



Pastoral Learning Mentor

APPLICATION PACK

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

Headteacher: Ms K Cunningham

www.nestonhigh.com



Welcome



Message from the Headteacher

Neston High School is a high-achieving mixed 11 – 18 school in Neston, a beautiful part of Cheshire. It is an extremely popular school with a reputation for academic excellence, outstanding pastoral care and for providing a positive environment in which young people thrive. Parents know that if their children come here they will be joining a strong, caring, respectful community with an emphasis on high achievement for all, alongside dedicated support and encouragement.

At Neston High, every individual is highly valued. Our supportive approach enables everyone to develop the knowledge, skills and understanding required to be responsible, considerate and well-rounded individuals suited to the demands of our ever-changing society. Our commitment to STEM education was recognised nationally in 2022 and 2023 when we were awarded the Educate Outstanding Commitment to STEM. This is just one of many awards we achieve for our extra-curricular programme, including Gold Award for Learning Outside the Classroom.

At Neston High, we all work in partnership to ensure the very best outcomes for each of our students. Our aims are simple: we want to achieve excellence so that each and every student reaches their academic potential. First class teaching is crucial to our students' achieving great outcomes and our dedicated team of specialist staff are enthusiastic, talented and strongly committed to providing the very best. Staff development is widely regarded as "leading edge". We have strong partnerships with universities and other higher education institutions and we actively support our staff in pursuing NPQs and other professional qualifications. This is a great place to learn and work, whether you are a teacher, student or a member of our support staff.

We place a high emphasis on respect and positive behaviour, which ensures that the school is a happy place to learn. Students involve themselves fully in everything the school has to offer. They attend well and are keen to learn. Young people enjoy coming to Neston High School and we enjoy teaching them. This is a wonderful community school but there is still work to be done. We are not perfect and so we strive to improve. There is no room for complacency here.

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

Ms Kirsty Cunningham
Headteacher





Pastoral Learning Mentor

Role:	Pastoral Learning Mentor
Start date:	September 2024
Hours:	37 hours per week – Term time plus INSET plus 1 week
Actual Salary:	£26,523 - £29,028 (pay award pending)
Hours of work:	8:15am – 16:30pm Monday – Thursday / 8:15am – 16:00pm Friday

Do you have a genuine passion for securing the very best holistic outcomes for all students?

Do you have a high level of self-awareness and an ability to deal with issues sensitively?

Are you proactive, able to organise your workload and show initiative when working under pressure?

Do you naturally engage with young people and their families?

Do you have high aspirations for colleagues, students and yourself?

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 Inclusion Leader and Deputy Designated Safeguarding Lead. You will work alongside a group of experienced Pastoral Learning Mentors and collaborate with other colleagues including, Head of Years (Year7-13), Attendance Team, SENDCo, Learning Mentors, Curriculum Leaders and other staff to coordinate and provide support for students across a key stage.

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 by 9am on Friday 13th September 2024.

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 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.





PERSON SPECIFICATION

QUALIFICATIONS	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	✓	
EXPERIENCE		
Proven record of working successfully with young people in a learning environment	✓	
Ability to use data to inform development activities		✓
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.		✓
KNOWLEDGE AND SKILLS		
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	✓	
PERSONAL QUALITIES		
Commitment to inclusion and equal opportunities	✓	
Ability to instill confidence in young and vulnerable children and their families	✓	
Work with commitment and good humour and resilience. Firm, fair and approachable	✓	
Recognition of skills across the team of pastoral learning mentors.	✓	
Ability to deal confidentially, impartially and appropriately with situations	✓	
Able to empathise with young people and assist them in a supportive withdrawal 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	✓	
Ability 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	✓	
OTHER REQUIREMENTS		
Please see JDQ summary proforma	✓	



JOB DESCRIPTION

JOB TITLE:	Pastoral Learning Mentor
GRADE:	Grade 7 £26,523 - £29,028 (pay award pending)
RESPONSIBLE TO:	Head of Year
JOB PURPOSE:	<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 Inclusion Leader and/or RSLs 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 Inclusion Leader.
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 none or sporadic attendance to lessons, school or learning outside the classroom opportunities, 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 Parent's Coffee Morning etc.
13. Act as a role model to students and be available to them during none timetabled hours.

Liaison - Staff

14. Support Head of Years 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, maintaining My Learning Guides and Positive Handling strategies when reviewing risk assessments.
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 Head of Years, Inclusion Leader, Deputy Designated Safeguarding Lead 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 Inclusion Leader, 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.

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.