one of many, including the Gold Award for Learning Outside the Classroom. We have high participation in programmes such as The Duke of Edinburgh Award and bar mock trials, and our students regularly excel in national competitions, such as the UKMT Senior Maths Challenge. Our sports provision is second to none.

At Neston High, we work in partnership to ensure the best outcomes for each of our students. Our aims are simple: we strive for excellence, supporting every student in reaching their full academic potential. Exceptional teaching is crucial to our students' success, and our dedicated team of specialist staff is talented, enthusiastic, and deeply committed to providing the very best. Staff development here is widely regarded as "leading edge." We foster strong partnerships with universities and other higher education institutions and actively support staff in pursuing professional qualifications. Whether you are a teacher, student, or member of our support staff, Neston High is a great place to learn and work.

We place a high emphasis on respect and positive behaviour, making our school a happy and welcoming place to learn. Our students engage fully in all the opportunities the school offers, attend well, and show a keen desire to learn. Young people enjoy being part of Neston High, and we love teaching them. This is a wonderful community school, yet we are always looking to improve. We are not complacent and continue to strive for growth.

We look forward to meeting you, introducing you to our students, and welcoming you to our school.

Ms Kirsty Cunningham  
Headteacher



<b>Role:</b>	<b>Pastoral Learning Mentor</b>
<b>Start date:</b>	<b>September 2025</b>
<b>Hours:</b>	<b>37 hours per week – Term time plus one week</b>
<b>Actual Salary:</b>	<b>£27,519 - £30,195 (Pay Award Pending)</b>
<b>Hours of work:</b>	<b>8.15am – 4.15pm Monday – Thursday</b> <b>8.15am – 4.00pm Friday</b> (includes 30 minute unpaid break)

We are seeking to appoint a passionate, committed, and student-centred Pastoral Learning Mentor. The successful candidate will operate within a very successful Inclusion and Pastoral Team under the direct line management of the respective Head of Year. You will work alongside a group of experienced Pastoral Learning Mentors and collaborate with other colleagues in the wider Inclusion Team, including Heads of Year, Attendance Team, SENDCo, Curriculum Leaders and other staff to coordinate and provide support for students across a year group.

Should you choose to apply, please submit the following completed forms:

- Application form. Please ensure that your application accounts for any gaps in employment.
- Please include the names and addresses of two professional referees (one of which must be your current employer). Referees will not be approached until the final stages of the process.
- A supporting letter that sets out the reasons for your interest in the role and how you meet the required criteria.

Applications should be returned by email marked FAO Ms K Cunningham Headteacher to Mrs Helen Leadbetter, PA to the Headteacher [leadbetterh@nestonhigh.com](mailto:leadbetterh@nestonhigh.com) by 9am on Monday 14<sup>th</sup> July 2025.

*Neston High School is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. Applications will be subject to checks with past employers and an enhanced check with the Disclosure and Barring Service. Applicants who have lived outside of the UK in the past five years will be required to provide a Police Check from their country of residence. In accordance with DfE Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process. The School is an equal opportunities employer. The Safer Recruitment policy is available on the school website [Policies & Procedures - Neston High School](#)*



## Our Vision

Our vision is to create a vibrant, inclusive community where everyone feels valued and empowered. We celebrate and reward kindness, fostering an environment that is respectful, safe and driven by intellectual curiosity and high aspirations, providing a broad range of opportunities for students to be the best versions of themselves.



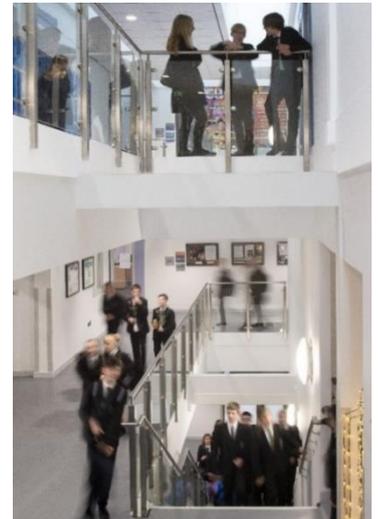
## Our Mission

Our mission is to empower students to learn the skills, knowledge and resilience they need to achieve their academic and personal potential. We aspire to be the heart of learning in our community where students access tailored support to achieve the highest outcomes, equipping them to be productive and compassionate global citizens of the future.

## Our Values

Our overarching values are **Aspiration, Community & Respect**

- We value achievement and intellectual curiosity along with lifelong learning
- We value community and belonging
- We value kindness in all its forms
- We value hard work and high aspiration
- We value resilience and enthusiasm
- We value manners and respect for others
- We value fairness, trust and honesty
- We value self-belief and personal confidence
- We value diversity and embrace difference
- We value the environment
- We value strong relationships





<b>QUALIFICATIONS</b>	ESSENTIAL	DESIRABLE
Educated to at least GCSE Grade C or equivalent in English and Mathematics	✓	
First Aid Qualification		✓
Evidence and commitment to ongoing professional development	✓	
<b>EXPERIENCE</b>		
Proven record of working successfully with young people in a learning environment	✓	
Ability to use data to inform appropriate interventions	✓	
Experience of working as part of a multi-agency environment		✓
Experience of effective liaison with parents/carers and other professionals with discretion and tact	✓	
Experience of safeguarding, working with young people in education, social work, youth work or any other related area of work	✓	
Experience of TAF (Team around the Family) and managing child protection issues		✓
<b>KNOWLEDGE AND SKILLS</b>		
Knowledge of Safeguarding practices	✓	
Able to identify barriers to learning and offer and develop strategies to deal with the individual student needs and an understanding of child development and learning principles	✓	
Excellent communication skills and an ability to form productive working relationships with colleagues, other professionals and students/parents/carers.	✓	
Experience of monitoring and report writing and providing/presenting data/information to a group	✓	
ICT literate with the ability to word process and accurately record data.	✓	



Independent thinking, initiative, forward planning and able to prioritise work and manage own caseload to meet deadlines and the ability to work constructively as part of a team	✓	
Proven ability to balance competing priorities, work on own initiative and to meet deadlines.	✓	
Ability and a commitment to work flexibly and to respond to unplanned situations, remain calm and contribute to resolution of problems	✓	
<b>PERSONAL QUALITIES</b>		
Commitment to inclusion and equal opportunities	✓	
Ability to instil confidence in young and vulnerable children and their families	✓	
Work with commitment and good humour and resilience. Firm, fair and approachable	✓	
Ability to deal confidentially, impartially and appropriately with situations	✓	
Able to empathise with young people and assist them in a supportive environment.	✓	
Patience, tolerance and sensitivity	✓	
Good interpersonal skills and the ability to establish rapport with adults and students	✓	
Efficient and meticulous in organisation	✓	
A desire to develop skills and knowledge through CPD	✓	
Evidence of exemplary attendance and punctuality	✓	
Flexibility to work additional hours as required		✓
Commitment to the highest standards of child protection	✓	
Recognition of the importance of personal responsibility for Health and Safety	✓	
Commitment to the school's ethos, aims and its whole community	✓	



<b>JOB TITLE:</b>	<b>Pastoral Learning Mentor</b>
<b>GRADE:</b>	<b>Grade 7</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Year</b>
<b>JOB PURPOSE:</b>	<p>To ensure outstanding pastoral care for students at Neston High School, promoting high levels of attainment, social development, welfare (including safeguarding) and behaviour.</p> <p>To provide direct support for the Head of Year and other colleagues in the day-to-day support with students and contact with their parents or carers.</p> <p>To work with individuals and small groups of students, to provide targeted programmes of mentoring to students identified by the Student Manager and/or HoYs to overcome their barriers to learning.</p> <p>To fully support students to engage with their learning, particularly those who are vulnerable and/or returning to school following a period of absence.</p>

## **PRINCIPAL RESPONSIBILITIES**

### **Supporting Students**

1. Draw up and further School Support Plans for vulnerable students, setting regular targets and actions. Monitor and track outcomes working closely with the Head of Year and Safeguarding Team.
2. Run programmes of 1:1 mentoring with identified students and measure impact against KPIs e.g. attendance or mental wellbeing.
3. Work with students to resolve relationship issues / conflict through restorative justice approaches.
4. Lead and attend TAF meetings, including the completion of TAF paperwork and agreed actions.
5. Support the Safeguarding Team in contributing to the furthering of multi-agency plans, including attending meetings led by Social Care.
6. Act as an ambassador for students in order to help them maintain high levels of achievement.
7. Identify and address barriers to attendance and engagement in lessons to improve students' full engagement with school.
8. Identify students who would benefit from targeted support, for example, those with declining mental health, and deliver and report on the impact of pastoral interventions.
9. To partake regularly in the school's 'on call' provision and when necessary support with the ad hoc nature of pastoral issues as they arise. Be visible during busy periods and lesson changeover to ensure students transition in a safe and respectful way



10. Liaise with parents and external agencies on student matters – as delegated by senior members of staff.
11. Encourage students to stay safe and be confident their voice will be listened to if disclosing information of significant harm, including bullying, healthy relationships, peer on peer abuse, drugs and child protection issues.
12. Contribute to the wider life of the school through attendance at parent events, such as Induction Evening, New Parents' Coffee Morning etc.
13. Act as a role model to students and be available to them during non-timetabled hours.

#### **Liaison - Staff**

14. Support Heads of Year and year group tutors during morning tutor time and carry out relevant duties as directed.
15. Work with the Head of Year, Inclusion Leader, Senior Leadership Team, Curriculum Leaders, SENDCo and other staff in the early identification of students who may benefit from support, e.g. those that are underachieving, at risk of exclusion, poor attenders, disaffected, experiencing learning difficulties, lacking in self-esteem and confidence.
16. Work with teaching staff to identify a range of strategies to assist students who should benefit from pastoral support.
17. Regularly inform staff of developments, improvements in performance and successful strategies for individual students.
18. Inform staff in good time, as regards to any proposed student absences from their lessons due to programmes of support, and record planned pastoral interventions in Arbor.
19. Work with the Heads of Year, Student Manager and SENDCo to identify a range of strategies to assist students with their learning and contribute towards the production of evidence towards multi-agency referrals.
20. Liaise with the Attendance Team to monitor outliers and review provision and intervention offered.

#### **Continuing Professional Development**

21. In conjunction with the Student Manager, take responsibility for personal professional development, keeping up to date with research and developments in support strategies.
22. Undertake any necessary professional development identified in the School Development Plan (SDP) and as identified through partner agencies and multi-agency working requirements.
23. Maintain a professional portfolio of evidence through BlueSky Education to support the Performance Management process, evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.



**NESTON**  
HIGH SCHOOL

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**NOTE**

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Headteacher from time to time, up to or at a level consistent with the responsibilities of the job.