

BURNTWOOD

AN ACADEMY FOR GIRLS

Principal: Mrs Helen Shorrock BSc PGCE

Burntwood Lane, London, SW17 0AQ

Tel: 020 8946 6201

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Website: www.burntwoodschoo.com

Roll: 1,544 (Sixth Form 413)



Recruitment Pack

Join us

Pathway Support Mentor – Permanent, Term-Time Only

Closing date: 21st March 2025 -1pm

Start Date: April 2025

‘The best education today, for the women of tomorrow.’

Job Advertisement

Role: Pathway Support Mentor – Permanent, Term-Time Only

Full time/Part time: Term Time Only (36 hours per week)

Working Hours: 08:30 to 16:30, Mon to Fri

Salary Grade: NJC Scale 6, SP18 to SP20 (actual salary currently £32,215)

Reporting to: Pathway Centre Coordinator

Commencing: April 2025

We are seeking a reliable and enthusiastic Pathway Support Mentor to Join Burntwood School working with pupils who are referred to the Pathway Support Centre looking for additional assistance with their Social, Emotional, Mental and Health (SEMH) needs and to promote positive behaviour.

Burntwood is a popular, highly successful, multi-cultural school. We put equality, safeguarding and inclusion at the heart of our ethos. Burntwood has a strong corporate identity characterised by our firm commitment to the UNICEF Convention on the Rights of the Child.

Please visit www.burntwoodschool.com for more information about Burntwood School.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. The successful applicant will be subject to pre-employment checks including an enhanced DBS check.

How to apply

To apply for this role, please select 'QUICK APPLY' on the TES recruitment website: [Pathway Support Mentor, Wandsworth - Tes Jobs](#) - to complete and submit an application. CVs or any other form of application will not be accepted.

Should you require any other details please contact our HR team at recruitment@burntwoodschool.com

The closing date for applications is **Friday 21st March 2025 at 1pm.**

The interview will take place the week commencing Monday 24th March 2025.

School Information

About Burntwood – An Academy for Girls

Click [HERE](#) to view our school video.

Thank you for your interest in working at Burntwood. We hope that the information provided here and on [our website](#) will help you with your application and give you a flavour of our school.

Burntwood is a highly successful academy for girls. We are an 11-19 comprehensive school with 1,544 students, of whom 413 are in our mixed Sixth Form. The majority of our students progress to our Sixth Form and the vast majority then on to university and higher education.

Burntwood was rated as “Good” by OFSTED at our last Inspection in January 2020 and we are very proud to be one of only two secondary schools in London (and one of only 16 secondary schools in the United Kingdom) to have been awarded the highest level of the UNICEF Rights Respecting School Award: Level 2. We also have NACE Accreditation, Artsmark Gold, Sportsmark and Healthy Schools status as well as SMSC Quality Mark and International Schools Mark.

We work in partnership with a number of higher education providers, local schools, and other educational bodies to enable our staff to access a range of different learning opportunities. In recognition of the quality of our professional development we have been awarded the Professional Development Platinum Mark by UCL (Institution of Education).

At Burntwood, staff work in a harmonious atmosphere with students who get on well together and happily respect each other’s cultural backgrounds. They openly acknowledge and celebrate their different abilities and talents. Students enjoy a wide range of extra-curricular activities including choir, orchestra, shows and sporting activities.

Burntwood School was rebuilt in 2015 and the quality of the design of the School led to it winning the prestigious RIBA Stirling Prize for 2015. We are proud of our new state of the art learning environment which is fully equipped to enable us to continue to deliver an excellent education and broad and balanced curriculum to our students and the wider community.

As a member of Burntwood staff, you would join a team of dynamic and committed professionals who work to develop enquiring, informed and resilient students who are able to meet the demands of a rapidly changing world.

Person Specification

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The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the below criteria listed.

Criteria	Essential	Desirable
Qualifications		
1	GCSE 5 (or C) grade or equivalent for English and Maths.	X
2	Educated to degree level	X
3	Experience in relevant discipline or related qualification.	X
Experience		
4	Have relevant experience in education, counselling, social services or careers	X
5	Demonstrate an ability to engage with young people from a variety of backgrounds	X
6	Previous experience in a school environment.	X
7	Excellent ICT skills.	X
8	Have experience working with Social Emotional and Mental Health (SEMH) students especially within a Secondary Setting (11+)	X
Practical Skills		
9	Reliable and punctual.	X
10	A good standard of English and numeracy skills.	X
11	Excellent communication skills.	X
12	Show an understanding of safeguarding procedures	X
13	Demonstrate the ability to break down barriers that exist for young people in education	X
14	Ability to relate to people on all levels.	X
15	Work constructively as part of a team	X
16	A helpful, calm and positive nature.	X
Personal Attributes		
17	Be able to work independently and manage time effectively	X
18	To be reliable and punctual	X
19	To have a polite, friendly and flexible approach to work	X
20	To keep calm and professional at all times.	X
21	Good work ethic.	X
22	Willingness to work flexibly when required.	X
23	Willingness to undertake training.	X
24	The ability to relate well with children and young people.	X
Other		
25	Right to work in UK.	X

Job Description

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The successful candidate will work with the Pathway Curriculum Coordinator to support students in the school. They will work alongside the SEND, Pastoral and Safeguarding teams and will address the needs of students requiring additional support in reducing or removing the barriers to learning. The aim of this provision is to champion students' success in education whilst improving and supporting their mental health and well-being.

Responsibilities:

1. Gathering and utilizing information about students from a variety of sources including school files, SIMS based information, pupil tracking information, teachers and external agencies.
2. Working with the PCC, carrying out additional student assessments for those who are returning to school following long absence, exclusion, dual registration at the Pupil Referral Unit, transfer from other provisions.
3. Manage the day to day running of the Pathway (internal exclusion) Centre:
4. Ensuring a smooth and orderly environment
5. Liaising with teachers to organise work for students
6. Collecting students at the beginning of the day
7. Completing all relevant paperwork and data entry
8. Mentoring students in the Pathway Centre on an ad hoc basis
9. Developing a mentoring relationship with individuals identified, and operating as a bridge between school and other provisions such as the Pupil Referral Unit (PRU), college link courses and Work Experience placements. Developing links with feeder primary schools and those involved in the Secondary transfer project.
10. Plan 1:1 session which address the needs of the student and aid them in setting and reviewing targets.
11. Planning and running group work such as 'Settling In', 'Anger Management', 'Social skills' and 'Improving Attendance'
12. Maintaining regular contact with families/carers of students identified and to keep them abreast of progress made, challenges remaining and to secure positive family support and involvement.
13. Monitoring the interventions and outcomes for each young person, using Cluster and school systems.
14. Gathering information for Pastoral Support Programme meetings, and attendance to those meetings.
15. Gathering of pupil information for other meetings such as Team around the Child meetings (TACs) at the direction of the DMS.
16. Deputising for the DMS in the aforementioned meetings as required.
17. Communicating with tutors and subject teachers, regarding the progress of relevant students.
18. Liaising closely with professionals such as school nurse, Year Curriculum Coordinators (YCCs), Senior Team, social services, health services, Education Welfare, Connexions, Police Liaison Officer etc.
19. Developing positive links with other professionals and voluntary groups working with young people.
20. Attendance to whole school meetings such as Morning Briefing, Whole School assemblies, Staff Meetings etc.

21. Attending Local Authority training initiatives and networking with other Pathway Support Mentors.
22. Be willing to take part in additional extra-curricular activities.
23. Assisting SLT and pastoral teams with gathering of incident statements.
24. Holding restorative justice meetings and feeding back to SLT and pastoral teams on outcomes and possible next steps.

Safeguarding

- Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation.
- Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
- Ensure that the Safeguarding Team, particularly the Designated Safeguarding Lead, is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

Equal Opportunities

Actively support the School Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

Safer Recruitment

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references. In line with [Keeping Children Safe in Education \(KCSIE\)](#), the school may consider carrying out an online search as part of due diligence on shortlisted candidates, in order to identify any safeguarding or suitability issues.

Additional Information

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of particulars of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Principal and Head of Cluster. Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description may be reviewed annually in the light of those changing requirements and in consultation with the post holder and Principal

I have carefully read and understand the contents of this job description and person specification. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name:

Sign:

Date: