



# Supervised Study Learning Mentor Application Pack

Permanent and full time position (up to 37  
hours), SCP Points 7-10 £26,402.69—£27,693.72



**CLEEVE SCHOOL**  
AND SIXTH FORM CENTRE OF EXCELLENCE

**ASPIRING**  
**COLLABORATING**  
**TRANSFORMING**

## Our Mission

# Transforming Lives, Creating Opportunities, Inspiring Futures

Dear prospective candidate

Thank you for the interest you have shown in Cleeve School!

We are one of the most innovative, forward-thinking and dynamic schools in the region, and are very much becoming the school of choice for families and staff. Our on-going Year 7 intake is now upwards of 300 students, which reflects our school's success, growth and vibrancy.

Over the next few years, our student numbers are set to move towards 1950, which includes up to 400 students in our state-of-the-art Sixth Form Centre of Excellence. Scale brings amazing opportunities, for teaching breadth and also for career development, including with research and pedagogy, within our Teacher Training Centre and with many career pathways within our extensive 'pastoral' and 'Cleeve Character' student development provision. Both have been recognised by Ofsted very recently.

In joining Cleeve, you would be joining a rapidly growing, values-driven school, that places staff training and development at the heart of everything we do. By getting this right, we know the education offer for our students will be exceptional. We are a designated training school, working closely with local Universities.

Student outcomes are moving from strength to strength. Our partnerships with some highly esteemed industry-based partners and the broader educational sector are transformational because they open doors to a rich eco-system of enrichment, opportunity and development, for students and staff.

Our Sixth Form Centre of Excellence cost in excess of £5 million and we have opened a £1 million Teacher Training Centre, which further underlines our vision for growth, opportunity and excellence. We are a large family, but also one with huge warmth and care, where every person matters, and we celebrate our diversity and richness.

We are a mission-driven school and therefore we strive, on a daily basis, to *transform lives, create opportunities* and *inspire futures*, for staff and students, alike.

We are on a wonderful journey. Come and join us!

*Alwyn Richards*



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# Job Advert

*Transforming Lives, Creating Opportunities, Inspiring Futures*

## Supervised Study Learning Mentor

**Permanent and full time position (up to 37 hours), SCP Points 7-10 £26,402.69—£27,693.72 per annum.**

**Pro rota salary based on SCP Point 7, 37 hours per week and term time only would be approximately £22,659.23 per annum.**

Join our highly successful Sixth Form Team, including an Ofsted Outstanding Sixth Form (January 2025) as a Supervised Study Learning Mentor.

You will oversee our supervised study provision, supporting students to develop effective independent learning habits, maintain high levels of attendance and engagement, and achieve outstanding academic outcomes. This is an excellent opportunity to make a direct impact on student success within a high-performing and supportive environment.

Working closely with students, teachers, and the Sixth Form Leadership Team, you will help foster a culture of aspiration, accountability, and academic excellence. The successful candidate will be a positive role model, committed to supporting students' personal development and ensuring they are fully prepared for progression to higher education, apprenticeships, and future careers.

The school is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people, and therefore expects all staff and volunteers, to share this same commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

The successful candidate will be subject to an enhanced Disclosure and Barring Service check.

**Please apply using our online application following the link**

**<https://recruit.sampeople.co.uk/Jobboard/Vacancy/Details?campaignRef=SCH-CIS-0033>**

**Closing date is Wednesday 15th July 2026 (Interviews on Friday 17th July 2026)**

**Two Hedges Road, Bishop's Cleeve, Cheltenham GL52 8AE  
Email: [recruitment@cleeveschool.net](mailto:recruitment@cleeveschool.net) Tel: 01242 672546**



# Staff Wellbeing at Cleeve School

At Cleeve School, you'll be part of a school with a vision that:

**“Staff wellbeing will be at the heart of our employment strategy, focusing on developing productive and engaged colleagues who have the resources and capacity to deliver their best every day.”**

We recognise that we are on a journey, but we are determined to keep moving forward. Most importantly, you'll be joining a team where staff genuinely value one another, feel supported by their colleagues, and share the growth mindset of our students. Together, we are building a positive, resilient, and inspiring environment where everyone can succeed.

## **Our Wellbeing Offer**

### **Work–Life Balance**

- Protected time for planning and professional development
- Careful consideration of the school calendar for after school events
- Flexible working opportunities explored where possible

### **Mental Health & Emotional Support**

- Access to our **Employee Assistance Programme**, and **Occupational Health support** when needed
- On site support from **Mental Health First Aiders**, and dedicated **Wellbeing Officer**
- **Reflective supervision** for staff working with high levels of child welfare and safeguarding cases

### **Physical Health & Lifestyle**

- Annual **Staff Wellbeing Day** with activities to address key staff wellbeing concerns
- **Staff clubs** including cricket, Pilates, and football — encouraging connection, fun, and active lifestyles
- **Social events** throughout the year to strengthen team spirit
- **Cycle-to-work** scheme and use of **School Gym**

### **Professional Growth & Recognition**

- **Colleague Thank you scheme** to celebrate staff achievements and contributions on a weekly basis
- Tailored **CPD pathways** to support personal and professional development at all career stages and **coaching and mentoring** programmes

*“I am happy and proud to be a part of Cleeve and can honestly say this is the happiest I’ve been in a school work place.”* 2025 Staff Survey.

*“Since moving to this school I enjoy my job again,”* 2025 Staff Survey.



# Job Description

*Transforming Lives, Creating Opportunities, Inspiring Futures*

## Supervised Study Learning Mentor

**Salary and Hours:** Permanent and full time position (up to 37 hours), SCP Points 7—10

**Accountable to:** Assistant Head Key Stage 5

**Accountable for:** Supervised Study Rooms

**Full job description will be provided upon successful appointment.**

**KPIs for the role (metrics to be added for the School Development Plan and Performance Management)**

**The successful candidate will contribute to:**

- Maintaining and promoting the excellent reputation, values, and ethos of the school.
- Supporting the continued success and development of the Sixth Form.
- High levels of Sixth Form student attendance, punctuality, **and engagement, especially for Pupil Premium/ bursary students.**
- Positive student academic outcomes and progression.
- Effective monitoring and reporting of student attendance and study engagement.
- Strong retention rates from Year 12 to Year 13.
- Supporting the school's ambition to sustain exceptional Sixth Form provision.
- **Providing some administrative support for 'careers' pathways, including use of Unifrog.**

### Key Responsibilities

#### **Student Study Support**

- Supervise Sixth Form study areas, ensuring a calm, purposeful, and productive learning environment.
- Promote effective independent learning, study skills, organisation, and time management.
- Monitor student attendance, punctuality, and engagement during supervised study sessions.
- Encourage high expectations, accountability, and self-regulation.
- **Track the engagement of barriered students, especially those who have been subject to Pupil Premium.**

#### **Monitoring and Intervention**

- Track student attendance, engagement, and study habits.
- Identify students requiring additional support and contribute to intervention strategies.
- Work collaboratively with tutors, teachers, Heads of **Learning** and the Sixth Form Team to support student success

#### **Learning Environment and Administration**

- Maintain safe, organised, and effective study spaces.
- Uphold Sixth Form expectations for behaviour and conduct.
- Maintain accurate attendance records and contribute to student monitoring and reporting processes.
- Support Sixth Form administrative activities as required.



# Job Description

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## Main Responsibilities continued

### Student Wellbeing

- Build positive relationships with students and support their academic, personal, and pastoral development.
- Promote wellbeing, resilience, independence, and positive attitudes to learning.
- Adhere to safeguarding policies and procedures at all times.

## Person Specification

### The successful candidate will demonstrate:

- Excellent communication and interpersonal skills.
- Strong organisational, administrative, and data-management abilities.
- Confidence in working with and motivating young people.
- The ability to build positive relationships and provide effective student support.
- Competence in Microsoft Office, particularly Excel, Word, Outlook, and Teams.
- Experience of monitoring, interpreting, and reporting data accurately.
- High expectations of student attendance, behaviour, and achievement.
- A proactive, flexible, and solution-focused approach.
- The ability to work effectively both independently and as part of a team.
- A commitment to safeguarding, equality, inclusion, and the school's values and ethos.



EVERY  
**MOMENT**  
MATTERS  
ASPIRING COLLABORATING TRANSFORMING

Thank you for your interest in working at Cleeve School.  
For more information, please visit our website and social media  
channels.

[www.cleeveschool.net](http://www.cleeveschool.net)

**Facebook:** @CleeveSchool

**Twitter:** @Cleeve\_School

**Instagram:** @cleeveschool



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