



The Nottingham Emmanuel School

Student Support Mentor

RECRUITMENT PACK

Closing date: 25th September 2026



WELCOME TO ARCHWAY



Thank you for expressing an interest in working for Archway Learning Trust. This booklet sets out to give you an idea of what it is like to be part of the Archway family as a leader, teacher, support staff, or a member of our central team. Each of our employees has a vital role to play across the organisation, because no matter the role, each colleague makes a direct difference to the experiences and outcomes of our young people.

Our commitment to staff is rooted in my understanding of what it's like to be a member of staff in a school environment. I may be a Chief Executive now, but I started my career as a teacher and so I really do understand what the pressures are like for staff. We hold that at the centre of the decisions we make in looking after our employees on a day-to-day basis.

Our ambition for our staff is very simple, it is that we want them to be the very best they can be because that's what the children in our schools need and deserve. That's about us supporting our colleagues to nurture their potential, inspire a sense of community and help them to deliver excellence.

We do this in a variety of ways, including supporting your career in education, promoting your wellbeing and offering a range of employee benefits to enable you to feel fulfilled in your role. Ultimately, it matters to us that everyone who works for Archway feels a sense of belonging and fulfilment in their role. We hope that you will be inspired to apply for this position and look forward to meeting you soon.

A handwritten signature in blue ink that reads "James Higham".

James Higham
Chief Executive Officer



ABOUT THE ACADEMY



At Nottingham Emmanuel School, we believe in nurturing each student's unique potential within a caring, Christian environment. Our values of respect, integrity, and excellence guide everything we do. As part of the Archway Learning Trust, we offer a supportive community where students thrive academically and personally. Join us to inspire and shape the future with compassion and dedication.

We offer values-driven education rooted in Christian faith, emphasizing wisdom, hope, community, and dignity. Our supportive environment nurtures personal growth and spirituality, welcoming students from various backgrounds.

With dedicated faith youth workers and our Trust chaplain, we provide opportunities for community service and practical work. Inspired by Christian role models, we prepare students for academic success and meaningful lives.

We celebrate the diverse group of students we serve within our City School, based within a County postcode. We have 58 different languages spoken throughout the school, bringing together children from across Nottinghamshire. Embracing our cultural representation through language days, we provide multilingual resources, host cultural festivals and integrate diverse linguistic perspectives into our teaching. The sense of community and the school's commitment to inclusion has had an extremely positive impact on students and families.

Our Leadership team really delivers from the front, embracing feedback and doing what is right for the students and employees. Our Principal (Sandra Stapleton) cares about each and every person that steps into our beautiful site overlooking the River Trent. Our mental health first aiders are incredibly passionate and always available to listen, support and promote wellbeing. Our drop ins and 'ripples of recognition' encourage more time to talk and moments to celebrate our colleagues.

Sandra Stapleton
Principal



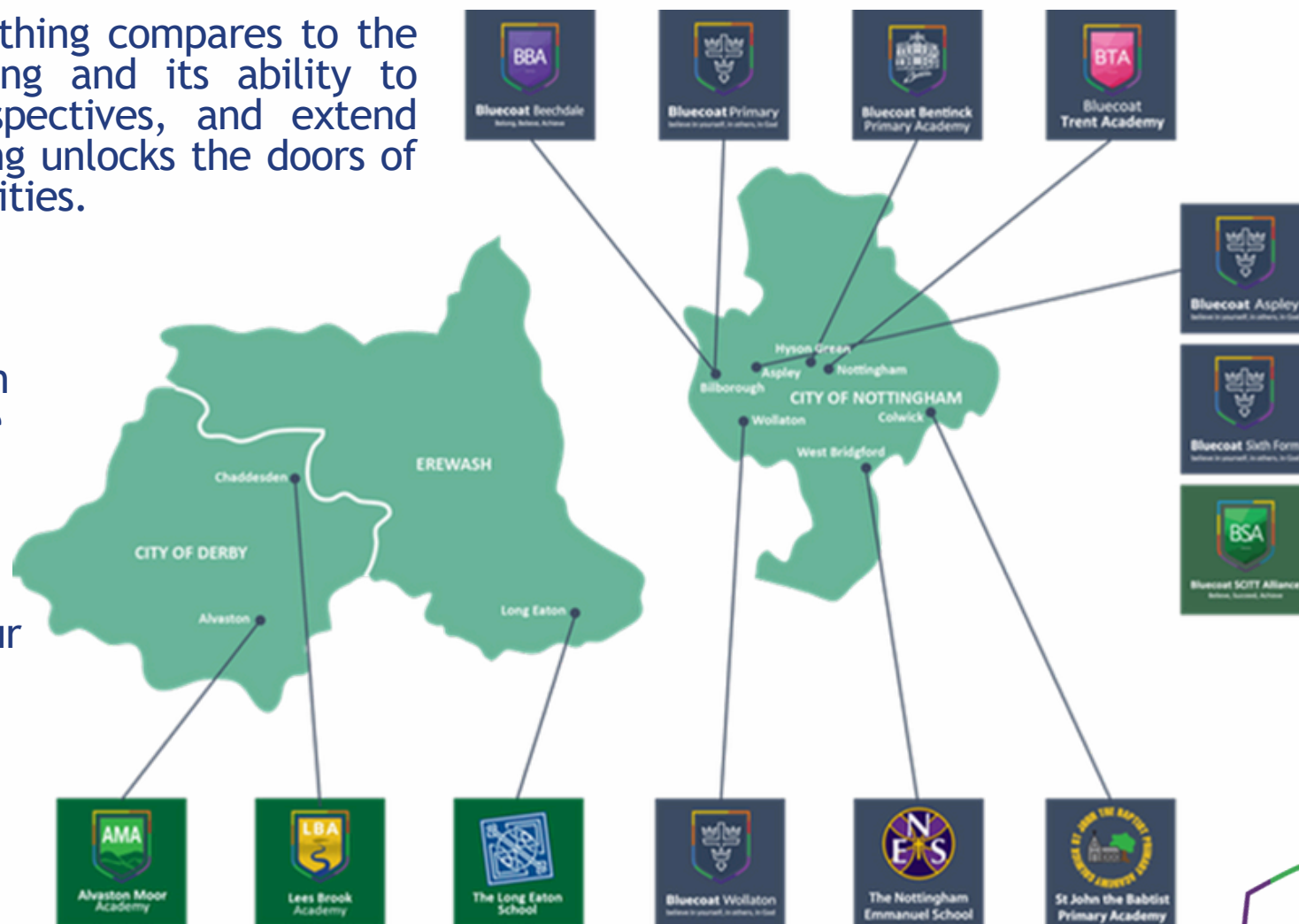
ABOUT ARCHWAY



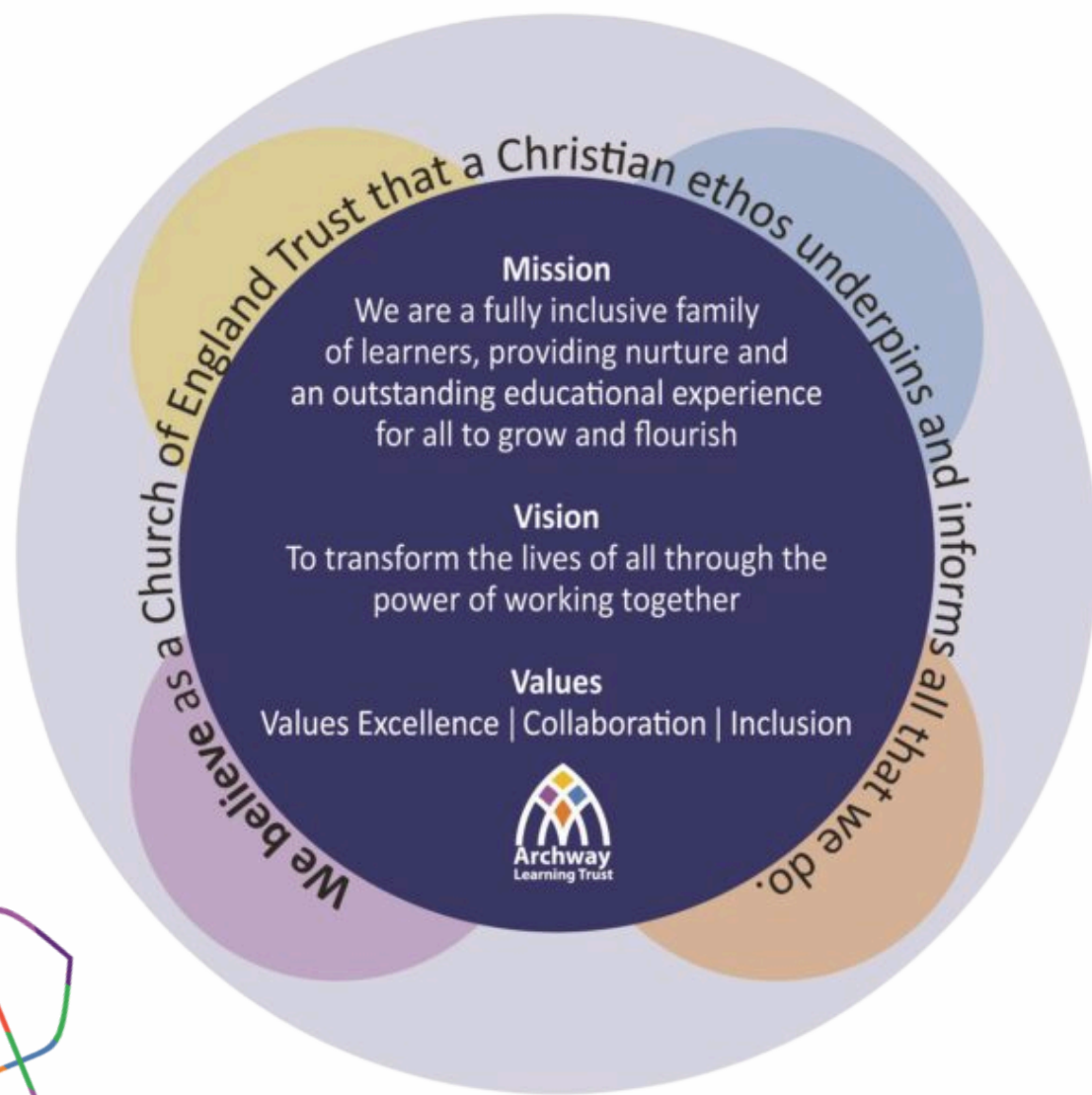
At Archway, we believe that nothing compares to the transformative power of learning and its ability to broaden horizons, deepen perspectives, and extend potential. The very best schooling unlocks the doors of the future and a world of possibilities.

Archway is a place where collaboration and transformation lie at the heart of everything we do.

We are a family of primary and secondary schools, along with our own SCITT, serving communities across Nottinghamshire and Derbyshire.



Across the Archway family of academies, we work closely together to provide the best start in life for every child. We serve a richly diverse range of communities, some of which are among the most deprived areas of Nottinghamshire and Derbyshire. In celebrating our differences, we find what unites us: a deep conviction to give every child the best daily deal, every day, and prepared for a world of possibilities.



This is made possible by the dedication and talent of our staff, who deliver excellence in every corner of our Trust. That is why we are committed to taking the very best care of them, as well as of the children and young people in our academies. When colleagues thrive, so too do our pupils and the communities we serve.

We are proud of our Christian ethos and inclusive culture where those of the Christian faith, a different faith, or none are all equally welcomed, nurtured, and cherished. That's why both faith designated and non-faith academies find a natural home in the Archway family.

ABOUT THE ROLE



We are seeking a dedicated and compassionate Student Support Mentor to join our pastoral support team and make a meaningful difference to the lives of young people. This role is focused on supporting students to overcome barriers to learning, improve their engagement, and achieve positive academic, social, and personal outcomes.

As a Student Support Mentor, you will work closely with individual students and groups through planned mentoring, coaching, and intervention programmes. You will build positive relationships that promote confidence, resilience, self-esteem, and successful participation in school life. Through careful planning and the use of a range of support strategies, you will help students develop the skills, behaviours, and attitudes needed to thrive both academically and personally.

The successful candidate will monitor student progress using relevant data, identify areas where additional support is required, and implement targeted interventions to meet individual needs. Working collaboratively with pastoral teams, teaching staff, families, and external agencies where appropriate, you will help ensure that every student receives the support necessary to succeed.

You will contribute fully to the wider aims of the school by maintaining accurate records, participating in meetings, preparing mentoring and learning resources, and upholding safeguarding, wellbeing, and attendance expectations. The role requires excellent communication and interpersonal skills, strong behaviour management strategies, and the ability to work independently while remaining an effective and supportive member of the wider school team.

This is an excellent opportunity for someone who is passionate about supporting young people, building positive relationships, and helping students overcome challenges so they can realise their full potential.

JOB DESCRIPTION



Title: Student Support Mentor

Salary: Grade 8 - From £33,119 - £36,581 FTE

Actual Salary: From £17,092 - £18,878 per annum

Location: The Nottingham Emmanuel School, NG2 7YF

Contract: Permanent, Part Time (0.6), Term Time Only

Responsible to: Student Support Manager

Core Purpose

To provide targeted pastoral, mentoring, and learning support that enables students to overcome barriers to education, improve their wellbeing and engagement, and achieve success both academically and personally.

Key Responsibilities:

- Build positive and professional relationships with students, delivering mentoring, coaching, and intervention programmes that promote confidence, resilience, attendance, and achievement.
- Monitor student progress and wellbeing through the effective use of data, records, and individual action plans, implementing appropriate interventions to support identified needs.
- Work collaboratively with families, pastoral teams, teaching staff, and external agencies to provide coordinated support and secure the best outcomes for students.
- Contribute to a safe, inclusive, and supportive school environment by maintaining high standards of safeguarding, behaviour management, attendance monitoring, and professional practice.



Student Support Mentor Responsibilities

- Carry out the duties of a Student Support Mentor determined by the School and with regard to the LA/DFE guidelines.
- Keeping an attendance register of students for every session and following up absence when necessary.
- Careful planning to ensure maximum engagement from some disaffected students.
- Preparing and developing coaching and learning support materials.
- Contributing fully to the departmental team.
- Keeping appropriate records and plans.
- Participating in all appropriate meetings.
- Mentor individuals and/or an agreed group of students through a planned programme of activity and tutorials.
- Ongoing monitoring and evaluation of student progress through an analysis of key data, for example G4S and ensure Intervention to suit to the needs of the Child.
- In conjunction with the pastoral team, develop and maintain regular contact with families/carers of children, to keep them informed of the child's needs and progress, and to secure positive family support and involvement.
- Develop individual action plans for students as requested.
- Follow weekly timetables to accommodate cohorts of students.
- Use a variety of strategies and student activities to enhance academic acquisition, self-confidence and selfesteem in order to assist progress through the curriculum.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, copyright etc. including reporting all concerns to line manager.
- Contribute to the overall aims of the School.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities / grade of the post as defined.



Student Support Mentor Responsibilities

The post holder will be expected to demonstrate the following skills and abilities at all times during the discharge of their duties:

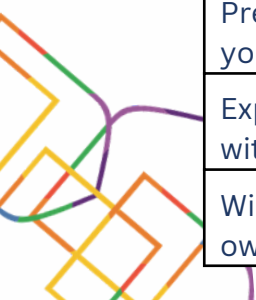
- Work using their own initiative to demonstrate the ability to solve unexpected or new problems in a methodical, efficient manner seeking support and assistance where appropriate.
- To build relationships with students to ensure maximum impact in sessions.
- Work well as part of a team supporting team members in times of absence or heavy workloads.
- To develop good behaviour management boundaries with students from the start of employment.
- Keep up to date with pertinent information and local initiatives.
- Respond to feedback, passing on knowledge and techniques to others.
- Demonstrate good interpersonal and communication skills.
- Deal with conflicting demands and work flexibly, possessing the ability to prioritise



PERSON SPECIFICATION



PERSON SPECIFICATION – Student Support Mentor	ESSENTIAL	DESIRABLE
EDUCATION & TRAINING		
Further or Higher Education		*
Take responsibility for own professional development and be	*	
Possess C or above in GCSE English or equivalent	*	
Experience of teaching, counselling, youth work, careers, social service		*
Knowledge of SEN, EAL		*
Possess or be willing to train for the First Aid at Work or Emergency First Aid	*	
EXPERIENCE		
Previous experience of working within an educational setting		*
Previous experience of working with young people	*	
Experience of working with children with mental health and/or		*
Willingness to identify and develop own IT skills	*	



PROFESSIONAL SKILLS

Ability to work flexibly in a team situation whilst being able to prioritise, show initiative and work independently, ensuring key tasks are achieved within deadlines.

*

Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses.

*

Excellent written and oral communication skills

*

Excellent organisational and administrative skills

*

Good interpersonal skills

*

The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds.

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Ability to see the coaching role as a long-term activity designed to achieve the goals in the learning action plan.

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An ability to do something worthwhile for young people, to understand their needs and to gain insights into how they think.

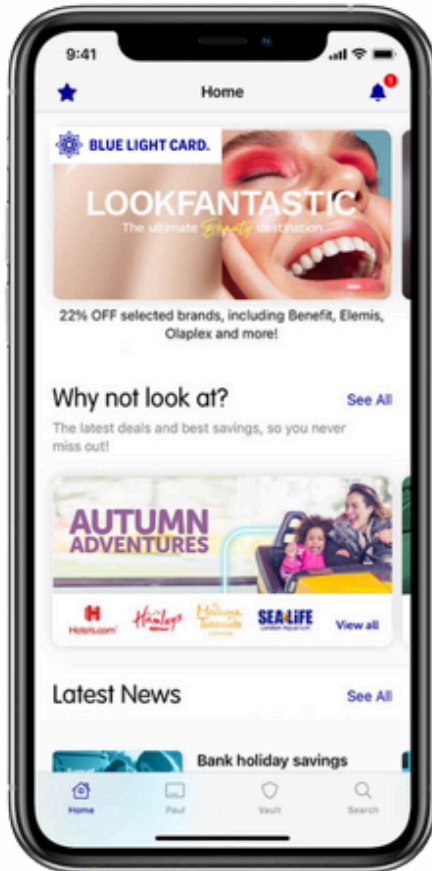
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Ability to engage in joint goal setting with the individual child.

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PERSONAL QUALITIES		
Confidence and independence	*	
Ability to work unsupervised and independently understanding school roles and responsibilities and your own position within these	*	
Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner	*	
Good time management skills	*	
Commitment to Equal Opportunities	*	
Willingness to work within the Christian framework of the school	*	

ARCHWAY BENEFITS



From day one, our employees are entitled to a range of Archway benefits:

- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' / LGPS Pension
- Comprehensive and tailored training, conferences, and ongoing CPD
- Opportunities for further development and progression
- Working with workload conscious leaders and trustees
- Access to discounts across many retailers with the Blue Light Card
- Cycle to work scheme
- Eye care voucher scheme
- Free flu vaccine



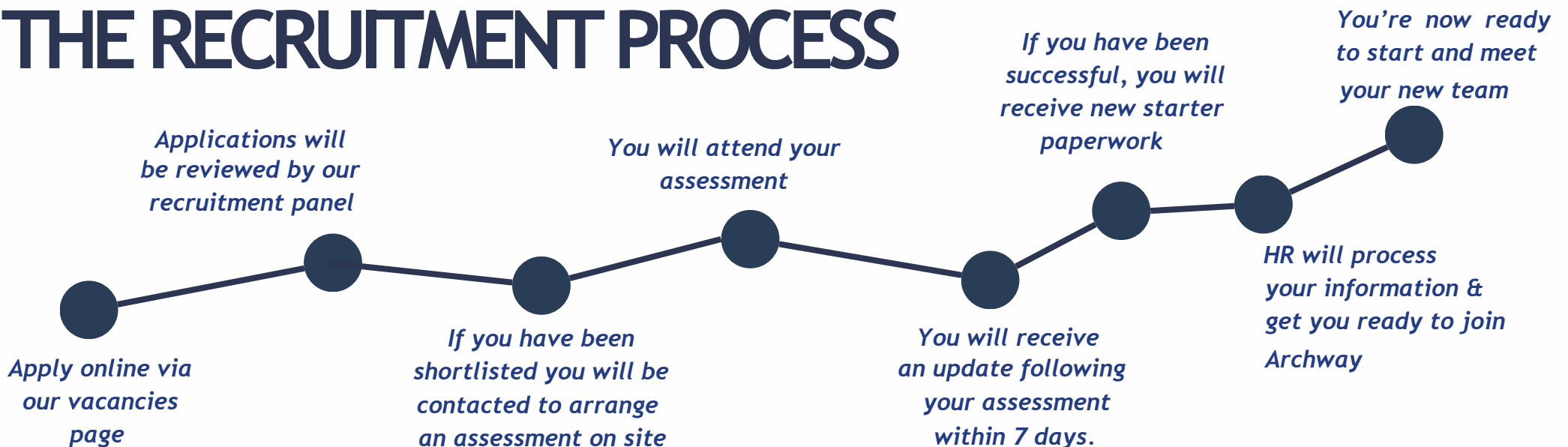
HOW TO APPLY

We know that making a job application is a big decision, and we want to help. For an informal, confidential chat about the role, or to arrange a visit, please contact us at hr@archwaytrust.co.uk

Apply via our vacancies page at <https://www.archwaytrust.co.uk/vacancies/> by 25th September 2026.



THE RECRUITMENT PROCESS



SAFER RECRUITMENT



Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of Keeping Children Safe in Education (KCSiE). In order to meet these responsibilities, all candidates will be subject to a rigorous selection process.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment - this will depend upon the nature of the offence(s) and when they occurred.

References

References, including from the current employer, will be taken up for shortlisted candidates before interview/assessment, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies, or gaps in the reference provided.

Online Checks

KCSiE asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

Equal Opps.

We are dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. We are committed to ensuring our workforce is reflective of our diverse Trust population and are therefore committed to increasing representation among staff across all roles and at all levels.