



ST. CUTHBERT MAYNE

Joint Catholic and Church of England school

Job information pack



Welcome to St Cuthbert Mayne School

'Educating for life in all its fullness'

Welcome from the Headteacher

Thank you for your interest in the advertised post of Study Support Mentor at St Cuthbert Mayne School. This is a full time, fixed term contract until July 2025.

We are seeking to appoint an enthusiastic and resilient Study Support Mentor, to join our Teaching & Learning Team. Our Study Support Mentor will work to support students who find it difficult to engage with their learning, have missed learning and need to catch up and those who have joined the school mid-year. The aim of their work is to get students back on track and re-engage with learning so they achieve great outcomes.

The successful applicants will be able to build strong working relationships with students and will be a good team player. They will want the very best for all our students. They will be committed to improving the life chances of our students so that they can live life to the full both now and in the future.

About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. We have just completed phase three of our exciting building project, which has significantly improved the facilities for students and staff in our school. Over the last three years the school has invested heavily in improving the teaching accommodation across the school. There is still more to do and this reflects our ambition to provide the best learning environment for our students.

It is an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus on ensuring that our children get access to the best possible teaching through an ambitious and engaging curriculum, so that they live life to the full both now and in the future. This will be a challenging but very rewarding post. The school is committed to developing all its staff through regular coaching and a wide range of professional development opportunities through the South West Institute for Teaching (SWIFT) . We also work in partnership with Education South West (ESW) as part of a family of schools, to educate children so they lead great lives. If you are passionate about making a difference to the life chances of our children then we want to hear from you.

About this post

Salary: Grade F point 12-17

Hours: 37.5 hours per week

Working pattern: (8.30am – 4.30pm, Monday - Friday)

Start Date - ASAP

Contract - Full time, fixed term contract until July 2025

Application Process

You are asked to complete and submit the following:

- Essential: An application form which is completed in full.
- Desirable: A letter of application no longer than 2 sides of A4. Letters must outline how you meet the essential criteria as outlined in the person specification and how you have the skills, knowledge and experience to carry out the role for which you are applying to a high standard.

Submit your application to: recruitment@stcm.torbay.sch.uk by 10am on Friday 26th January 2024.

Please do not submit your CV. As a school, we are committed to safer recruitment and as such can only accept applications that are on the school's application form.

Closing date: 10am on Wednesday 17th April 2024

Interview date: Wednesday 24th April 2024

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidate



Job Description - Study Support Mentor

St Cuthbert Mayne School

Post Title:	Study Support Mentor
Accountable to (Line Manager):	Teaching & Learning Team
Salary Grade:	Grade F point 12-17
School Area:	Support Staff
Hours of Work:	37.5 hours per week, Monday - Friday 8.30 am - 4.30 pm with 15 minutes paid morning break and 30 minutes unpaid lunch Full time, fixed term contract until 19th July 2025

Key Purpose of Job

- Support Key Stage 4 and 6th form students with independent study.
- Supervise underachieving Year In Key Stage 4 and Key Stage 5 .
- Mentoring students and designing action plans to get them back on track.
- Supervise lunchtime study provision for revision and support

Key Responsibilities

- Playing an integral role working with the Senior Leadership Team to identify, create, prepare and monitor small group sessions.
- Identifying learning gaps and supervising bespoke interventions.
- Overseeing sessions to support independent learning.
- Tracking and monitoring progress of individual students.
- Demonstrating safeguarding standards in all practice.
- Communication with teachers and/or parents.
- Promoting engagement in learning.

Other Duties

- Actively source, apply for and attend role based training to keep up to date with the latest technology, media, marketing and communications trends

- Safeguard students at all times reporting any concerns to the child protection and safeguarding team
- Comply with all health and safety rules and regulations
- Attend INSET days and all other internal training relevant to the role
- Contribute to the development of school policies relating to the role
- Undertake additional duties as required, commensurate with the level of the job
- Maintain confidentiality at all times and ensure compliance with GDPR and the Freedom of Information Act

Roles and job descriptions are subject to review.

Person Specification - Study Support Mentor

	Requirement		Evidence based
Qualifications			
Level 2 qualifications in English and Maths (GCSE C/5 or above)	Essential		Application Certificates
Degree or equivalent		Desirable	Application Certificate
Recent participation in a range of relevant in-service training/initial training programmes		Desirable	Application Certificate
Professional Experience and Knowledge			
Successful experience of working in an educational setting	Essential		
Good knowledge and understanding of social, emotional and mental health needs of young people	Essential		Application interview
Understanding of how children learn best		Desirable	Application interview
Understanding of effective Academic management strategies		Desirable	Application interview
Experience in a comprehensive school Desirable	Essential		Application interview
A knowledge and experience of Child Protection and Safeguarding procedures	Essential		Application interview
Experience of working in collaboration with other educational bodies and the wider community to develop positive relationships		Desirable	Application Interview
Professional skills			
Ability to communicate effectively orally and in writing to a range of audiences	Essential		Application Interview
Well-developed interpersonal skills	Essential		Application Interview
Strong commitment to team working and partnership	Essential		Application Interview
Ability to use new and emerging technologies to support improvement	Essential		Application Interview
Personal Qualities			

Committed to the development and maintenance of good relationships with staff, parents, students, governors, and the community	Essential		Application Interview
Positive, enthusiastic outlook, embracing risk and innovation	Essential		Application Interview
Good organisation skills	Essential		Application Interview
A sense of humour	Essential		Application Interview
Demonstrate respect and empathy towards others	Essential		Application Interview
Resilience, perseverance and optimism in the face of difficulties and challenges	Essential		Application Interview
Ability to be consistently decisive and focused on solutions	Essential		Application Interview
Commitment and dedication to social justice, equality and excellence	Essential		Application Interview
Capacity to be flexible, adaptable and creative	Essential		Application Interview
Committed to the CPD of self and others in the school	Essential		Application Interview
Committed to a collaborative school vision of excellence and equity that sets high standards for all and welcomes and secures the support of others in achieving it	Essential		Application Interview
Willingness to develop/be sensitive towards the Christian ethos of the school	Essential		Application Interview
The ability to form and maintain appropriate relationships and personal boundaries with children and young people in line with the safeguarding and child protection policy and staff code of conduct	Essential		Application Interview
Equal opportunities			
Candidates must demonstrate an awareness and understanding of equal opportunities	Essential		Application Interview