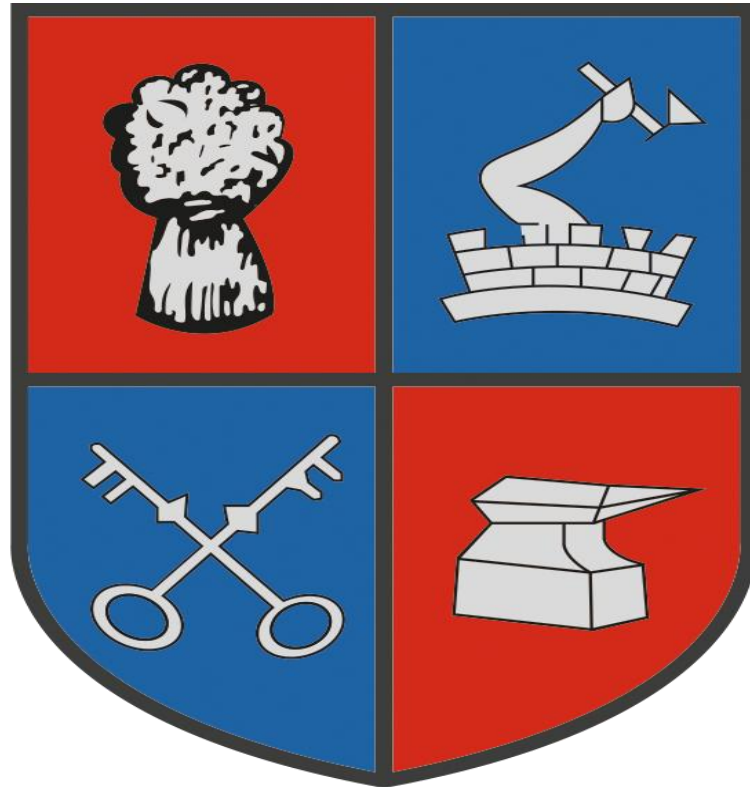


Saltley Academy



Pastoral Support Mentor - Candidate Pack



Washwood Heath
Multi Academy Trust
Respect Collaboration Aspiration



Saltley Academy - Candidate Pack

Head of Academics Welcome

Welcome to Saltley Academy. Thank you for considering a career at Saltley Academy and showing an interest in the role of **Pastoral Support Mentor** within our School.

We are a vibrant and forward-thinking educational institution committed to providing an exceptional learning environment where every student can flourish. Our staff are at the heart of what we do, and we are dedicated to creating a supportive and dynamic workplace where professional growth and personal development are encouraged.

Saltley Academy is a leading educational institution situated in Birmingham. Our mission is to inspire and empower students to achieve their full potential through a commitment to excellence, inclusivity, and innovation. We offer a range of academic and extracurricular opportunities designed to support and challenge our students, preparing them for success in their future endeavours.

Our values include:

- Excellence: Striving for the highest standards in all aspects of our work.
- Inclusivity: Creating an environment where everyone is valued and respected.
- Innovation: Embracing new ideas and approaches to enhance teaching and learning.
- Collaboration: Working together to achieve common goals and support one another.

Our staff are passionate, dedicated professionals who contribute to a thriving and positive school environment. We invest in our team by providing opportunities for continuous professional development and fostering a culture of support and collaboration.

Saltley Academy is part of the Washwood Heath Multi Academy Trust.

This Candidate Pack is designed to give you an overview of our academy, the role we are recruiting for, and the qualities we seek in our candidates. We hope it helps you understand what makes Saltley Academy a great place to work and guides you through the application process.

Paul Marano

Head of Academy





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About Our School

We are proud not just of our examination results, but also our commitment to valuing each individual/pupil, celebrating all the cultures of our city and country and being the best we can be.

Our 'Academy Pledge' as a Rights Respecting School is as follows; "Saltley Academy is founded on the principle of all respecting the dignity and rights of each and every individual. Respectful relationships are at the core of this learning community, which will enable our young people to respect all whom they meet and to understand and develop the skills they need to embrace the responsibilities of being an outstanding learner and an active, contributing and content citizen."

Saltley Academy provides outstanding learning opportunities for our pupils, in a safe and caring environment. Our pupils feel that they belong to the school, have a voice and are treated equally. Being a member of Saltley Academy transforms not only your life but all the lives of our Academy community. We work alongside other schools and institutions, so we can inspire our pupils to be outstanding, life-long learners, who are also taught and guided by the inspirational staff here at Saltley Academy.

With the skills and personal qualities that are required for a happy and successful life and career, Saltley Academy prepares pupils for adult life, as respectful and responsible citizens in multi-cultural Britain. In a school where real success is recognised and celebrated, Saltley has the highest expectations for academic progress and personal standards. We also encourage our pupils to believe in what they can achieve. Providing every opportunity possible for them, we aim to be a shining example of excellence in teaching and learning.

School Vision & Ethos

Saltley Academy is committed to developing outstanding learners. This means that all students will have the opportunity, guidance and care to ensure that:

- They achieve academic excellence;
- They are respectful and respected;
- They are safe, guided and cared for, while developing independence, resilience and creativity;
- They develop as happy, successful, respectful and responsible citizens, who will play a positive role in the school, the community and society as a whole;
- They develop the skills and qualities needed to do this, which will prepare them for further study and the world of work;
- They have a wide range of enriching experiences and different learning opportunities;
- They have access to excellent teachers, quality support staff and superb facilities and technology;
- They are able to be the best they can be.

Curriculum Overview

Our ambitious curriculum at Saltley Academy is built to inspire and challenge students, giving them opportunities to develop and become outstanding learners. It aligns with the WHMAT strategic vision for teaching and learning as it is both broad and rich, underpinned by our principle of respecting the rights of all in our community, and meets individual needs, allowing all students to secure outstanding achievements.



Saltley Academy - Candidate Pack

We aim to provide our students with a breadth of knowledge, skills and experiences that enable them to reach their full potential academically, culturally, socially, morally and spiritually. As a Rights Respecting School, Articles 29 (the goals of education) and 31 (the right to leisure, play and culture) are central to the aims of our curriculum.

At Saltley Academy students will:

- Experience a broad, rich and inspiring curriculum
- Be literate and numerate
- Learn to become active citizens
- Learn and develop the Saltley Outstanding Learner Qualities needed for success in life, including becoming confident, articulate orators
- Prepare for and secure the foundations for future progression

Standards and Expectations

Saltley Academy's behaviour vision is built around the 4 Rs, creating a culture where every student can thrive. We expect all members of our community to be Respectful in their interactions, valuing others and contributing positively to our environment; Responsible for their actions, choices and learning; Ready to engage, equipped and focused every day; and Reflective in considering how they can grow, improve and learn from experience. These four principles underpin our behaviour culture, shaping a safe, calm and ambitious Academy where students develop the character and habits needed for success.



Broad and Rich Curriculum

At KS3, the curriculum is broad, and students experience the full National Curriculum through each subject's learning journey, giving them opportunities to explore each subject and become junior experts e.g. junior historians whilst learning the key knowledge and principles required. Each learning journey has been carefully planned for all to make progress towards goals, sequenced to make sense and build on prior learning. Subjects make links with each other which allows students to make further meaningful links with knowledge information and skills and gives them further opportunities to recall and practise this knowledge and skills. Our curriculum at KS3 inspires students to develop the skills of enquiry and curiosity in order that they become lifelong learners.

Our curriculum is ambitious for all and academic rigour is integral to every curriculum pathway at KS4. Students are carefully matched to their pathway to ensure they are able to reach their potential, achieve academic success and continue their learning at Post 16 on the course of their choice. The English Baccalaureate suite of subjects is the most ambitious pathway, giving a breadth and depth of curriculum that will enable any chosen path in further education. The majority of students will take the Ebacc, while students who demonstrate the commitment, resilience and aptitude required, will also study separate Sciences instead of Combined Science. The majority of students will achieve 9 GCSEs at the end of Year 11, with selected students working towards 8 GCSEs, with an addition focus on the core subjects English and Maths.



Saltley Academy - Candidate Pack

Our curriculum maintains the flexibility needed for some of our students with high level SEND, either in mainstream or in the Bridge (our Resource Base for pupils with Autism). We are able to offer Asdan for preparation for life skills, and allow students to work towards Entry Level in the core subjects before taking the GCSEs in these subjects.

Job Description

Job Advertisement: Pastoral Support Mentor

Saltley Academy is seeking to appoint a suitably qualified, hard-working and enthusiastic **Pastoral Support Mentor** to support the work of our strong Pastoral Team. The **Pastoral Support Mentor** will support the school's commitment to ensuring that every pupil, particularly those with challenging behaviour needs or barriers to learning can access a high-quality, inclusive education. The role works closely with the Behaviour Support Manager, pastoral leaders, and teaching staff to remove barriers, track provision, and promote a culture of belonging.

Grade: GR3

Line managed by: Behaviour Manger

Contract Type: Full-Time – Term Time Only Permanent

Location: Saltley Academy, [Birmingham]

About Us:

Saltley Academy is a thriving educational institution committed to excellence and inclusivity. Our mission is to provide a supportive and enriching environment where every student can achieve their full potential. Central to our administrative philosophy is teamwork. Post-holders are expected to embrace this principle and act flexibly in response to the day-to-day needs of the Academy.

Purpose of the Role

The Pastoral Support Mentor will play a vital role in supporting students' academic progress, personal development, and positive behaviour at Saltley Academy across at-risk groups. The postholder will build strong relationships with students, families, and the wider community to raise aspirations, celebrate achievement, and help every student reach their full potential. The Mentor will work closely with the pastoral and safeguarding teams to support students who require additional behavioural and emotional guidance. You will play a key role in promoting positive conduct, improving engagement, and reducing barriers to learning.

Key Responsibilities

1. Academic and Behaviour Support

- Providing 1:1 and small-group behavioural support — Deliver targeted mentoring sessions that help students understand triggers, develop self-regulation strategies, build positive habits, and improve their conduct both in and out of lessons. Tailor support plans to individual needs and monitor progress over time.
- Supporting students with social, emotional and mental health needs — Offer compassionate, structured SEMH support, helping students manage anxiety, low mood, friendship issues, trauma, and emotional dysregulation. Work closely with the pastoral and safeguarding teams to ensure early identification and timely intervention.
- Implementing behaviour intervention strategies — Use evidence-based approaches such as restorative conversations, solution-focused coaching, de-escalation techniques, and behaviour coaching programmes. Adapt strategies to meet the needs of vulnerable or high-risk students.



Saltley Academy - Candidate Pack

- Monitoring attendance, punctuality and classroom engagement — Track patterns of absence, lateness, and disengagement, intervening early to remove barriers to learning. Work with students to set goals, improve routines, and re-establish positive learning behaviours.
- Liaising with parents, teachers and external agencies — Build strong, constructive relationships with families, keeping them informed and involved in their child's progress. Collaborate with teaching staff, pastoral leaders, and external professionals (e.g., Early Help, CAMHS, social care) to ensure a coordinated approach.
- Supporting restorative practices and reflection sessions

2. Behaviour, Attendance and Wellbeing Support

- Promote positive behaviour, attendance, and engagement across the academy.
- Support students in developing self-regulation, resilience, and respectful relationships.
- Implement and review individual behaviour support plans in collaboration with the pastoral team.
- Provide restorative mentoring and mediation to resolve conflicts and rebuild relationships.
- **Maintain detailed records of behaviour incidents, interventions, and outcomes**, sharing updates and analysis with SLT when required.
- Ensure that correct administration and logging of incidents, with clear communication to all stakeholders

3. Family and Community Engagement

- Act as a key link between Saltley Academy and **Parents of students who require behavioural support or who are placed on pastoral support plans**.
- Support parents and carers in understanding school expectations, policies, and how to support their child's learning.
- Help families access community resources and external support services.
- Organise and participate in **whole school events, family workshops, and celebration evenings** to promote inclusion and strengthen school-community relationships.

4. Celebration and Raising Aspirations

- Recognise and celebrate student achievements through assemblies, newsletters, and academy events.
- Encourage student participation in enrichment activities, community projects, and leadership opportunities.
- Support careers education, guidance, and aspiration-building activities for disengaged pupils.
- Serve as a positive role model who inspires ambition, confidence, and perseverance.

5. Monitoring, Record Keeping, and Reporting

- Maintain accurate and up-to-date records of academic, behavioural, and wellbeing interventions.
- Monitor student progress and produce reports for Heads of Year and SLT to inform decision-making and future planning.
- Contribute to case studies, data analysis, and evaluation of intervention impact.
- Ensure all work complies with academy safeguarding and data protection policies.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.



Person Specification

Job Advertisement: Pastoral Support Mentor

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Grade: GR3

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Contract Type: Full-Time – Term Time Only Permanent

Location: Saltley Academy, [Birmingham]

Detail	Essential (✓)	Desirable (✓)
Educated to GCSE level or equivalent	✓	
Further education qualification (A-Level or equivalent)		✓
Relevant qualification in mentoring, education, youth work, or counselling		✓
Experience working with young people in an educational setting	✓	
Experience providing one-to-one and group mentoring	✓	
Experience supporting behaviour management and academic progress	✓	
Experience engaging families and building community links	✓	
Experience organizing whole school events and promoting inclusivity		✓
Experience in monitoring and evaluating interventions to measure impact		✓
Fluent in English (spoken and written)	✓	
Strong interpersonal and communication skills with students, families, and staff	✓	
Ability to build trust and positive relationships with all stakeholders	✓	
Ability to plan and deliver mentoring sessions and workshops	✓	
Competent in using IT systems for administration, data tracking, and reporting	✓	
Ability to analyse data to assess progress and impact of interventions		✓
Understanding of safeguarding and child protection procedures	✓	
Knowledge of strategies to raise aspirations and improve behaviour	✓	
Awareness of cultural diversity and inclusion	✓	
Familiarity with school systems for attendance, behaviour, and academic monitoring		✓
Positive, proactive, and solution-focused attitude	✓	
Commitment to equality and diversity	✓	
Ability to work collaboratively as part of a team	✓	
Organised and able to manage administrative tasks effectively	✓	



Saltley Academy - Candidate Pack

Flexibility to work occasional evenings for events and family engagement		✓
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Equal Opportunities

Saltley Academy is an equal opportunities employer. We are committed to creating a diverse and inclusive workplace where everyone feels respected and valued. We encourage applications from all individuals regardless of race, gender, disability, sexual orientation, or age.

If you meet these criteria and are passionate about making a difference in the lives of students, we encourage you to apply for this position at Saltley Academy.

We are part of Washwood Heath Multi Academy Trust, welcoming students from 11 years old to 16 years old, providing a standard of academic excellence for secondary and education. We are very proud of the positive learning experience offered to our students and the support available to ensure they achieve their full potential.

We:

- offer an excellent induction programme within a friendly and supportive environment
- offer a whole range of opportunities to further develop colleagues' teaching skills and leadership potential, including a Supportive NQT Induction Process & Policy, Career Pledge for Teachers to support at each stage of career, paid opportunities to upskill via apprenticeship levy (right up to masters level).
- are creative and innovative in our approach to all aspects of school life
- have motivated, vibrant, multi-ethnic students and staff
- have a strong family ethos where individuals are respected and valued
- are part of the WHA Trust that provides numerous professional development opportunities