

Welcome to

Dedworth



Middle



WELCOME TO DEDWORTH MIDDLE SCHOOL

Mrs Chandler Headteacher



On behalf of Windsor Learning Partnership, Dedworth campus, governors and staff, I would like to thank you for your interest in working at Dedworth Middle School. I am proud to be the Executive Headteacher here, having taken up the post in September 2020. My priority is to ensure Dedworth Middle School continues to aim to become an outstanding school where every child can achieve their full potential in their academic, creative, personal, physical and moral development. Our focus is all about enabling children to ACHIEVE – to learn and make progress experiencing the highest quality teaching and learning within a happy, safe and secure environment. Happiness at school will lead to good progress and attainment and this is paramount to my vision. We are on an amazing journey which was validated by Ofsted and Challenge Partners. I feel so privileged to lead such an amazing team and am delighted that you are considering joining our wonderful school that I feel so passionate about.

Dedworth Middle School is a successful school and we are very proud of the achievements of all our pupils and staff. We believe in building excellent relationships with all our stakeholders and are always committed to high standards. We have built on an established culture of aiming high, and always going the extra mile. Whilst we are very proud of some excellent and outstanding practice, we know that reports and results are only part of the story. We use inspection and monitoring reports to plan ahead and focus on what we need to improve: we are committed to proactively addressing any development areas and therefore driving the school onto bigger and better things. At Dedworth, we enjoy some excellent facilities in well-maintained grounds but people and ethos make a school, not buildings! We are a happy school who believe in offering excellent learning, teaching and leadership for all; pupils are at the very heart of everything we do here!

Mrs Nicola Chandler
Executive Headteacher of Dedworth Campus



We are a fully inclusive middle school, currently with 520 pupils on roll aged from 9-13. At Dedworth Middle School, we pride ourselves on our inclusive ethos and strong sense of community. You'll be part of a supportive team that values collaboration, professional development, and the wellbeing of both staff and pupils. We work in an environment where opportunities are limitless, the children are supported, and outcomes always consider the whole child. We continue to aim for the highest of standards and provide a friendly and hardworking team.

We are part of the Windsor Learning Partnership which includes Windsor Girls' School, The Windsor Boys' School, Clewer Green CofE First School, Oakfield First School and Dedworth Green First School. In the heart of The Royal Borough of Windsor & Maidenhead, Dedworth Middle School has a strong reputation for being a community school with happy, successful pupils and a proven track record for high quality professional development. 'The why is behind every decision, and this always takes pupils into consideration and us as staff. It is a happy and lovely place to work and thrive.' Ofsted, June 2022.



ACHIEVE MENTOR

We are seeking an innovative and enthusiastic ACHIEVE Mentor to promote high expectations and support pupil engagement with learning. This role will include supporting SEN students, mentoring sessions with select students to improve student social, emotional mental health, supporting to improve student behaviour as well as being involved with targeted interventions. In this role you will be working with students 1:1 or in small groups to ensure they are achieving to their full potential.

The successful candidate will be:

- committed and passionate about providing support and guidance to pupils with barriers to learning
- able to promote effective participation, enhancing individual learning and maximising student's potential.
- enthusiastic, friendly and approachable
- organised, patient and resilient.
- proactive and diligent – focused on improve the wellbeing of all students.
- aware of positive behaviour approaches to enhance the learning for all students.
- willing to learn and develop important skills and strategies to improve student behaviours.
- Able to communicate efficiently with a wide range of students with a variety of background circumstances.
- a strong team player who forms excellent relationships with staff, parents and students
- willing to support the ethos of our school

About You

We are looking for someone who:

- Has good numeracy and literacy skills.
- Has experience of working in a school or educational establishment
- Has a knowledge of pastoral issues facing pupils which could affect their learning.
- Brings empathy, positivity, and a genuine commitment to improving outcomes for young people.

Essential qualifications include 5 GCSEs (A–C) including English and Maths. Experience of developing excellent professional relationships is also key.



Hours: Term time only. 32.5 hours a week. Permanent.

Salary: 26,656 - £27,074 FTE, pro rata. (Actual £19,892 - £20,204).

Required: April 2026

To get a feel for who we are and what we stand for, please visit www.dedworthmiddle.co.uk. If you have any questions about the role, please contact Mrs Kelly Mealing, PA to the Headteacher on kel.mel@dedworthmiddle.co.uk for more information. You are very welcome to contact us for an initial visit; we would be pleased to meet you.

As a Windsor Learning Partnership, we are committed to safeguarding children and promoting the welfare of children and young people. We expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. The successful candidate will be subject to Disclosure and Barring Service (DBS) checks along with other relevant pre-employment checks. CVs will not be accepted in place of an application form.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Closing date: 10/2/2026



ACHIEVE MENTOR

JOB PURPOSE

The Achieve Mentor will provide support and guidance to pupils with barriers to learning and those engaged with them. Promoting effective participation, enhancing individual learning and maximising their potential.

KEY AREAS OF IMPACT

Main Duties and Responsibilities:

Operational:

- Be based in The Achieve Centre (TAC). Provide support and guidance to individual pupils, helping them to resolve issues that are creating barriers to learning, agreeing ways of working together which maintains trust and engagement and help them catch up with lost learning.
- To support in classroom and complete behaviour support walks when required.
- Work closely with the Behaviour for Learning, pastoral and SEN teams and others at Dedworth Middle School to achieve a full and shared understanding of the needs of vulnerable pupils and those falling behind, identifying the barriers to learning and facilitating appropriate forms of provision to meet them.
- Provide effective liaison between the school and families, communicating with parents about issues and offering advice about strategies to deal with problems.
- With pastoral team members, agree how difficulties and potential conflicts will be managed, providing support to pupils who may display challenging and sometimes confrontational behaviour.
- Build and maintain relationships with pupils in sensitive situations ensuring they reach their full potential.
- Arrange groups and activities to support pupils of service families.
- Identify the legal framework relating to working with pupils and its impact on the pastoral support role.
- Maintain appropriate professional boundaries in all contacts and support of pupils and their families.
- Maintain the health, safety, protection and well-being of pupils throughout working procedure.
- Ensure own professional competence remains sufficient to provide effective support to students.
- Be prepared to be involved with breaktime support.
- Be prepared to attend at least one evening activity per year.
- Attend courses to develop professional skills in the area of Pastoral Mentoring.
- Maintain accurate records, and keep electronic systems updated.
- Contribute to reports about children when required.

ACHIEVE MENTOR

Additional Duties

- To play a full part in the life of the school community including duties to support the ethos and encourage pupils and colleagues to follow this example.
- To actively engage in the appraisal process.
- To continue personal development as agreed.

Other Duties:

Other tasks will be negotiated and agreed at the time of appointment and as required. Such tasks may be seen as an important part of the school's continuing professional development programme.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and accountabilities.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

SAFEGUARDING

Windsor Learning Partnership is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile.

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

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ACHIEVE MENTOR

PERSON SPECIFICATION

	Essential	Desirable
Qualifications		
5 GCSEs A-C including English and Maths	X	
Experience, Skills and Knowledge		
Experience of working in a school or other educational establishment	X	
Knowledge of the range of pastoral issues facing pupils which could affect their learning		X
A keen interest in supporting children with barriers to learning	X	
Experience of developing excellent, professional relationships	X	
Personal Skills and Qualities		
Strong commitment to raising standards	X	
Highly organised with excellent attention to detail	X	
Quick-learner	X	
Self-motivated, able to work with minimum supervision and prioritise tasks	X	
Good team player	X	
Enthusiastic, friendly, professional and approachable	X	
Effective communication and interpersonal skills with adults and children	X	
Empathy with pupils and parents	X	
An attitude which demonstrates resilience, positivity and perseverance.	X	
Positive personal behaviour and positive attitudes towards all members of the school community, including when under pressure	X	