



Inspire, Transform, Together



RECRUITMENT PACK

**Pastoral Support and Learning Mentor
St Mary's CE First School and Nursery**





Welcome to The Heath Academy Trust

and thank you for your interest in joining us.

The Trust is a collaborative group of six primary and first schools, providing inspiring education for pupils from nursery to 11 years in East Dorset. We aim to ensure excellent learning outcomes for our pupils within a framework of strong collaboration and robust school to school support.

This recruitment pack includes:

Our School

A brief outline of who we are and what we do. To find out more about us, visit our school website: <https://www.stmaryswestmoors.org>

Job Advert and How to Apply

Please ensure that you complete the online application form via the link on Dorset for You, providing email and telephone contact details for all referees. CVs will not be accepted or considered.

Job Description and Person Specification

The job description and person specification will provide you with a clear idea of the role you are applying for. When completing your application, we ask that you relate your experience and skills to these documents to demonstrate your suitability for the role.

The Trust's Vision Statement and Values

We would like to take this opportunity to share our visions and values with you. To find out more about the Trust, please visit our website: <https://heathacademytrust.co.uk>

General Information

Equal Opportunities

The Heath Academy Trust and St Mary's CE First School and Nursery are committed to equal opportunities and an Equal Opportunities Monitoring Form is included as part of the application form.

Safeguarding

The Heath Academy Trust and St Mary's CE First School and Nursery are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to have an enhanced security check performed by the Disclosure & Barring Service in line with the Government's safer recruitment guidelines and will be offered the position subject to this and satisfactory references.

Visits to the School

Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01202 874838** to arrange your visit or to discuss the post further.



St Mary's' CE First School and Nursery

“Believe in better... Be more AWESOME
For anything is possible with God”

St Mary's CE First School and Nursery is a busy but friendly school, with a real “family feel” to it thanks to our caring, personable approach. We strive for high expectations and will work with individual children and families to ensure that children meet their full potential.

The school's vision of “*Believe in better... be more Awesome – for anything is possible with God*” drives our mission to continually develop in many exciting ways, providing a more enriching experience for all our pupils.

At St Mary's CE First School and Nursery we believe that every child is capable of improving and with personalised coaching and excellent relationships, our children believe that too! Our children, staff and parents have adopted the Christian values of compassion, hope, joy and family to underpin our decision making, actions or interactions.

The staff and children promote these values through our school moto:

Believe in better... be more AWESOME
For anything is possible with God



Job Advert



Job Title:	Pastoral Support and Learning Mentor
School Name:	St Mary's CE First School & Nursery
Location:	Station Road, West Moors, Dorset, BH31 6US
Hours:	18.75 hours per week - Term time only
Salary Range:	Dorset Grade 5, SP5 to SP6 (£25,583 to £25,989 pro rata) 1 year fixed term contract (with the possibility to extend)
Pension:	Local Government Pension Scheme
Contact:	Laura Crossley – Executive Head Teacher E: office@stmaryswestmoors.org T: 01202 874838
Closing Date:	Sunday 28 June 2026
Interview Date:	w/c Monday 29 June 2026
Start Date:	Tuesday 1 September 2026

The Heath Academy Trust and St Mary's CE First School & Nursery are seeking to appoint a **Pastoral Support and Learning Mentor** for September 2026, who is passionate about supporting children's wellbeing, personal development and emotional resilience. The successful candidate will play a key role in ensuring that every child feels safe, valued and supported, enabling them to thrive both socially and academically. We need an enthusiastic, skilled and motivated professional to join our dedicated and child-centred team. The successful applicant must enjoy working as part of a friendly and dedicated team.

The successful candidate must have high expectations of children's behaviour, wellbeing and personal development. They will be compassionate, proactive and committed to putting the needs of children at the heart of all aspects of their work. The role requires excellent communication and interpersonal skills, alongside the ability to build positive relationships with pupils, families and colleagues. We are seeking a creative and nurturing team member who can complement our existing provision and provide targeted support for pupils experiencing social, emotional, behavioural, attendance, EAL or SEND-related challenges. The successful candidate will contribute to creating an inclusive environment where all children can flourish.

We are committed to ongoing improvement and provide continuous support for our staff with high quality CPD. The successful candidate will understand the importance of whole school continuity and progression across all areas of our provision. We welcome applications from applicants with a relevant TA qualification and experience in pastoral care.

Further details about this role can be found in the job description and person specification included in this recruitment pack and more information about the school can be found on our website: www.stmaryswestmoors.org Visits to the school are warmly welcomed and encouraged. Please contact our school office on **01202 874838** to arrange your visit or discuss the post further.

In line with Keeping Children Safe in Education, all applications must be completed via the online application form. CVs will not be accepted or considered. References will be sought for all candidates who accept the invitation to interview. Please ensure referees are able to provide a full reference rather than a standard statement of employment time. You should provide the email and telephone contact details for all referees – thank you.

The Heath Academy Trust are committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. As part of the safer recruitment check, online searches will be conducted for all shortlisted candidates. The search will be purely based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). This means that certain convictions and cautions are considered 'protected' and do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

Job Description



Job Title:	Pastoral Support and Learning Mentor
Location:	St Mary's CE First School and Nursery
Reporting To:	Head Teacher
Hours:	18.75 hours per week - Term time only
Contract Type:	1 year fixed term contract (with the possibility to extend)
Salary Range:	Dorset Grade 5, SP5 to SP6 (£25,583 to £25,989 pro rata) Depending on experience and/or knowledge

Main Purpose of Job:

The main purpose of the role is to offer early pastoral, behavioural, EAL and SEND interventions, preventative support, guidance and advice to improve outcomes for children, young people and families within a school context, through working in partnership with pupils, parents, carers and other agencies.

Main Duties & Responsibilities:

- Lead small groups of pupils or individual pupil intervention sessions. These could be linked to a pastoral, behavioural, EAL or SEND need
- Provide Hamish & Milo interventions for individual or small groups of pupils as directed
- Plan, resource and lead nurture sessions for small groups of pupils as identified by the SENDCO, including completing all relevant assessments and paperwork for individuals at nurture
- Feedback to parents, class teacher, headteacher and SENDCO on pupil's progress in nurture as needed
- Talk to pupils on a 1-1 basis to gather their views ahead of SEND and safeguarding assessments
- At the request of parents and the school, talk to children experiencing difficulties and convey the voice of the child to parents and school staff
- Monitor the success of interventions for families and young people
- Attend supervision and training when required and develop knowledge and skills to fulfil the overall purpose and principles for the role
- To keep records and undertake assessments for individuals and groups of children
- Share responsibility for the care, presentation, display, safety, organisation and appearance of the facilities and equipment
- Be a member of the school team
- Read, discuss, understand and implement school policies
- Undertake self-appraisal
- To assist learning on a 1-1 basis, as necessary
- To support the teacher to plan and deliver the curriculum in line with the EYFS and National Curriculum in order to maximise the learning and development of each child

Knowledge and Skills

- A relevant Teaching Assistant qualification would be a significant advantage
- Experience in delivering relevant Social, Emotional and Mental Health programmes
- To have a detailed understanding of child development and relevant experience of working with children in a school setting
- Be committed to undertake further training as required

- To act on own initiative in order to make decisions
- To have the ability to establish good relationships with children, parents, staff and members of other professional agencies, communicating clearly and sensitively
- To be aware of the need for confidentiality
- Be aware of the management systems in place for the provision of high quality education and liaise with/ take direction from the Class Teacher and the Head of School

Supervision and Management

- Day to day supervision will be provided by the SENDCO. There will be times when direct supervision is not available and the post holder should be able to continue to secure high standards

Decision Making

- Within agreed policies, guidelines and rules, decide on when and how to apply a range of strategies for the benefit of the children in relation to their education, activities, behaviour and care
- Make immediate decisions in relation to care, control and safety of children

Working Environment

- Part of the working day is spent standing, with periods of crouching/bending to engage children in activities
- There may be the occasional need to physically lift children, such as for safety or care needs and occasional unpleasant conditions relating to children's personal hygiene

Additional Duties

- The post holder will be required to carry out any other reasonable duties required over and above those listed above, in order to promote the ethos and profile of the school and ensure the wellbeing of its children and staff

Person Specification



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Criteria	Essential	Desirable	How Identified
Education/Qualifications			
5 GCSEs including English and Maths, grade C or above (or equivalent)	✓		Application Form
NVQ 2 and/or 3 qualification	NVQ2	NVQ3	
Recent Safeguarding Training		✓	
Commitment to undertake further training		✓	
Experience			
Experience of working or volunteering in a childcare or school setting	✓		Application Form & References
At least 2 years' experience of working in an outstanding/good school setting		✓	
Experience in delivering relevant Social, Emotional and Mental Health Programmes	✓		
Experience in delivery Hamish & Milo interventions		✓	
Experience of working in a similar role		✓	
Personal Attributes			
Professional, calm, patient, caring, firm, fair, adaptable, confidential	✓		Interview
Experience of supporting children with learning needs		✓	
Inclusion			
Commitment to inclusion for all learners	✓		Application Form & Interview
Experience of leading learning for children with SEN or EAL		✓	
Experience of vulnerable groups		✓	
Teamwork			
Willingness and ability to work as part of a strong school team	✓		Interview
Experience of working across nursery and primary school age range		✓	
Safeguarding			
DBS enhanced	✓		References
Safeguarding training and an understanding of safer working practices		✓	

Criteria	Essential	Desirable	How Identified
Communication			
Good verbal communication with parents/carers and other professionals	✓		Application Form & Interview
Good written communication in standard English	✓		
Knowledge and experience of IT programs to support learning and communication		✓	
Curriculum and Learning			
Understanding of the Primary National Curriculum		✓	Interview

Our Vision Statement and Values

Who We Are

On 1 December 2015, six schools in East Dorset formally joined together to create The Heath Academy Trust providing education for pupils from nursery up to the age of 11 in East Dorset. These successful schools had worked collaboratively for several years and combined in order to capitalise on the benefits of being in a multi-academy trust in enhancing the learning experience for all pupils. The schools within the Trust are committed to improving teaching and learning.

The six schools are:

St Ives Primary and Nursery School

St James' CE First Schools and Nursery, Alderholt

St Mary's CE First School and Nursery, West Moors

Oakhurst Community First and Nursery School, West Moors

Sixpenny Handley First School and Nursery

Three Legged Cross First and Nursery School

Our Vision Statement

The Trust aims to provide a high quality, inclusive and effective learning environment producing an excellent performance from our children, and to engender a love of learning and a passion for excellence in all areas of school life. We will define a culture of high aspiration, to champion equality for all children and support clear lines of accountability, underpinned by strong, tailored school improvement and management systems within a professional learning environment.

Our Values

- Inspire
- Transform
- Together



To find out more about the Trust, please visit our website:

<https://heathacademytrust.wordpress.com>