



# Saint Edmund Arrowsmith

## Catholic Academy

## Reflection Lead/Pupil Mentor Recruitment Pack



# Pope Francis

## Catholic Multi Academy Trust

Enabling schools, aspiration and  
faith to flourish by:  
Uplifting Hearts, Inspiring Minds

# Why Choose Our School?



Saint Edmund Arrowsmith  
Catholic Academy

## Our School Vision

At Saint Edmund Arrowsmith Catholic Academy, our mission is to become the number one school of choice in the local area. It will be a school characterised first and foremost by our faith and strength of our Catholic community. We will be recognised for having an exceptional curriculum that provides pupils with powerful academic knowledge and the character development they need to really 'Live life to the full'.



## Our School Values

Love, inspiration, Empowerment and joy

***"The tangible sense of community among the staff illustrates the rapid growth in confidence that the overwhelming majority have in the direction that the school is moving." CSI, 2023***

Our vision for St Edmund Arrowsmith Catholic Academy is that we create a community that is united through our determination to overcome the barriers to learning that our young people face; we aim to do this by living our life based on Gospel values.

We believe that every individual is unique and was created in the eyes of God. We hope that by providing each pupil with a high-quality educational experience, which draws its distinctive character from the life and teachings of Jesus, the principles of the Gospel and Catholic tradition, that we can provide them with the support and encouragement they need to grow into the best versions of themselves.

This aim is born from our mission statement, 'I have come in order that they may have life, life in all its fullness' John 10:10.



# About The Role



Saint Edmund Arrowsmith  
Catholic Academy



## The Role

Are you passionate about supporting young people in their educational journey? Do you want to be part of a community-centric Catholic school, helping us to continue to build excellence?

To continue to enhance our provision, we are seeking a dedicated and inspiring **Reflection Lead/Pupil Mentor** to join our welcoming and faith-filled community, with high-quality CPD and opportunities for professional development.

If you are a committed, calm, and highly motivated individual, join us in our mission to inspire and guide the next generation in faith and knowledge, by providing the best operational support possible to our school community.

This is a pivotal role in promoting a safe and respectful learning environment across the school. The successful candidate will manage the school's internal isolation provision and provide 1:1 and small group mentoring to support pupils in understanding and improving their behaviour. Working closely with the Behaviour Lead, you will play a vital part in supporting pupil wellbeing, engagement and personal development.







## General duties:

- ✳ To manage the school's Reflection area provision, working closely with the Inclusion lead, pastoral team and senior leadership team.
- ✳ To support the daily cohort of pupils requiring an alternative learning environment and support to impact positively on their interaction with school.
- ✳ Work closely with staff to provide the materials that pupils may require when working in alternative areas of the school.
- ✳ Provide mentoring sessions which include reflective and meta-cognitive discussions with pupils in order to positively impact change.
- ✳ To advise and assist parents and pupils to support positive behaviours, and to provide liaison between pupils, the school and/or parents to secure pupils' positive interaction with school, including assisting in identifying problems of which a pupil's disaffection may be a symptom.
- ✳ To discuss with pupils and parents, solutions to the barriers to learning they are experiencing, which is adversely affecting their interaction with school.
- ✳ Contribute to the pastoral network discussions with a view to best informing staff's understanding of pupil needs so that a coordinate package of support can be implemented leading to an improvement in the pupil's experience and their engagement with school.
- ✳ Support pupils through external referrals where necessary and appropriate.
- ✳ Work with the Senior Leader responsible for welfare and pastoral care to ensure concerns and barriers outside the remit of the pupil behaviour mentor are referred to an appropriate alternative agencies or school support services to ensure that advice and expertise is available.
- ✳ In liaison with the school leadership team, attend follow up meetings and other relevant meetings with parents/carers and/or other professionals to provide relevant information, offer support and seek ways in which the school can help in improving individual engagement in school.
- ✳ Establish and maintain positive and productive relationships with all pupils, parents/carers, colleagues and other professionals in school and across PFCMAT.

**Post Title:** Reflection Lead/Pupil Mentor

**Pay Scale:** Grade G,19-22 - £27,362

**Contract:** 36 Hours, TTO + 2 weeks

**Start Date:** 1<sup>st</sup> September

**Job Purpose:** To manage the Reflection room in the inclusion area. Create and monitor learning, standards and expectations, for pupils requiring an alternative learning environment.

*"[St Edmund Arrowsmith Catholic Academy] is ambitious for pupils to succeed... Staff foster positive relationships with their pupils... Pupils told inspectors that they feel safe... Staff know their pupils well and promote positive attitudes to learning. Pupils know whom they can talk to with any worries they may have." Ofsted, 2024*



### **General Duties Continued...**

- ✳ Operation of SIMS and other system to monitor engagement in lessons and across a series of lessons.
- ✳ Provide reports as and when requested by pastoral leads and the leadership team.
- ✳ Monitor engagement of pupils in the Reflection room and contribution to discussions feeding back pupil details to the pastoral team.
- ✳ Prepare, facilitate and record the outcome of regular reflective discussions and pupil mentoring meetings with the pupils and their families.
- ✳ Promote the work of the Reflection room, e.g. through parents' evenings and assemblies.
- ✳ Maintain high expectations of pupil behaviour, demonstrating a high level of discipline through positive and productive relationships and well-focussed teaching.
- ✳ Have knowledge of and comply with the academy policies and procedures. Report any concerns of breach of policy or procedure through the correct channels.
- ✳ Be aware of and support difference to help ensure that everyone has equal access to the services of the academy and feels valued, respecting their social, cultural linguistic, religious and ethnic background.
- ✳ Contribute to the Catholic Ethos of the academy.
- ✳ Contribute and support the aims of the academy development plan and evaluation process.
- ✳ Contribute and support any external monitoring, evaluation or review processes as required.
- ✳ Attend and participate in meetings as required.
- ✳ Participate on safeguarding training and follow the school safeguarding policy.
- ✳ Follow the school H&S policy and report any accidents and near misses to the main office.
- ✳ Create and maintain a purposeful, orderly and productive working environment.
- ✳ Work as part of a team, appreciating and supporting the role of other people in the team.
- ✳ Recognise own strengths and areas of expertise and use these to advise and support others.

*"There is a sense of positive renewal about the school... The school has successfully placed Catholic life and mission at the centre, deriving the energy for improvement from the Word of God... The model for prayer and liturgy is exceptionally strong. This is making a lasting impact on the formation of students as well as staff."*

*CSI, 2023*



## **General Duties Continued...**

- ✱ Participate in the academy appraisal process, undertaking personal development through training and other learning activities.
- ✱ Accompany teaching staff and pupils on visits, trips and out of academy activities as required.
- ✱ Assist with the supervision of pupils out of directed lesson time, including lunchtime, break time, before start and after end of lessons, if appropriate and within working hours.
- ✱ Assist with after school hours calendared events as part of TTO+ days.
- ✱ Attend mandatory INSET days and after school hours calendared CPD as part of TTO+ days.
- ✱ Act as a First Aider, including the administration of medication. (Training will be provided)
- ✱ Act as a Fire Marshall. (Training will be provided)
- ✱ Act as an invigilator. (Training will be provided).

## **Please Note**

- ✱ This is not a comprehensive list of all tasks which may be required of the postholder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, consummate with the grade.



**Applicants must meet all of the essential requirements for this post.**

Qualifications and Experience	Essential	Desirable
GCSEs (or equivalent) including English and Maths (Grade C/4 or above)	X	
Willingness to undertake First Aid, Fire Marshall, and other relevant training	X	
Experience working with young people, preferably in an educational or inclusion setting	X	
Experience managing and improving pupil behaviour	X	
Experience supporting vulnerable or at-risk pupils through pastoral interventions	X	
Experience working collaboratively with staff, families and/or external agencies	X	
Relevant qualification in education, youth work, behaviour support or counselling		X
Safeguarding and/or child protection training (up to date)		X
Experience using school management systems such as SIMS		X
Experience conducting mentoring or reflective conversations		X
Experience supporting SEND or pupils with social/emotional needs		X

Knowledge, Skills and Competencies	Essential	Desirable
Understanding of barriers to learning and social/emotional challenges in pupils	X	
Strong knowledge of behaviour management and de-escalation strategies	X	
Awareness of safeguarding responsibilities and procedures	X	
Understanding of inclusive education and equal opportunity principles	X	
Ability to form strong, positive relationships with pupils and maintain professional boundaries	X	



Knowledge, Skills and Competencies	Essential	Desirable
Effective communication and interpersonal skills with both pupils and adults	X	
Strong organisational skills and the ability to maintain accurate records	X	
Ability to stay calm, patient, and assertive in challenging situations	X	
Competent IT skills (Microsoft Office, email systems, pupil databases)	X	
Familiarity with referral and early help processes		X
Knowledge of metacognitive strategies to support pupil self-regulation		X
Ability to prepare reports and contribute to multi-agency meetings		X
Confident in delivering 1:1 and small group support or mentoring		X

### Personal Traits

- A positive, flexible, and proactive approach to supporting behaviour and wellbeing
- Resilience and emotional intelligence when working with vulnerable pupil
- A strong commitment to safeguarding and pupil welfare
- A team player who is also able to work independently
- Commitment to ongoing professional development

*Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.*

*If you have any feedback on the application process and how we can make it more accessible, please let us know via [info@pfcmat.org](mailto:info@pfcmat.org).*



# What Can We Offer You?



Proud to be part of

**Pope Francis**  
Catholic Multi Academy Trust



Dear Candidate,

Thank you for your interest in a role at a Pope Francis Catholic Multi Academy Trust school.

We were the first of the permanent Catholic Multi Academy Trusts (CMATs) set up by the Archdiocese of Liverpool with three secondary schools, and four primary schools, across Bootle and Knowsley.

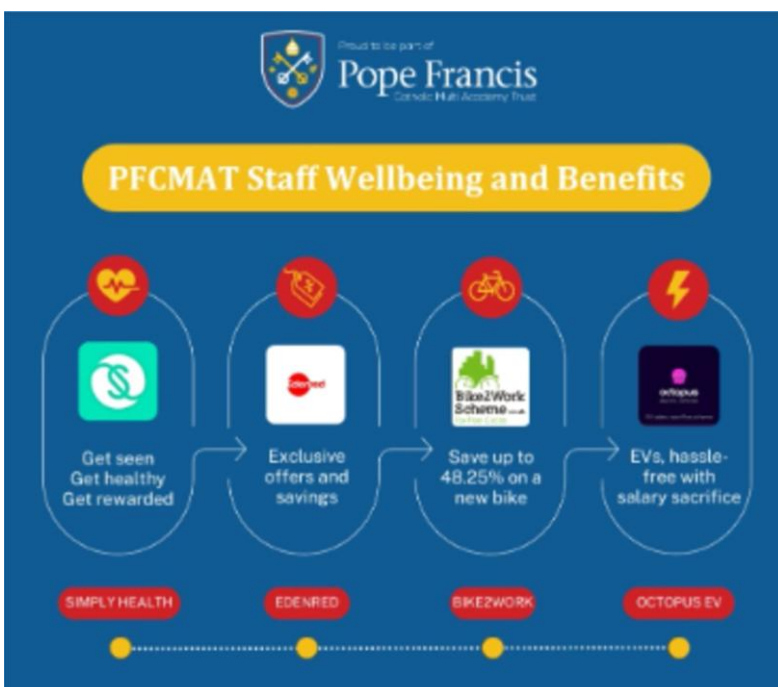
The Trust aims to provide the very best Catholic education for the young people in our schools. We are enabling schools, aspiration and faith to flourish by: 'Uplifting Hearts, Inspiring Minds'. Being part of a Trust is like **a family of schools at which you are always welcome**, and which help each other to provide better opportunities for all staff, pupils and our local communities.

## What We Offer For All Staff

We recognise that **employee wellbeing and work-life balance are essential** to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Please take a look at our website and social media channels to get a real sense of the support that we provide to all our employees, including our full staff benefits package: [www.pfcmat.org/Staff-Benefits- Package/](http://www.pfcmat.org/Staff-Benefits-Package/)

All our schools will be delighted to have informal conversations with potential candidates before the closing date. We look forward to receiving your application.



*Andrew Dawson*

Andrew Dawson, CEO

# Why Choose Our School?



Saint Edmund Arrowsmith  
Catholic Academy



Dear Candidate,

Thank you for your interest in the position as **Reflection Lead/Pupil Mentor**. As Acting Headteacher for Saint Edmund Arrowsmith, I want our pupils to be known, valued and loved. My vision is that we will become the number one school of choice in the local community, underpinned by our faith. **Our exceptional curriculum will provide pupils with powerful academic knowledge and character development**, so they are prepared for their next steps, able to 'Live life to the full'.

Teaching will be consistently excellent in every classroom and our teachers will be supported to continuously improve their pedagogy through evidence-based research, so they have the most impact on our pupils. Saint Edmund Arrowsmith Catholic Academy will be an over-subscribed school that pupils enjoy attending. We will have positive relationships with our parents, as we share the responsibility of educating their children, recognising that they are the primary educators.

Our pupils will understand what it means to live a life of faith and will be courageous in championing the common good both in school and the wider community. They will live out our values of Love, Inspiration, Empowerment and joy daily with both energy and passion. **We set high aspirations for ourselves and our pupils and expect exemplary behaviour from all.** Our school will be calm, orderly, welcoming and our pupils will be polite. There will be a strong culture of pastoral care and pupils will be encouraged to be the best versions of themselves.

Saint Edmund Arrowsmith Catholic Academy will be a school where pupils not only achieve well, but one in which they are opportunities for all that extend beyond the curriculum. Our extended curriculum will develop the whole person so that they become socially responsible adults able to cope with all that life throws at them. Finally, our school will be an inclusive one, welcoming children of all abilities and backgrounds. Where children with SEND and those from disadvantaged background are supported to reach their full potential. A school where our entire community (pupils, staff, parents, and carers) flourish. **If you wish to join me on our journey, I welcome your application.**

Mrs C. McKenna Acting Headteacher  
Saint Edmund Arrowsmith Catholic Academy



## How to apply

To apply for this post, please use our website 'Vacancies' page to find each document to be completed and submitted alongside your cover letter.

This will include:

- ✦ CES Application Form
- ✦ CES Consent to Obtain References CES
- ✦ Monitoring Form
- ✦ Rehabilitation of Offenders Act 1974 Disclosure Form
- ✦ Covering letter stating how your skills and experience meet the job description and person specification.

**Closing Date: Thursday 10<sup>th</sup> July 12pm**

Completed applications should be clearly marked with the post title and returned electronically to our School Business Manager, Mr John Adamopoulos at [jobs@seaca.pfcmat.org](mailto:jobs@seaca.pfcmat.org).

We reserve the right to make an appointment before the closing date. Candidates are therefore encouraged to apply as soon as possible.

Pope Francis CMAT and Saint Edmund Arrowsmith Catholic Academy are committed to safeguarding children and young people, and we can expect all staff and volunteers to share this commitment.

Please see our Child Protection and Safeguarding Policy here: [stedmundarrowsmithcatholicacademy.org/Policies/](http://stedmundarrowsmithcatholicacademy.org/Policies/)

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.