



Bluecoat Wollaton Academy

Student Support Mentor

RECRUITMENT PACK

Closing date: 9th November 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". The signature is fluid and cursive, with the first name and last name clearly distinguishable.

James Higham
Chief Executive Officer



ABOUT THE ACADEMY



At Bluecoat Wollaton Academy, we pride ourselves on being a nurturing and inclusive community where every staff member plays a vital role in shaping young lives. Teaching and support staff benefit from a collaborative culture where ideas are shared, and successes are celebrated. Whether you're an experienced teacher or just starting your journey in education, you'll find a welcoming team ready to mentor and support you.

We are deeply committed to inclusive education, with a strong and well-resourced **SEND provision**. Our dedicated team works closely with students, families, and external agencies to create personalised support plans that meet individual needs.

We ensure access to a **broad, balanced curriculum** and promote independence, confidence, and achievement. With a nurturing environment and high expectations, we empower every learner to thrive academically and socially, celebrating diversity and fostering a strong sense of belonging.

Our forward-thinking **STEM provision** inspires curiosity, creativity, and critical thinking. Our curriculum is designed to equip students with the knowledge and skills needed for success in science, technology, engineering, and mathematics.

We foster partnerships with local universities and industry leaders to enrich learning and provide career insights. Our **dedicated STEM staff** are passionate about innovation and excellence, ensuring every student—regardless of background—has the opportunity to thrive in a rapidly evolving technological world.

We are also entering an exciting phase of growth. A £10.3 million expansion project, recently approved, will add 12 new classrooms and a state-of-the-art three-court sports hall to our campus

.This development will increase our capacity by 300 students and create new opportunities for staff, including additional teaching and support roles. The expansion reflects our commitment to meeting the growing demand for places and maintaining our outstanding educational standards in a modern, well-equipped environment.

Cath Rowell- Principal



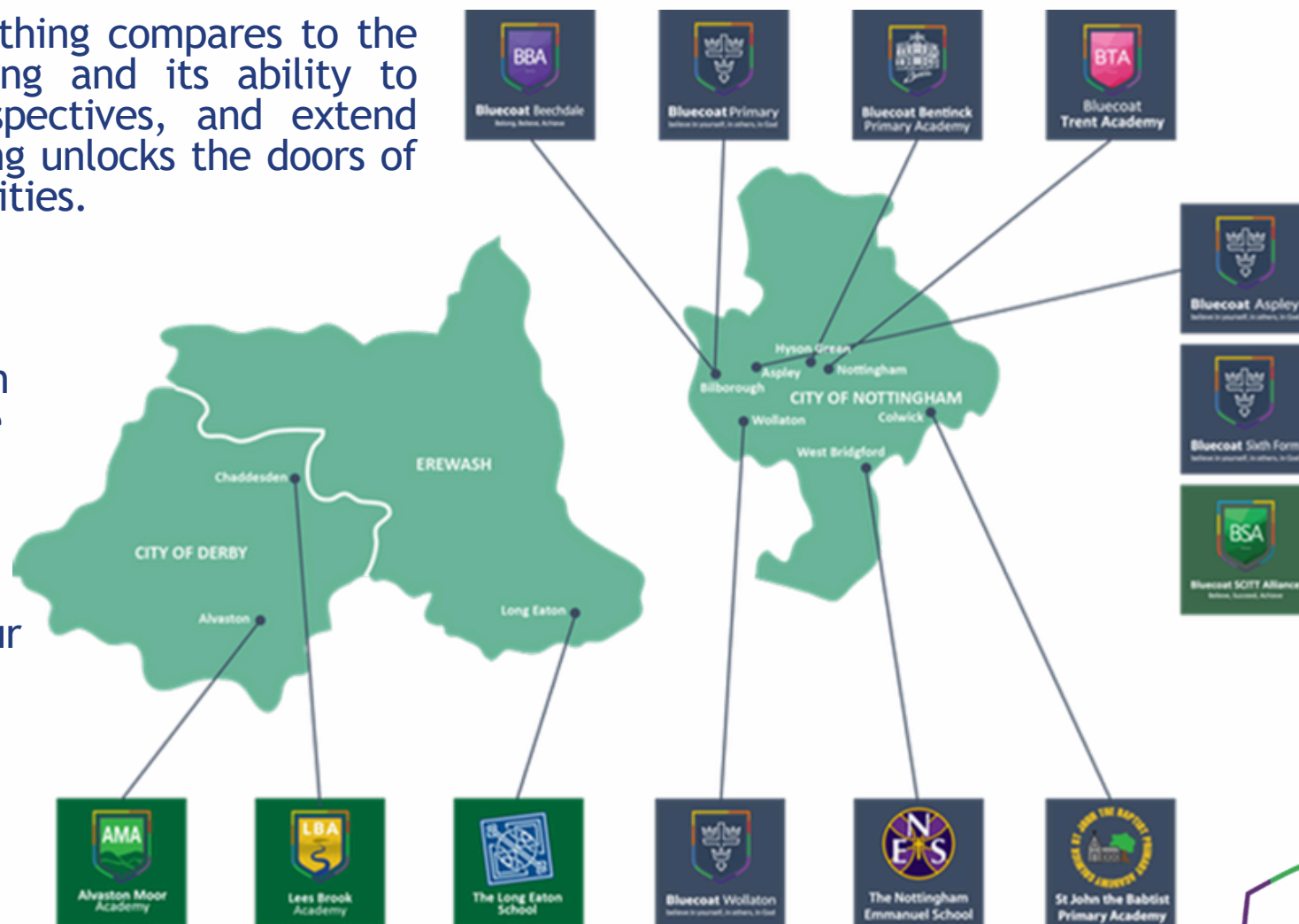
ABOUT ARCHWAY



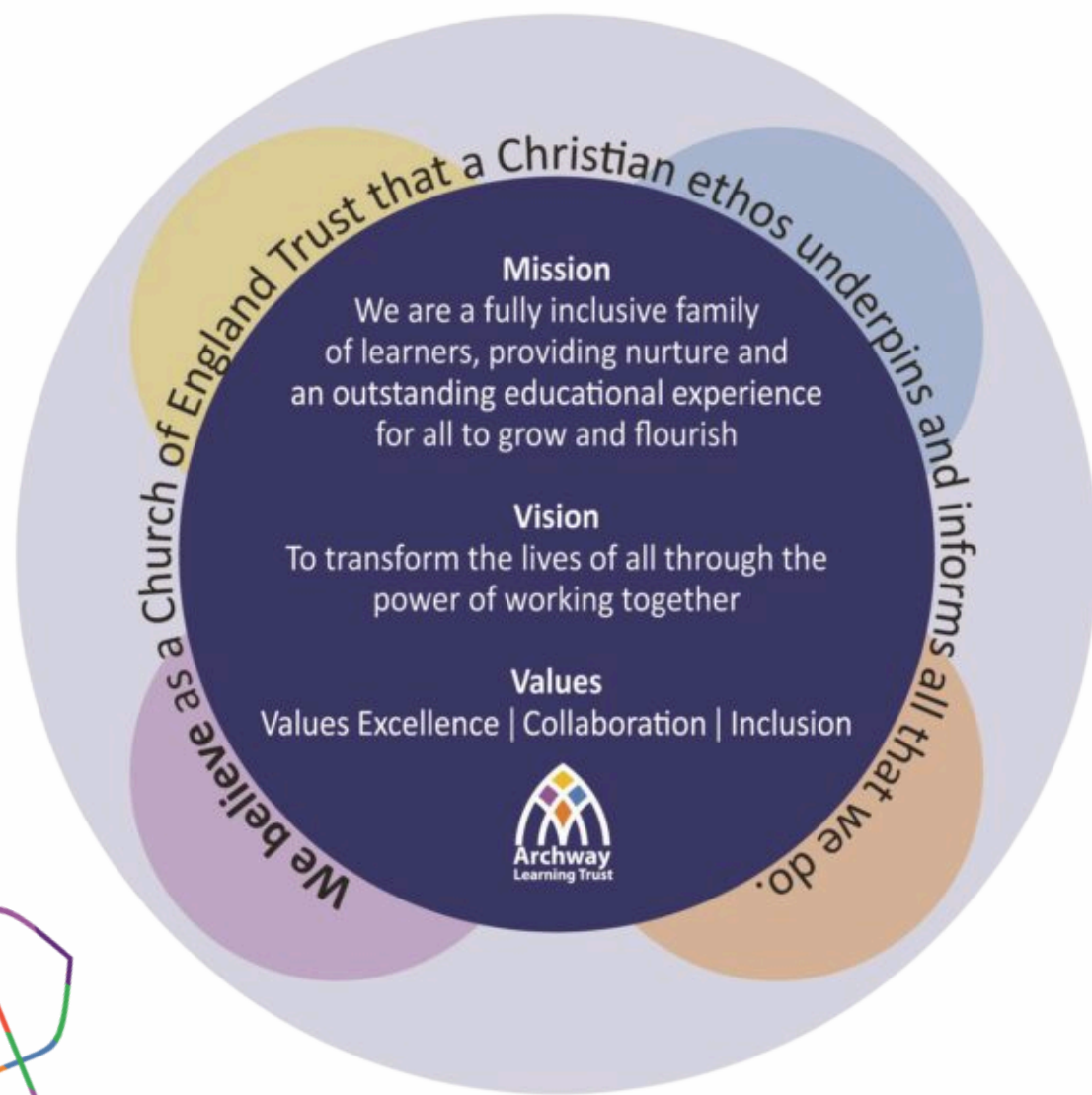
At Archway, we believe that nothing compares to the transformative power of learning and its ability to broaden horizons, deepen perspectives, and extend potential. The very best schooling unlocks the doors of the future and a world of possibilities.

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 Worker

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

Location: Bluecoat Wollaton Academy, NG8 1EA

Contract: Permanent, Full Time, Term Time Only

Responsible to: Student Support Lead

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 self-esteem 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	*	



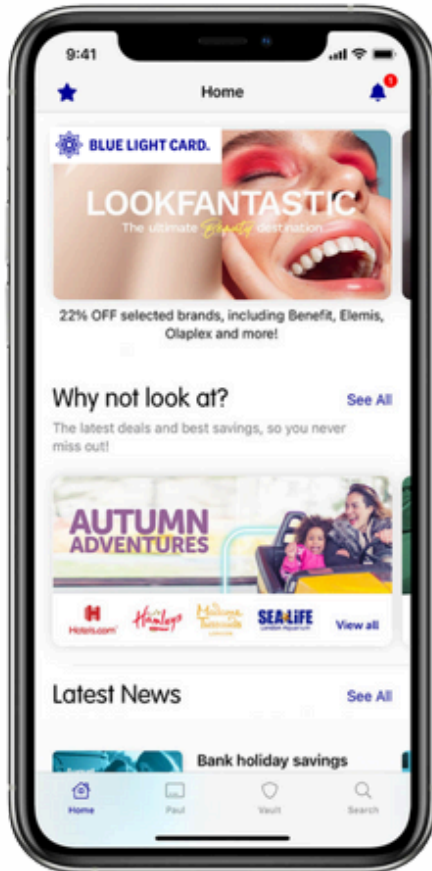
PROFESSIONAL SKILLS

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.	*	
Ability to see the coaching role as a long-term activity designed to achieve the goals in the learning action plan.	*	
An ability to do something worthwhile for young people, to understand their needs and to gain insights into how they thing.	*	
Ability to engage in joint goal setting with the individual child.	*	

PERSON SPECIFICATION

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



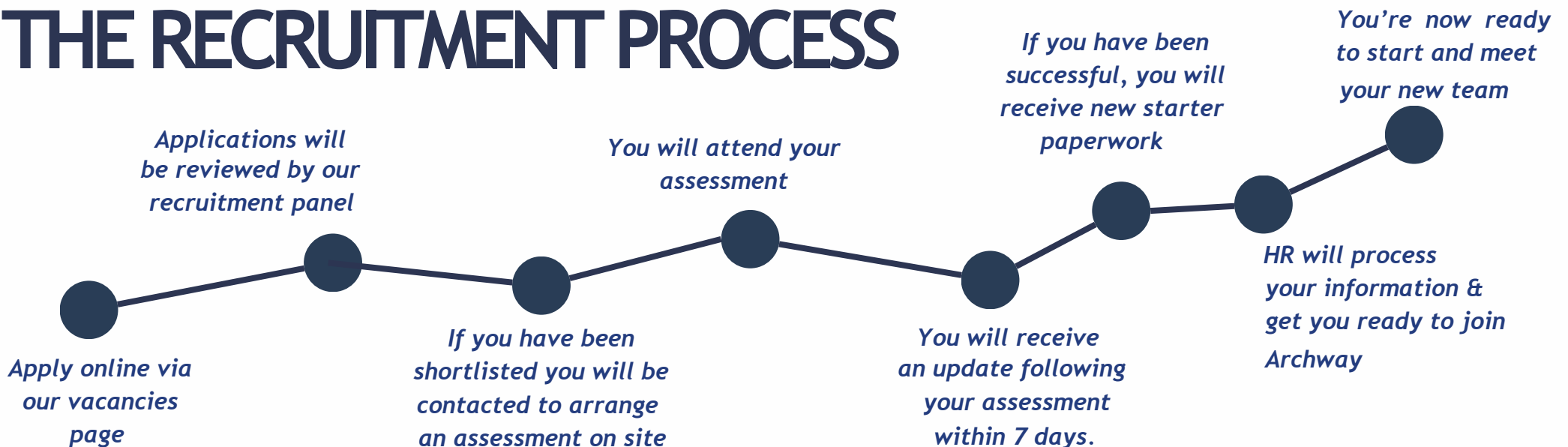
HOW TO APPLY

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 9th November 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.