

PINNER

HIGH SCHOOL



LEARNING MENTOR LEAD

CANDIDATE INFORMATION PACK

Inspiring Learning

Letter from the Headteacher

Dear Applicant

Thank you for considering the opportunity to join the exceptional team at Pinner High School. As Headteacher, it is my privilege to lead a school where ambition, opportunity, and success converge in a vibrant and inclusive community. Guided by our motto, '**Inspiring Learning,**' we are committed to equipping our students with the knowledge, skills, and experiences they need to reach their full potential and excel in a rapidly evolving world.

As a prospective member of staff, you will become part of a talented and dedicated team of professionals united by a shared passion for educational excellence. At Pinner High School, we place a strong emphasis on staff well-being and professional growth, fostering a culture where every individual feels valued, supported, and empowered to succeed. With personalised professional development opportunities, a collaborative ethos, and encouragement for innovation in teaching practices, we aim to support you in thriving both personally and professionally.

We are proud to be a relatively small, community-oriented school that cultivates close relationships within our team and with the families we serve. At Pinner High School, we care deeply about our staff, treating everyone with respect, kindness, and professionalism. Our goal is to create an environment where you can enjoy your work, build lasting friendships with colleagues, and embrace a "work smarter, not harder" approach to ensure a sustainable and fulfilling career.

Lifelong learning is central to our ethos—not only for our students but also for every member of our team. We believe in continually refining skills, developing leadership potential, and finding joy in the most rewarding aspects of education. Whether through the relationships we build, the trips we lead, or the successes we celebrate, these moments define the meaningful and enjoyable experience of working at Pinner High School.

If you would like to join our school please complete your application via mynewterm.com

Further information can be found via our website www.pinnerhighschool.org.

We look forward to working with you

Mr Raj Patel

Learning Mentor Lead

Reports to:	Deputy Headteacher / DSL
Start date:	September 2025
Hours:	36 hours per week, 38 weeks per year (term time only)
Salary:	H5, P11 – 15, £31,074 - £32,931 FTE, term time only, pro-rata to £25,895 to £27,442
Contract	Permanent, full time
Closing date:	26 June 2025
Interview date:	w/c 30 June 2025

We encourage you to read our website carefully and familiarise yourself with our prospectus and this candidate information pack.

At Pinner High School, success extends far beyond academics. We are dedicated to developing well-rounded, compassionate, and critical thinkers who engage with the world with curiosity and confidence. We actively encourage our students to ask questions, explore ideas, and challenge perspectives—practices that deepen their understanding, spark creativity, and ignite a lifelong love of learning.

Our core values—kindness, respect, integrity, and perseverance—are woven into every aspect of school life. These values guide our decisions, shape our relationships, and create a supportive and inclusive culture where students, staff, and the wider community feel valued. By blending academic excellence with character development, we empower our students to thrive as thoughtful, resilient, and engaged individuals, ready to make a positive impact on the world.

The following job description is not necessarily exhaustive; it will be reviewed as appropriate and may be subject to modification or amendment at any time after consultation with the post holder.

The Harrow Academies Trust is fully committed to the principles of equal opportunity, diversity and inclusion. We want to attract and retain the very best staff in all areas of the trust, ensuring our staff body reflects the diversity of our students and local community

INTRODUCTION

At the heart of a successful school is the provision of high quality teaching and learning, the effective use of resources, improving standards of achievement for all pupils and the promotion of pupils' personal development and well-being. All colleagues play a key part in this provision by a commitment

to the school's ethos, by working effectively in administrative teams for the benefit of our students. In this way, s/he assists the school in reaching its targets and objectives.

JOB DESCRIPTION:

CORE PURPOSE

- Organise and manage internal suspensions, including the staffing
- Mentoring of students
- Supporting HOY with collecting and taking statements, evidence for sanctions
- Level 3 Safeguarding trained
- Lead and support in professional meetings
- Lead and keep records of mental health support for students, and work with the mental health lead
- Liaise with external support agencies such as Sweet Science and the EMHP
- Arrange staffing for detention pickups and staff rotas
- Manage the key stage offices in terms of supplies (ordering of stationary items)
- To support vulnerable students and families
- Provide daily supervision in key stage office

KEY RESPONSIBILITIES

Support for Students and Families:

- To support regular meetings with members of the pastoral team and SEND team ensuring personalised support for student with low levels of attendance
- To utilize data, records and information to produce statistical information and reports for colleagues, governors and other stakeholders to improve the quality of pastoral care for students
- To work with persistent absentees and their families to improve overall levels of attendance
- To support attendance contracts (where required) and ensure these are well monitored and reviewed
- To contribute to safeguarding children and to keep up to date with latest procedures and regulations – including attendance at appropriate inset training meetings and any statutory training requirements
- To support Heads of Year with half termly newsletters
- To market and promote a positive image of the school in all dealings with parents, students and external partners

Support for pastoral:

- To support the internal suspension process, including the staffing rota, collection of work and overseeing student attendance
- To provide administration support to the safeguarding and pastoral teams including attending meetings as required
- To provide effective mentoring for students as directed by the Deputy Headteacher, Senior Teachers and HOYs
- To work effectively with the other Learning Mentors
- To support the development, learning and progress of students to maximise their attendance, academic and personal progress
- To develop a 1:1 mentoring relationship with any young people who are demonstrating:
 - Falling punctuality or attendance
 - Significant underachievement
 - Significant mental health concerns
- To provide information and advice to enable students to make choices about their own learning/behaviour/attendance
- To be actively aware of the learning and language needs of the students with whom he/she works, including needs relating to their emotional and social development
- To contribute to effective personalised provision by taking practical account of diversity
- To challenge and motivate students, promote and reinforce self-esteem
- To work closely with the Inclusion Manager, SENCO, ASD Leader, HOY and the class teacher, to ensure that those with special educational needs and the more able students and are met
- To maintain regular contact with families/carers of children in need of extra support, to keep them informed of the child's needs and progress and to secure positive family support and involvement
- To assist students and families, new to the country and the school in understanding the education system, school routines and how best they can support achievement; with support from the EAL team

Support for School:

- In partnership with teaching staff, assist in the assessment of students to identify those needing extra help to overcome barriers to learning inside and outside school;
- To ensure that all identified student action plans cohere with other plans produced by staff and other agencies;
- To work closely with school staff that have a responsibility for special needs and students with English as an additional language to ensure that their needs are met;
- To promote positive behaviour and respond appropriately to situations that challenge equality of opportunity;

- To provide objective and accurate feedback reports as required to other staff on student's attendance progress, ensuring the availability of appropriate evidence;
- To facilitate the sharing of relevant information between local agencies and schools;
- To comply with all the requirements of Health and Safety legislation and School policy, taking appropriate action where necessary;
- To assist with the development of policies and procedures relating to child protection and other School policies taking appropriate action where necessary;
- To be committed to, and promote, the school's vision, aims, objectives and values;
- To ensure that all students have equal access to opportunities to learn and develop;
- To attend and participate in regular meetings, training and mentoring of other staff in the school as required to share expertise;
- To maintain records of support;
- To be responsible for promoting and safeguarding the welfare of all students.
- To perform administrative tasks as required.

REASONS TO WORK AT PINNER HIGH SCHOOL

- A friendly, respectful and collaborative environment
- The opportunity to work with a number of skilled professionals
- The opportunity to contribute to extra-curricular activities as part of the 'Heads Challenge' scheme; our own Duke of Edinburgh style award
- The opportunity to work with independent, resilient pupils who take pride in their community and themselves
- Excellent CPD opportunities and access to training, including schools within the Trust across the Borough
- A collaborative approach to building a new school community
- Opportunities to access and experience senior leadership positions

BENEFITS

- Continuous professional development
- Employee Assistance Programme
- Contributory pension scheme
- Paid lunch break duty with free lunch whilst on duty
- Free tea and coffee
- Onsite parking
- Gym access
- Brand new facilities

- Free eye care voucher
- Salary sacrifice scheme for Cycle to work
- Three weeks Christmas break in December

SAFEGUARDING & DATA PROTECTION

All staff employed by the Trust are required to be fully aware of and understand the duties and responsibilities arising from the Children's Act and associated Government guidance in relation to child protection and safeguarding young people.

All staff employed by the Trust are required to reflect and model the ethos and values of the Trust. All staff employed by the Trust are required to respect the confidentiality of information relating to students, their families, and staff.

Pinner High School and Harrow Academies Trust are committed to safeguarding and promoting the welfare of students. Successful applicants will be required to undergo an enhanced Disclosure and Barring Service (DBS) check.

Offers of employment

Pinner High School reserves the right to assess candidates online social media presence.

Offers will be subject to receipt of two references (one of which should be the most recent employer).

For more information about our safeguarding policies, please visit our school website:

<http://www.pinnerhighschool.org/page/?title=Safeguarding&pid=44>

APPLICATION PROCESS

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

All post holders are expected to be aware of and comply with policies and procedures relating to health and safety and security, confidentiality and data protection, reporting all concerns to the Headteacher and/or Line Manager as appropriate; ensure compliance with your responsibilities as laid out in the Pinner High School Equal Opportunity Policy and take an active role in promoting equality and diversity; promote the school's policy on behaviour and punctuality for learning, and a commitment to providing a caring and stimulating environment and improving standards for all pupils within the school.

The postholder may be asked by the Board of Trustees, Local Governing Body or Headteacher to undertake other duties that are reasonably regarded as falling within the duties and responsibilities of the post.

If Pinner High School sounds like it is right for you:

- Visit our school website recruitment page and select apply for the relevant position; you will be redirected to www.mynewterm and invited to create a profile. All applications are via this portal, **CVs are not accepted.**

If you have any questions or queries, please contact careers@pinnerhighschool.org or call 020 3096 0769. *The school reserves the right to appoint at any stage of the recruitment process; early applications are encouraged.*

PERSON SPECIFICATION

Education, Qualifications and Training	Essential	Desirable	How Identified
Maths & English Grade C or above GCSE (or equivalent)	Yes		Application
Safeguarding Training		Yes	Application
Counselling training or qualification		Yes	Application
Experience	Essential	Desirable	How Identified
Experience of working with young people	Yes		Application Reference Interview
Previous experience of working to support students and families in a secondary school setting	Yes		Application Reference Interview
Experience of working with data systems and on line materials and a knowledge and understanding of data security and GDPR	Yes		Application Reference Interview
Experience of ARBOR or similar schools management information system; including report writing	Yes		Application Interview
Experience of working with a range of stakeholders in a service environment		Yes	Application Reference Interview
Knowledge, Skills and Abilities	Essential	Desirable	How Identified
Good basic IT proficiency	Yes		Application Interview

Ability to engage constructively with, and relate to, a wide range of young people from different backgrounds	Yes		Reference Interview
Demonstrates great communication & interpersonal skills	Yes		Interview Reference
Demonstrates an ability to quickly establish positive working relationships with students, staff, parents and a wide range of people from within and outside the school	Yes		Application Reference Interview
Demonstrates an ability to handle difficult situations with sensitivity, confidentiality and discretion at all times, combined with a calm personality, a practical approach and sound judgement	Yes		Reference Interview
Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour	Yes		Reference Interview
Demonstrates an ability to maintain a non-confrontational approach	Yes		Reference Interview
Other Requirements	Essential	Desirable	How Identified
Enthusiasm, energy and commitment	Yes		Reference Interview
High expectations of all young people, respect for their social, cultural, religious & ethnic background, and a commitment to raising the achievement & self-esteem of all young people	Yes		Application Interview
A commitment to safeguarding & promoting the welfare of children and young people	Yes		Application Reference Interview
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	Yes		Interview
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	Yes		Application Interview