



# RECRUITMENT PACK

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## Progress Mentor

Salary Range: Grade 6 £31,099 - £35,411

Actual Salary - £28,766 - £32,755

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PROUD TO BE PART OF  
**ALL SAINTS**  
Multi Academy Trust

A photograph of three students in school uniforms standing in a modern building. On the left is a young boy with short blonde hair, in the middle is a young woman wearing a black hijab, and on the right is a young woman with long brown hair. They are all smiling. They are wearing dark blue blazers with a white logo on the pocket. The background shows a modern building with large windows and a blue and white geometric pattern.

**“Pupils at this school, including those in the sixth form,  
benefit from a broad and ambitious curriculum”**

**Ofsted December 2022**

**“Teachers have high expectations of what pupils and  
students should achieve. They care about pupils and help  
them to do their best.”**

**Ofsted December 2022**

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# LETTER FROM OUR CEO

Thank you for your interest in a position within the All Saints Multi Academy Trust.

All Saints Multi Academy Trust is at an exciting time in its development and is committed to its mission of ensuring that all young people achieve and are successful.

All Saints Multi Academy Trust is a joint Catholic and Church of England trust with our Christian values driving all decision making, always in the best interests of our children and young people.

You will be joining a values driven, inspirational and ambitious organisation, so we are looking for an Outstanding candidate who can provide the highest quality of service to the Academy of St. Nicholas and the Trust.

You will be committed to supporting our Christian and educational vision, providing strong leadership and supporting colleagues in ways which bring out their potential.

Ultimately you will ensure that the best possible outcomes for our people are achieved.

Yours faithfully



**Heather Duggan**  
CEO

# LETTER FROM THE HEADTEACHER

Thank you for your interest in a position within the Academy of St Nicholas.

We have pleasure in enclosing this information pack, which we hope you will find useful in deciding whether to apply for a role within our Academy.

We are very much aware that a decision to apply for a position is a two-way process; if appointed you will want to ensure that you are happy coming to work every day, that you are professionally challenged in your role and that you are prepared for the next stage in your career.

At the Academy of St Nicholas, we are determined that all members of our community “flourish & thrive” guided by our values of respect, ambition, resilience and compassion.

The aim of this pack is to provide you with the information you will need in order to make an informed decision and we welcome visits and conversations with applicants before the closing date.

As an academy, we have been on an incredible journey of improvement, and we are very much aware that the people within our establishment are a key ingredient for its continued success.

We look forward to receiving your application.

Yours faithfully



**Mr G Lloyd**  
Headteacher

# ACADEMY INFORMATION

The Academy of St. Nicholas is a unique joint Catholic and Church of England Academy at the heart of our local community and we are proud to be part of the All Saints Multi-Academy Trust.

We are blessed with state-of-the-art facilities which enable us to illuminate all aspects of education to the young people we serve.

The Academy of St Nicholas is an ambitious and progressive 11-18 Academy in Liverpool with approximately 900 students on roll.

The Academy is focused upon driving standards of achievement rapidly and this makes it a dynamic and exciting place to work as evidenced by our recent Section 5 Ofsted inspection which can be found [here](#).

The Academy of St Nicholas is committed to ensuring that every student makes the most of their potential, ensuring that every person within our community can flourish & thrive.

The Academy concentrates on providing the highest quality of teaching, with bespoke CPD for all staff to support this, the best possible student support, and the most appropriate and innovative curriculum.

Our Academy is part of the All Saints Multi Academy Trust. There is a trust wide commitment to improve, accelerate and enable ambitious life goals amongst all young people in our academies living out the core values of **ASPIRATION, INCLUSION & SERVICE**.

The successful candidate must share these values and have the skills, expertise, and determination to translate them into reality.

You will join a school and trust committed to your personal development with access to 21<sup>st</sup> Century CPD opportunities so that you can continue to grow as a professional.



# OUR MISSION AND VALUES

## Our Mission

Our mission is that the The Academy of St Nicholas equips all members of its learning community with the values, skills and attributes they will need for personal success and well-being in a multi-cultural society and global economy.

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## Our Values

The Academy of St Nicholas is a welcoming, calm and purposeful Academy where everyone feels valued, supported and challenged. Our Academy is a place where students' desire for learning and achievement is met by the passionate commitment of all the staff to the The Academy of St Nicholas



Respect



Ambition



Resilience



Compassion

# APPLICATION AND INTERVIEW PROCESS

After the closing date, shortlisting will be conducted by a panel. Please read the job description and person specification carefully before writing your application.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name and address (i.e utility bill, financial statement etc dated within the last three months)
- Where appropriate any documentation evidencing changes of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies of certified copies are not sufficient.

## References and Pre-Employment Checks

We will seek references for candidates who have been successful at shortlisting and have been invited for interview. We will seek references prior to attending for the interview. We may approach previous employers for information to verify experience or qualifications before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

## Conditional offer: Pre-employment Checks

Any offer to successful candidates will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Section 128 check
- Prohibition order
- Satisfactory DBS Disclosure and Barred List Check
- Verification of professional status such as QTS status, NPQH (where required)
- Completion of Employee Health Declaration
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance.

A COMMUNITY WHERE WE FLOURISH AND

We will embrace and celebrate our differences and work together for the good of all who learn at St Nicholas

RESPECT AMBITION RESILIENCE CONFIDENCE

**“Leaders have taken the school on a journey of improvement and remain ambitious for it.”**

Ofsted December 2022

# JOB VACANCY

**Role: Progress Mentor**

**Salary Band: Grade 6**

**Contract: Full time / Permanent**

**Start Date: September 2023**

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Applications are invited for an enthusiastic and ambitious Progress Mentor to join our team from September 2023.

We are determined that the successful candidate will have:

- A passion for working with young people.
- A passion for making a difference for young people in the city of Liverpool.

Closing date for applications: **Monday 2nd October 2023**

Interview date: **TBC**

Application packs are available on the Trust website at [www.allsaintsmat.org/vacancies](http://www.allsaintsmat.org/vacancies).

Completed application forms should be forwarded to [recruitmentapplications@allsaintsmat.org](mailto:recruitmentapplications@allsaintsmat.org)

*All Saints Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with.*

The Trust is an equal opportunities employer.

# JOB DESCRIPTION

<b>Job Title:</b>	Progress Mentor
<b>Grade and Salary:</b>	Grade 6 £31,099 - £35,411
<b>Reporting to:</b>	Senior Leadership team
<b>Contract Type:</b>	Full Time / Permanent
<b>Responsible for:</b>	No Line Management responsibility

## Key Duties and Responsibilities

Work with the DHT (B&A) and other pastoral staff to ensure the implementation of the Academy's pastoral system.

Ensure a smooth day to day operation of the R room.

To undertake regular student voice activities and take necessary action on feedback.

To ensure all students display positive behaviour and learning behaviours across the academy.

To contribute to the effective operational activities of the Academy, including attendance at meetings, events and activities as required.

To contribute to 21st Century learning by helping to create and maintain an appropriate teaching and working environment.

To ensure continuous improvement in standards, high quality evaluation and improvement planning throughout the Academy.

To lead, support and encourage the highest possible standards of behaviour, learning, attainment and achievement.

To manage resources creatively, effectively and efficiently to meet the priorities of the Academy.

To celebrate success and to implement strategies for continuing improvement while constantly challenging under-performance at all levels.

To chair subject meetings, as appropriate, to ensure effective consultation communication and implementation.

Work to support and ensure the health, safety and welfare of staff and students.

## Specific Responsibilities

- Maintain a focus and overview of students' behaviour in the R room with a view to continual improvement and high achievements.
- Utilise a 'Trauma informed' approach to support regulation, motivation and re-engagement of students.
- Support restorative practice by mediating in RP discussions between staff and pupils.
- Monitor the effectiveness of interventions in place and refer students to the internal panel and sit on the panel where necessary
- Maintain accurate logs of behaviours and attendance within the R room
- Promote parental engagement to support the students that use the R room
- Support reintegration plans for students who use the facility as a bridge back into education

## Other Responsibilities

- To provide positive and dynamic leadership of the R room by creating a supportive and innovative environment that encourages a culture of high performance.
- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To maintain effective relationships with local, regional and national agencies, as appropriate.
- To develop appropriate external relations with other senior professionals and to represent the Academy at external meetings, as required.
- To report to the Deputy Headteacher (B&A) as required and chair any relevant subject working groups.
- To participate in the Academy's appraisal process and engage in continuous professional development and networking to ensure that professional and strategic contributions are up to date.
- To undertake other such reasonable duties as the Headteacher may require and to annually review the role and responsibilities.

## Corporate Responsibilities

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

## Additional Information

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.
- The Trust operates a no smoking policy

# PERSON SPECIFICATION

Knowledge and Understanding	Essential (E) Desirable (D)
Grade 5 or equivalent qualifications in English & Mathematics	E
QTS	D
Pastoral experience within a school setting	D
A secure knowledge and understanding of the issues associated within the secondary education sector.	D
Evidence of continuing professional development.	E
Knows and understands the characteristics of high-quality care & guidance	E
Uses a range of teaching strategies aimed at meeting different needs.	E
Experience of working with young people with challenging behaviours	E
Experience of a 'Trauma Informed' approach to support regulation, motivation and re-engagement of students	D
Experience of working with Microsoft Office packages with competence.	E
Personal Attributes	
Is able to lead our commitment to our Christian ethos through the curriculum, the role of pastoral lead and day-to-day life at the Academy	E
Places the welfare and safety of children at the heart of his/her practice	E
Enjoys being with children, has a passion for education and for seeing young people learn, achieve and succeed in a positive, safe and enjoyable climate.	E
Is of a reflective, focused and determined disposition willing to promote change and innovation	E
Is committed, resilient, robust and resourceful	E
Has high aspirations for students beyond typical expectations	E
Demonstrates fairness, honesty, reliability and integrity in his/her existing practice and conduct	E
Demonstrates self-confidence in his/her ability to succeed, maintaining energy and enthusiasm in challenging situations	E



The Academy of St Nicholas

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The Academy of St Nicholas is proud to be a member of the All Saints Multi Academy Trust.

All Saints Multi Academy Trust is the operating name for the The Liverpool Joint Catholic and Church of England Academies Trust (Company Number 07007398)

51 Horrocks Avenue, Liverpool, L19 5NY, England.



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