

Candidate Information Pack Pastoral Mentor (ag6)

*35 hours per week (0830-1600)
TTO plus Inset Days (5) and A Level Results Day (1)*

Closing Date: 12 noon Friday 1st November
Interviews: w/c 4th November
Start Date: 1st January 2025 (latest)



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1. Letter from Headteacher

Thank you for your interest in Alder Grange and the role of Pastoral Mentor (ag6)

This is a new educational support role created to support our sixth formers achieve the very best they can, whilst being the first point of contact for their pastoral support, including well-being and attendance. You will also be responsible for supporting the students in making decisions regarding the post 18 pathways - and will need a good knowledge of the UCAS systems, post 18 apprenticeships, application and interview techniques.

You will also be responsible with the Head of 6th Form for the positive and active promotion of Alder Grange Sixth Form within the wider community.

We are looking for someone who is passionate about the 6th form, flexible in approach, well-organised, keen to promote and implement our positive behaviour policy, and confident in both working alone and in part of a multi-disciplined team.

We were Ofsted inspected in January 2022 and were thrilled to have maintained our “Good” rating. We are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play

You will find Alder Grange to be a great place to work: despite being constantly busy we enjoy each other’s company and always seek to be a warm, friendly, and welcoming team. Well-Being of pupils and staff is our number one objective.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

As an equal opportunities employer, we intend that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origin, ethnic origin, disability, age or sexual orientation, nor be disadvantaged by any other conditions or requirement which cannot be shown to be justifiable.

Yours sincerely

Jo Griffiths

Headteacher

2. School Information

At our Ofsted in January 2022, we retained our “Good” rating, and we are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play.

There are approx 110 staff at Alder Grange - approximately 60 teaching staff, and 50 non-teaching staff.

The Senior Leadership Team is led by the Headteacher Mrs Joanna Griffiths. The Headteacher assumes responsibility for all that the school does and focuses on leading the school’s work on strategic planning, self-evaluation and leadership development, school effectiveness and oversight of the day-to-day running of the school and its systems.

The Senior Leadership Team comprises the Head Teacher, Mrs Joanna Griffiths; three Deputy Heads: Mr Simon Varley, Mr Kenny Riddell, and Mr Adam Good; and the School Business Manager, Mr Paul Seery. The wider Senior Leadership Group also includes the Assistant Head Teachers, Leading Practitioners, and Senior Operations Managers (non-teaching).

Our commitment to all colleagues’ professional development is an important part of our school culture. The school has strong safeguarding procedures and these are used in making all appointments. Alder Grange also has strong Equal Opportunities and Staff Attendance Policies. The entire school site is designated as a no smoking area. All appointees are required to respect this.

3. Team Information - ag6

The ag6 team comprises a dedicated Head of 6th Form, Form Tutors, Administration Officer, and Pastoral Lead.

All other functions are shared with the main school (e.g. teaching staff, TAs, exams office, and finance), the successful candidate will need to have exceptional communication skills to collaborate with colleagues in the wider school environment

4. Post Specification – AG6 Pastoral Mentor

Post Title: ag6 Pastoral Mentor
Salary Scale: Grade 6 (Scale Point dependant upon experience)
Hours of work: 35 hrs per wk
0830-1600
Term time (38 weeks) plus INSET 5 days and A Level Results Day (39.2weeks in total)

Responsible to

Associate Assistant Head Teacher: Head of 6th Form

Purposes of the Post

The Pastoral Mentor will play a pivotal role in implementing and overseeing our Future Focus Strategy: supporting students throughout their academic journey, equipping them with the necessary skills and knowledge to thrive beyond AG6, including university, apprenticeships and the world of work.

You will be the go-to person for our sixth formers, supporting them in key transitions from KS4 to KS5 and then onwards to university and apprenticeships - including preparing them for formal exams, applications, and interviews

You will work closely with other members of staff including teachers, SEN team, exams officer, independent careers advisor, and the wider administration team.

In addition to the ag6 focus, you will also support the strategic careers activity for the main school - working alongside the AHT responsible for Careers, and the Independent Careers Advisor.

At all times you will need to maintain high standards of pupil behaviour through adherence to school rules and ethos.

Duties and Responsibilities

This post is designed to support the quality of the experiences of every student in ag6, and to support their achievement of the highest possible levels of progress and attainment.

Specific Responsibilities

This Post Specification is subject to annual review, and may be changed at any time in consultation with the post holder.

1. Playing a key role in ensuring an **ethos** of high expectation regarding attendance, punctuality, behaviour, responsibility, academic attainment and personal achievement across all members of the year groups; this includes:
 - Supporting the Head of 6th Form by providing, analysing and acting upon attendance data to better improve student attainment through attendance ;
 - Supporting the Head of Sixth Form to drive academic progress and attainment
 - Ensuring all students' adherence to the ag6 Charter;
 - Working with students, parents, and carers to continually drive performance, attendance, and positive behaviour ;
 - Undertaking home visits if necessary;
 - Liaising with external agencies and other AG colleagues as appropriate.
2. Responsible for the specified elements of the strategy for Information, Advice and Guidance, especially:
 - To coordinate and organise university visits and other university links.
 - To lead the University Preparation Programme.
 - Working with individual students and groups of students to progress UCAS applications
 - Supporting and organising as required the arrangement for work experience and specific work placements.
3. Organise the ag6 careers events, whilst also ensuring ag6 is actively promoted and represented at other schools and within the wider community
4. Building a strong "**team spirit for achievement**" across ag6 in which a "can do" attitude predominates
5. Supervising the Study Area and:
 - being responsible for its orderly running;
 - carrying responsibility for the resources in the Study Area;
 - supervising personal study.
6. Supporting Academic Progress by:
 - Working with subject department staff, SEN support, and exams team;
 - Collecting and collating and managing the dissemination of specified data;
 - Supporting, encouraging and mentoring students to enable their pursuit of strategies which secure their academic and personal achievement.
 - Work with the Head of 6th Form and SENDCo to provide support to students with medical and special education needs
7. Co-ownership of the ag6 16-19 Bursary Policy and process, including ensuring fair distribution of funds in line with statutory guidance.
8. To ensure all student records, including communications are electronically maintained, and where required paper copies entered onto student files.
9. Undertake training for, and maintain qualification for First Aid and Medication Training
10. Representing ag6 at careers fairs, options evenings and other events as needed.
11. Implementing, as required, all school policies, procedures and protocols
12. Undertaking any other reasonable duty as required.

5. Other Information

Attendance Policy Statement

This School is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the Guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

Child Protection Policy Statement

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow school safeguarding procedures and guidance for safer working practice.

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and

young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Equality of opportunity

Alder Grange school is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition. We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Medical Clearance

Appointment to this post is subject to satisfactory medical clearance. If you are selected for appointment, you will be contacted by Occupational Health who will arrange for you to complete their on-line health declaration form.

Policies

Alder Grange School has a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand some of the key policies, e.g. Child Protection, Health & Safety, Acceptable use of IT and Code of Conduct.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.