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# **RATTON SCHOOL**

## **JOB APPLICATION PACK**

### **PASTORAL SUPPORT MENTOR**



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## A WARM WELCOME FROM THE HEADTEACHER

Dear Applicant,

I am delighted that you are considering applying for a position at Ratton School, and I hope to receive your application. As part of the South Downs Learning Trust, we are committed to providing a safe and stimulating learning environment for our students, one that empowers them to grow both academically and personally.



At Ratton, we believe in developing young people who are not only well-prepared for further education and the world of work but also equipped with the confidence, creativity and compassion to thrive in any setting. Our dedicated team works together to ensure that every student has the opportunity to succeed and reach their full potential.

We are committed to creating an environment where both students and staff can flourish, and we look forward to welcoming new team members who will help us continue to make a difference to our school community.

### **Details of the role**

The role of Pastoral Support Mentor is an exciting opportunity to join our dedicated pastoral team and make a real difference in the lives of our students. You will work

closely with students to provide 1:1 and small group mentoring, helping them navigate challenges related to behaviour, attendance and emotional well-being. You will play a key role in advocating for students, supporting their reintegration into the classroom and liaising with parents, staff and external agencies to ensure the best possible outcomes for young people.

We are looking for a compassionate, resilient and proactive individual who is committed to safeguarding and promoting student welfare. If you have experience working with young people, strong communication skills and a passion for pastoral support, we would love to hear from you.

I look forward to receiving your application and to the opportunity to discuss how you can contribute to the continued success of our school.

Kind regards,

A handwritten signature in black ink, appearing to read 'Gavin Peevers', with a long horizontal stroke extending to the right.

Gavin Peevers

Headteacher

## ABOUT RATTON SCHOOL & THE SOUTH DOWNS LEARNING TRUST

Ratton School is a thriving, inclusive secondary school in Eastbourne, East Sussex. We are part of the South Downs Learning Trust, which includes a network of schools collaborating to achieve excellence in education. This partnership enhances the opportunities available to both staff and students, as we share resources, best practices and support for professional development.

As a member of the South Downs Learning Trust, we benefit from the Trust's wide-reaching network, which includes ongoing professional development, access to innovative teaching methods and opportunities for career progression. We pride ourselves on fostering an inclusive and supportive working environment where all staff are valued and encouraged to grow.

At Ratton, we are passionate about nurturing confident, compassionate and creative individuals who are equipped to succeed in all aspects of their lives, both now and in the future.



## OUR VISION & VIRTUES

At **Ratton School**, our goal is to develop caring, confident, and creative students who achieve excellence in all aspects of their learning.

Our motto is “**Achieving Together**” – a commitment to ensuring that every member of our school community is supported and empowered to reach their full potential.

We base our work on the following six core virtues, which we believe are key to success in life:

### **Compassion**

Showing kindness and caring for others and the environment.

### **Respect**

Acting with respect toward others both inside and outside of school, valuing diversity, and avoiding discriminatory language.

### **Creativity**

Being curious about the world, solving problems, and asking thoughtful questions.

### **Teamwork**

Achieving together by working as part of a team. Understanding that we all have to do our fair share and get along with different people.

### **Effort**

Putting effort into all aspects of school life. Demonstrating resilience when faced with a challenge.

### **Responsibility**

Taking responsibility by being in the right place, at the right time, doing the right thing.

# JOB DESCRIPTION

Job Title: **Pastoral Support Mentor**  
School: **Ratton School**  
Grade: **Single Status 7**  
Responsible to: **Senior Assistant HT, Behaviour & Attendance**

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## Main Purpose

The Pastoral Support Mentor will provide targeted mentoring and pastoral support to students, helping them overcome barriers to learning, engagement and well-being. In addition to their core responsibilities, they will be expected to uphold the safeguarding and welfare of students at all times, in line with school policies and statutory requirements.

## Main Tasks

1. Mentoring students 1:1 or in small groups supporting students to support good behaviour, promote engagement, improve attendance and supporting identified students to make meaningful behaviour change to improve their day-to-day school experience.
2. Support students in pre-defined learning activities to meet their well-being needs offering support, guidance and strategies to regulate emotions.
3. Administrative duties including updating additional needs plans, reintegration notes, referrals to in school and out of school support such as TASS.
4. Liaising with parents/carers, social workers, outside agencies, teachers, staff at Ratton to celebrate success and provide timely updates regarding in school incidents/concerns.
5. Support identified students in the classroom taking them to lessons, working as in class support and advocating for the student to teachers.

6. Undertake regular sessions in the Ratton Ready Room (RRR) ensuring that students have appropriate work, support and uphold expectations within the room.
7. Alongside the RRR Manager, manage the upkeep of the RRR ensuring the room is well resourced, neat, tidy and a productive learning environment.
8. Assist with data gathering, reports and attend regular meetings with the pastoral team.
9. Undertake on call and truancy sweep duties to support a purposeful learning environment at Ratton.
10. Pro-actively work with parents/carers of identified students to improve levels of engagement.
11. Advocate for restorative practice, engaging with restorative training, reflective supervision and being a champion across the school of restorative practice.
12. Manage the supervision of students who are unable to access the classroom, working with colleagues to reintegrate them back into the classroom.
13. Support the school-to-school system, undertaking administrative duties, liaising with partner schools and visiting identified students when on a school-to-school placement.
14. **Promote and safeguard the welfare of children** in your care, ensuring that all safeguarding policies are followed and that any concerns are reported to the Designated Safeguarding Lead (DSL).
15. Comply with the school's safeguarding procedures and any relevant guidance from **Keeping Children Safe in Education (KCSIE)**.
16. Ensure all interactions with students adhere to the school's safeguarding and behaviour policies, particularly in areas of pastoral support, supervision or direct pupil contact.
17. Attend safeguarding training and stay up to date with any changes in statutory safeguarding responsibilities.

*This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.*



# PERSON SPECIFICATION

## ESSENTIAL KEY SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE, VALUES AND BEHAVIOURS

1. Experience of mentoring and coaching skills to support students on a 1:1 basis and in small groups.
2. Ability to build positive relationships with students, staff, parents, and external agencies, able to work collaboratively within a pastoral team to support student well-being.
3. Ability to communicate effectively with a range of people in a clear, concise and accurate manner, changing messages to suit different audiences.
4. Organisational and administrative skills, including the ability to update student records and reports accurately.
5. Problem-solving skills to identify barriers to engagement and implement effective strategies.
6. Knowledge of student well-being and emotional regulation strategies, with the ability to support students in managing emotions and behaviour through appropriate interventions.
7. Ability to work in a classroom setting, providing in-class support and advocating for students.
8. Confidence in managing student supervision and upholding behaviour expectations.
9. Proactive approach to supporting students with reintegration and transition between educational provisions.
10. Ability to use technology as part of the role including (managers can select from the list provided as appropriate: Microsoft 365 including Outlook, Excel, Word, PowerPoint, Microsoft Teams, devices: laptops, corporate iPhones and surface hubs).
11. Knowledge of safeguarding procedures and responsibilities when working with children.
12. Awareness of Keeping Children Safe in Education (KCSIE) guidelines and statutory safeguarding requirements.

13. Knowledge of school operations and procedures.
14. Understanding of restorative practice and its role in student engagement and behaviour management.
15. Awareness of external agencies and support networks available to students and families.
16. Knowledge of data gathering and reporting processes in a school setting.
17. Experience of safeguarding children or working in environments where safeguarding responsibilities are essential.
18. Experience in mentoring or coaching students to support their behaviour and engagement.
19. Experience working with students with additional needs or those facing barriers to learning.
20. Experience in liaising with parents, carers, and external agencies to support student well-being.
21. Experience in managing and supporting students in alternative learning environments.
22. Commitment to equal opportunities and inclusive education.
23. Commitment to safeguarding and promoting the welfare of children.
24. Ability to work discreetly and sensitively with confidential information.
25. Resilient and adaptable with a proactive approach to student engagement.
26. Empathetic and patient, with a genuine passion for supporting young people.
27. Ability to remain calm under pressure and manage challenging situations effectively.
28. Willingness to undertake further safeguarding training to ensure compliance with safeguarding responsibilities and participate in additional training and development opportunities offered by the school and county to enhance knowledge and skills.

### **DESIRABLE KEY SKILLS, ABILITIES, KNOWLEDGE, EXPERIENCE, VALUES AND BEHAVIOURS**

29. Previous experience of working in a school or with children.
30. Experience in restorative practice and reflective supervision.

31. Additional training or qualifications in mentoring, coaching, or behaviour management.
  32. Experience in working within a multi-agency framework to support student needs.
  33. Knowledge or experience of managing a learning or support room environment.
  34. Safeguarding qualification or training in child protection.
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## STAFF BENEFITS & INCENTIVES

At the South Downs Learning Trust, we are dedicated to creating a supportive and rewarding work environment for our staff. We believe in attracting, retaining and nurturing talented professionals who share our commitment to education. To support this goal, we offer a comprehensive range of benefits designed to enhance wellbeing, encourage professional growth and ensure a positive work-life balance.

BENEFIT		DESCRIPTION
<b>Comprehensive Induction Programme</b>		A thorough induction to ensure a seamless transition into your role at Ratton School.
<b>Career Development and CPD</b>		Professional development opportunities tailored to your career aspirations and goals.
<b>Support and Mentoring</b>		Ongoing support from Senior Leadership Team and experienced mentors to help guide your career progression.
<b>Bike to Work Scheme</b>		Salary sacrifice scheme offering discounts on bikes and equipment.
<b>Complimentary Breakfast</b>		Enjoy a free daily breakfast, including a choice of bagels, cereal, porridge, tea and orange juice.
<b>Employee Assistance Programme</b>		Confidential advice, counselling and support for personal and professional challenges.
<b>Staffroom Amenities</b>		Complimentary tea and coffee available in our staffroom to relax and recharge.
<b>Healthcare Benefits</b>		Subsidised membership with Benenden Healthcare for additional health support.
<b>On-Site Parking</b>		Free, secure on-site parking for staff.
<b>Childcare Support</b>		Free Breakfast Club or After School Club places for Trust staff with children at Ratton.
<b>Exclusive Sports Membership</b>		Discounts at Eastbourne Sports Park to promote physical health and wellness.

## TERMS OF EMPLOYMENT

**Grade:** Single Status 7, points 18-19 (£27,829 to £28,486) gross per annum, pro rata

**Actual Salary:** £24,657 gross per annum = £2,055 gross per month **to** £25,239 gross per annum = £2,103 gross per month

**Hours:** 37 hours per week (8am – 4pm Mondays to Thursdays and 8am-3.30pm Fridays, including a 30-minute unpaid break daily)

**Contract:** Permanent, term time only + 1 week

## IMPORTANT DATES

**Closing Date for Applications:** **Midday on Friday 28 February 2025**

Ensure your application is submitted by this date to be considered.

### **Important Reminder:**

Early applications are encouraged. We reserve the right to review applications upon receipt and close the advert early if a suitable candidate is found.

**Interview Date:** **Friday 7 March 2025**

Successful candidates will be contacted for an interview on or around this date.

## HOW TO APPLY

Thank you for your interest in joining our team at Ratton School. Please follow the steps below to apply for this position:

### APPLICATION PROCESS

#### 1. **Application Form:**

Access the application form via the **Vacancies page** on our website at [Vacancies | Ratton](#) or alternatively, you can use the forms provided through **TES** or **Gov.UK** platforms if applying via those channels.

#### 2. **Submission:**

Submit your completed application form to **Mrs Barrow**, Trust Executive Assistant, at [lbarrow@ratton.co.uk](mailto:lbarrow@ratton.co.uk) before the specified closing date and time.

#### 3. **Important Notes:**

- **CVs will not be accepted** in the interest of safeguarding. Applications must be submitted using the designated form.
- Ensure your application addresses the essential **selection criteria** outlined in the job pack, as shortlisting will be based on how closely your application matches these criteria.
- Please provide details of any **employment gaps** within your application.

## PRE-APPOINTMENT CHECKS

As part of our safer recruitment process, the successful candidate will undergo the following checks:

- **Right to Work:**  
You will need to demonstrate the right to work in the UK.
- **References:**  
Written references will be requested prior to the interview stage. Please ensure your referees have accurate contact details and permission for us to contact them.
  - One referee must be your current or last employer.
  - If you work in a school, one referee must be your current Headteacher.
- **Enhanced DBS Check:**  
This role requires an enhanced **Disclosure and Barring Service (DBS)** check, as the position is exempt from the **Rehabilitation of Offenders Act 1974**.
- **Online Searches:**  
Online checks will be conducted for shortlisted candidates as part of our due diligence process to ensure the suitability of candidates for the role.

## SAFEGUARDING AND EQUAL OPPORTUNITIES

### **Safeguarding Commitment:**

We are committed to safeguarding and promoting the welfare of children and young people. All staff and volunteers are expected to share this commitment.

### **Equal Opportunities:**

Ratton School is an equal opportunities employer and welcomes applications from all qualified candidates.

