



APPOINTMENT INFORMATION PACK



COOMBE
BOYS' SCHOOL

**Student Support Mentor
(SEND/PPG)**



Welcome To Coombe Boys' School

At Coombe Boys' School we are passionate about providing learners with opportunities that they would never have had before. We aim to fire the imagination and develop an aspiration and a work ethic that will enable learners to achieve their ambitions.

We believe that it is essential that school is a challenging, inspirational and transformational experience. We also believe that it must provide a moral framework for learners to live their lives by and that students perform to their best abilities when they feel supported, confident and happy.

We are enormously proud of our academic, sporting and cultural successes, however we are proudest of the fact that parents tell us that their sons are happy here and that they enjoy coming to school. Our successes have been recognised by the Department for Education who are funding a rebuilding programme for the school, which commenced in February 2025. This will provide us with brand new facilities giving staff and pupils a modern and sustainable environment in which to thrive.

Thank you for taking the time to look at the information relating to this post. Please do contact the school if you have any queries or would like a tour of the school.

Kind regards,

David Smith
Headteacher





Our Vision

Coombe Boys' School, is a community of learners that embraces innovation and inclusivity in teaching, leading to academic excellence and a world of opportunity for all. We strive to foster a culture of creativity and critical thinking that empowers our students to become confident lifelong learners and responsible global citizens. Our commitment to providing a diverse and inclusive learning environment ensures that every student is heard, recognised as an individual and feels valued and respected. The focus on academic excellence prepares students for success in an ever changing world. Our goal is to inspire our students to think beyond the classroom and to explore the endless possibilities that lie ahead, so that they may confidently shape their own futures and make a positive impact on the world.

Coombe prepares each student for their World of Opportunity by:

- **Delivering excellence** through innovative teaching that is inspirational and brings an ambitious, broad and inclusive curriculum to life. It engages every learner in their Coombe journey offering a transformational and challenging experience.
- **Driving ambition** by fostering a culture of creativity that develops all members of our community to be confident learners who are happy, resilient, embrace challenge and are excited by their own potential to shape the future.
- **Developing integrity** through a diverse and equitable community where every person is heard, recognised as an individual and feels valued and respected. Our shared purpose promotes exemplary behaviour, outstanding and supportive relationships between all above all, ensuring kindness permeates every day life.



The Role

Job Description: Student Support Mentor (SEND/PPG)

Responsible to: Deputy Headteacher

Purpose of the post:

- To provide targeted pastoral, academic and attendance support for identified students eligible for SEND provision and/or Pupil Premium Grant (PPG) funding. The postholder will act as a key adult for a designated caseload of students, working closely with families, teaching staff and external agencies to remove barriers to learning, improve engagement and secure positive educational outcomes.
- The role focuses on improving attendance, punctuality, standards of uniform, completion of learning tasks, academic progress and student wellbeing through effective mentoring, monitoring and intervention.

Professional Values and Practice:

- Communicate effectively and professionally with all levels of staff, external organisations, pupils and parents.
- Understand the contribution that support staff and other professionals make.
- Contribute to and share responsibility in the corporate life of the school.

Key responsibilities:

Student Support and Mentoring

- Act as the primary point of contact for a designated group of SEND and PPG students.
- Develop positive, professional and supportive relationships with students to promote engagement, resilience and high aspirations.
- Meet regularly with students to review progress, set targets and address barriers to learning.
- Provide mentoring and coaching to support personal development, organisation, motivation and self-confidence.
- Support students in developing effective study skills, revision techniques and independent learning habits.

Attendance and Punctuality

- Monitor attendance and punctuality of allocated students on a daily basis.
- Identify patterns of absence or lateness and implement appropriate interventions.
- Liaise with parents/carers regarding attendance concerns and support plans.
- Work collaboratively with pastoral and attendance teams to improve attendance outcomes.
- Maintain accurate records of interventions, actions and outcomes.

Uniform and Standards

- Monitor standards of uniform and presentation amongst allocated students.
- Promote high expectations and support students in meeting school standards.
- Work proactively with families to resolve barriers affecting compliance with uniform expectations.
- Implement agreed support strategies where required.

Academic Support

- Monitor the academic progress and engagement of identified students.
- Support students in completing classwork, homework and coursework.
- Deliver individual and small-group interventions to improve learning outcomes.
- Work closely with teaching staff to identify students requiring additional support.
- Assist in developing and implementing strategies that promote progress across the curriculum.
- Encourage high levels of participation, effort and achievement.

Home-School Communication

- Develop positive and productive relationships with parents and carers.
- Maintain regular communication regarding attendance, behaviour, wellbeing and academic progress.
- Attend meetings with parents/carers as required.
- Support families in accessing school services and external support where appropriate.
- Act as an advocate for students and families to ensure effective communication between home and school.

SEND and Pupil Premium Support

- Work alongside the SENDCo and pastoral leaders to support implementation of SEND and Pupil Premium strategies.
- Contribute to the monitoring and evaluation of interventions and support programmes.
- Assist in identifying barriers to learning and developing personalised support plans.
- Support students in accessing reasonable adjustments and targeted interventions.
- Maintain confidential and accurate student records.



Monitoring and Reporting

- Track and analyse key indicators including attendance, punctuality, behaviour, uniform compliance and academic performance.
- Produce reports and updates for senior leaders, pastoral teams and the SENDCo.
- Maintain accurate records of all interventions and communications.
- Contribute to review meetings and student progress discussions.

General Responsibilities

- Promote safeguarding and the welfare of children and young people at all times.
- Adhere to school policies and procedures.
- Attend relevant meetings, training and professional development activities.
- Undertake other duties commensurate with the grade and nature of the post as reasonably directed by the Headteacher.

Key Internal Relationships:

- Headteacher and Senior Leadership Team, teaching staff, support staff, pupils and students.

Key External Relationships:

- Other relevant organisations, community partners, borough staff, other schools in and out of borough, parents, visitors to the school.

Budget Responsibilities:

- N/A

Health & Safety:

- Ensure health and safety and safeguarding regulations are observed at all times.

Terms of Employment

Time

Support staff do not have Directed Time within their hours. However staff may on occasion be asked to attend after school events and this is compensated for by their non-attendance at twilight Inset sessions.

Undertaking other duties as may reasonably be expected

NB This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment after consultations with the post holder.

Agreed by: _____

Date: ____ / ____ / ____





The Person

Person Specification: Student Support Mentor (SEND/PPG)

The following comprises the qualifications, personal qualities, skills and experience required to fulfil the duties as outlined in the job description.

ESSENTIAL	DESIRABLE
• HLTA status or equivalent qualification/experience. • Experience of working with secondary-aged students. • Understanding of SEND and barriers to learning. • Knowledge of strategies to improve attendance and student engagement. • Strong interpersonal and communication skills. • Ability to build positive relationships with students, parents and staff. • Excellent organisational and record-keeping skills. • Ability to work independently and as part of a team. • Good ICT skills and experience of maintaining student records.	• Experience of working with vulnerable, disadvantaged or Pupil Premium students. • Experience of delivering academic interventions. • Knowledge of attendance procedures and safeguarding requirements. • Experience of working with external agencies and support services.

Key Outcomes:

The successful postholder will contribute to:

- Improved attendance and punctuality of identified students.
- Improved standards of uniform and readiness to learn.
- Increased completion of classwork, homework and coursework.
- Improved academic progress and attainment.
- Stronger engagement of parents and carers.
- Improved student confidence, wellbeing and participation.
- Reduced barriers to learning and enhanced educational outcomes for SEND and PPG students.



Our Future

We have embarked on a multi-million pound rebuild project which will dramatically change the school and give us the most up to date facilities in the local area. The whole process is expected to take 3.5 years, and the end result will be a modern, welcoming, sustainable school which will transform the learning environment for students and staff.

Building work is currently focused on the new Sports and Performing Arts block, and when that is complete, work will begin on the main teaching building. The new buildings will give us improved department organisation and increased usable outdoor space.

Take a look at our new build [Fly Through](#) to see more.

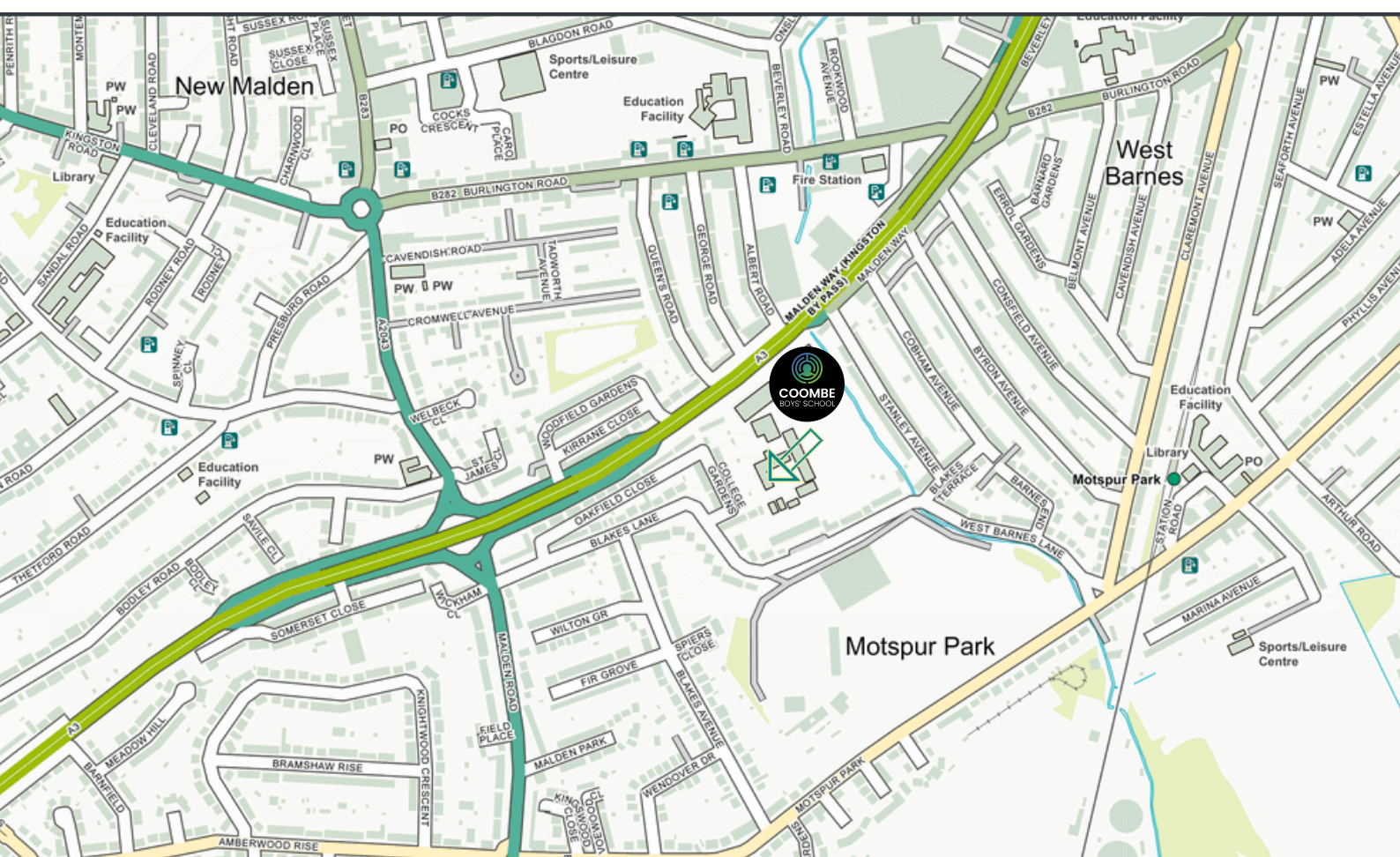


Our Location

We are fortunate to be located in an area with excellent transport links, whether you are travelling by public transport or by car.

If driving, Coombe Boys' School can be found just off the A3 at the New Malden roundabout. We have staff parking on site.

When travelling by public transport we are located on a number of bus routes, and our closest train station is Motspur Park which gives direct access to Wimbledon (6 minutes) and Waterloo (25 minutes).



Closest Train Station: Motspur Park (12 minute walk), New Malden (22 minute walk)

Bus Routes Close By: 213 (Sutton to Kingston), K1 (New Malden to Kingston via Tolworth & Surbiton), K5 (Kingston to Morden), 131 (Kingston to Tooting), SL7 (Croydon to Heathrow, and more).

Coombe Boys' School, College Gardens, New Malden, KT3 6NU



COOMBE

BOYS' SCHOOL

Coombe Boys' School
College Gardens
New Malden
KT3 6NU

www.coombeboysschool.org



COOMBE
SIXTH FORM



Coombe
Academy Trust