



QUEEN MARY'S GRAMMAR SCHOOL

Academic in purpose - Generous in approach - Enterprising in spirit - International in outlook



Information Pack

Academic Mentor

Required from September 2026

Permanent, Full Time, Term Time Only

NJC SCP 9 - 17

Queen Mary's Grammar School
Sutton Road,
Walsall,
WS1 2PG

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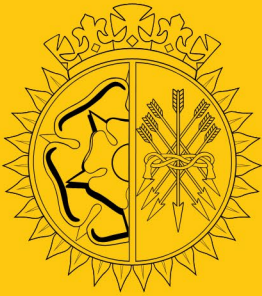


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Welcome



Queen Mary's Grammar School was founded in 1554 by Mary Tudor. We have been shaped by our past and are proud of our traditions, but we are also confident of an exciting future as we help to shape the new educational landscape with our partners in the Mercian Trust.

Queen Mary's is an academically selective school. It is our aim to support pupils to achieve their full academic potential. We value the life of the mind and want to pass on a love of learning.

Outside the classroom, we offer a range of life-enriching opportunities: time at our Field Centre in Wales; membership of our thriving Combined Cadet Force; individual and team sports; foreign exchanges and travel; participation in music, debating and public speaking and many other activities. We believe that achievement and enjoyment go hand in hand.

We equip our pupils to meet the challenges of a rapidly changing world. Most choose to go on to higher education. Through partnership between School, pupil and parents, we aim for the examination success that will open doors to the very best universities and international employers. It is our mission to attain excellence in all that we do.

Our House system celebrates the four pillars of school life at Queen Mary's: an academic focus, an international ethos, an enterprising spirit and a sense of community. We enjoy our social, cultural and ethnic diversity and recognise our many privileges. We are keen to share what we have - experience, expertise, enthusiasm - both with those who live on our doorstep and those from further afield.

To do so is very much in the spirit of our motto *quas dederis solas semper habebis opes*: it is what you give that you will keep as eternal riches.

Richard Langton

Headmaster

About Us

Queen Mary's Grammar School is an invigorating and rewarding place to work: the pupils are intelligent and committed to study; the staff are friendly and forward looking. It is more than just a place of work – it is a thriving community, proud of its past and confident of its future. In March 2023, it was recognised as 'Outstanding' in all areas by Ofsted.

There are currently almost 1400 pupils on roll, including over 500 in the Sixth Form. The School has an outstanding academic record and regularly features at the upper end of the national league tables. In 2025, 68% of GCSE grades were 7-9 and 70% of A Level grades were A*, A or B. We are especially proud of our value-added scores, which regularly place us among the top schools in the country for progress. We do not rest on our laurels, but encourage all our pupils to realise their full potential.

In June 2011, the School converted to Academy status and we have undertaken a series of exciting building projects since then, including a new Sixth Form Centre, science labs and a humanities wing, music and PE refurbishments, extensions to existing English and maths classrooms, as well as a new dining room and reception. We were a founding member of the Mercian Multi Academy Trust (along with five other schools) in January 2018. Over the past few years, we completed projects to add additional capacity through the building of extra science rooms, a humanities block and a sixth form study annexe.

The School encourages an enterprising and international outlook: trips, expeditions and exchanges have gone all over the world in recent years, as well as a wide range of vibrant and formative educational visits and experiences closer to home such as theatre visits, visiting speakers and the mental health ambassadors programme. We are proud to appear in Ross Morrison McGill's recent book *Just Great Teaching*, showcasing our mental health work.

We want our pupils to lead happy and fulfilled lives. Learning here is not just about passing exams, but about enjoying the life of the mind. We also encourage all our pupils to take part in a wide range of enrichment activities in music, sport, the Combined Cadet Force and at our Field Centre on the Afon Mawddach in Southern Snowdonia. We have been named in the Top 100 cricket schools by the *Cricketer Magazine* for the second year in succession.

Our pupils come from diverse backgrounds, but they all thrive on the sense of support, encouragement and care that characterises Queen Mary's.

Benefits of working at Queen Mary's Grammar School

- teach gifted and intelligent students who have a real motivation to succeed
- a thriving and expanding school that achieves examination success, particularly at GCSE level
- professional autonomy in the classroom – you are encouraged to teach in a style that suits you and your subject
- a Headmaster and Senior Leadership Team that operate an open-door policy to support colleagues personally as well as professionally
- we take our mental health seriously, considering workload and staff wellbeing
- a dedicated induction programme for new staff and ECTs to ensure you are supported at whatever stage of your career you join us
- opportunities to play a role in the wider life of the school, including involvement in the CCF, music, debating, drama, coaching of sports teams and other trips and opportunities, such as visits to Farchynys (our Welsh field centre)
- career progression – many of our current middle and senior leaders are “home-grown” promotions from within.

Find out more

You can find out more about our school at <http://www.qmgs.walsall.sch.uk>.

Please contact Mrs N Turner (SLT Administrator) if you would like to discuss the role further via email; n.turner@qmgs.merciantrust.org.uk

The Role

Job Title:	Academic Mentor – English Intervention & Welfare Hub
Grade / Salary:	NJC SCP 9-17 Actual Salary: £23,442- £26,801 (FTE: £27,254 – 31,022)
Hours:	37 hours per week, Term Time Only
Purpose of Job:	<p>The Academic Mentor will provide targeted academic intervention and structured individual support for vulnerable students, with a particular focus on improving GCSE English outcomes and supporting vulnerable students accessing the Welfare Hub.</p> <p>Approximately 50% of the role will involve leading small-group GCSE English and literacy intervention through timetabled withdrawal from option subjects for carefully selected Year 10 and Year 11 students. The postholder will also plan and deliver small, targeted lunchtime KS3 literacy clubs to promote reading confidence, writing fluency and a positive engagement with English beyond the classroom for those identified as requiring support from an earlier stage. The remaining 50% of the role will be based within the Welfare Hub, providing 1:1 and small-group academic mentoring for students with SEND, SEMH, anxiety, or other barriers to accessing mainstream lessons.</p> <p>The postholder will work closely with teaching staff, the SEND and pastoral teams to ensure joined-up, purposeful support that improves attainment, engagement, attendance and reintegration into lessons.</p> <p>Reporting to: Deputy Headteacher (with day-to-day liaison with SENDCo, Head of English, and Lead Academic Mentor)</p>

Key responsibilities:

GCSE English Withdrawal Group Mentoring (c. 50%)

- Deliver small-group GCSE English and literacy intervention for targeted Year 10 and Year 11 students through planned, individualised curriculum pathway amendments.
- Teach core literacy skills
- Develop skills in extended writing and exam technique
- Align all intervention content with GCSE English Language assessment objectives and whole-school literacy strategies.
- Work with small groups of students, identified through data analysis, teacher referral, and SEND/Pupil Premium oversight.
- Liaise closely with English teachers to ensure coherence with classroom teaching and examination requirements. Provide regular reports for SLT, Heads of Year, Head of English and teaching staff to facilitate ongoing intervention programmes, using existing and future systems such as Bromcom, CPOMS, MS TEAMS.
- Monitor and track student progress, maintaining clear records of intervention and impact, including individualised action plans.
- Support the organisation, training and oversight of Year 12 student peer mentors where appropriate.

- Encourage independence and self-motivation, ensuring that all students understand the importance of wider and more accurate reading, “hinterland”, cultural context and a general love of reading for pleasure

Welfare Hub Academic Mentoring (c. 50%)

- Provide structured 1:1 and small-group academic mentoring for students accessing the Welfare Hub.
- Support SEND and SEMH students who are temporarily unable to access mainstream lessons, ensuring curriculum continuity and purposeful learning.
- Coordinate academic work from subject teachers so that time spent in the Hub remains focused and productive.
- Help students build confidence, independence and readiness to reintegrate into mainstream lessons.
- Contribute to reintegration planning, including short-term scaffolding and confidence-building strategies.
- Work collaboratively with SEND, SEMH, safeguarding and pastoral staff to ensure consistent, joined-up provision.
- Maintain regular contact with parents/carers as appropriate and encouraging positive family involvement in the learning process
- To support the successful learning and participation of targeted students across a range of education activities, including extra-curricular opportunities.
- To liaise with external bodies where appropriate, including colleagues at The Mercian Trust, Social Services LA officers, staff in other schools

General Responsibilities:

To play a role, under the overall direction of the Headmaster, in:

- creating a school environment with an outstanding care and guidance of, and for, all members of the School community;
- promoting the ethos of the School, e.g. with regard to attitudes to learning, effective study habits, standards of behaviour, dress code, punctuality and attendance;
- contributing to the overall high academic achievement of the School by demonstrating and supporting outstanding teaching and learning

This includes:

- being an active member of the School community who is passionate about ensuring an excellent standard of teaching and learning;
- providing a flexible service that adapts to the changing needs of the School community and responds to day-to-day situations as they arise;
- ensuring that a proactive customer service approach is adopted in all tasks undertaken;
- ensuring that the School community has the right information at the right time to enable an excellent service;
- contributing to the ethos of the School by participating in enrichment activities;
- taking on relevant responsibilities that are both essential or add value to the School community
- being aware and alert to the care of each child in the School, monitoring as appropriate and raising concerns when they appear;
- having an awareness of how SEND can impact learning, behaviour, emotional regulation and access to the curriculum
- being a professional role model with a clear understanding of tolerance and the importance of diversity;

- developing positive and collaborative working relationships with, and between staff to provide them with appropriate support and guidance in achieving the school's priorities and targets;
- attending and participating in meetings, as required;
- regularly reviewing own practice, setting personal objectives and taking responsibility for self-development;
- consistently enhancing knowledge of educational initiatives, information and communications technologies and developments in relation to your role utilising self-directed learning;
- managing own workload and that of others to allow an appropriate work / home life balance;
- attending out-of-school-hours events, as directed by the Headmaster, Line Manager or another member of the Senior Leadership Team;
- undertaking any other professional duties reasonably delegated by the Headmaster, Line Manager or another member of the Senior Leadership Team.

Other requirements:

- to be aware of all Safeguarding and Child Protection updates, as well as the need for data protection compliance at all times;
- to carry out responsibilities at all times with due regard to the organisation and arrangements for Health and Safety at Work (including the preparation of Risk Assessments);
- to carry out duties in line with the School's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment;
- Understand the importance of confidentiality and take all necessary steps to protect individuals' personal data according to GDPR, by following Mercian Trust policies and accessing all available training.

Person Specification:

This post may suit a candidate interested in progressing on to a teaching career in the future. Queen Mary's Grammar School has developed excellent links with our teacher-training delivery partners.

Personal Qualities and Professional Relationships:

- To have studied an English-related subject at least to A Level, preferably with an English-related degree
- To have a positive and motivated approach to work;
- To have an excellent customer service approach;
- To be able to work in a supportive and patient manner with all students;
- To be flexible and approachable and inclusive when supporting all students
- To be resilient and calm under pressure;
- To have excellent administration and time management skills;
- To proactively engage with pupils and students and have presence in order to maintain excellent standards of behaviour;
- To be able to establish and develop good relationships with all involved in the School community, working well within different teams;
- To demonstrate a flexible approach to work and changing priorities.

Skills:

- To be competent in the use of ICT and data entry, including Bromcom and all Microsoft packages;
- To have excellent communication skills, both oral and written;
- To have experience of communicating with people at all levels across an organisation.

Operational experience:

- To have experience of working with and supporting young people;
- To have experience of using management information systems and/or online systems.
- To have experience of working with students with SEND and/or additional needs, including Autism, SEMH or anxiety

Other:

- To have an understanding and willingness to be involved in School enrichment activities;
- To have an understanding of the School environment and priorities for learning.

*Queen Mary's Grammar school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment. **Safeguarding and Safer Recruitment Policies can be found on our website.** This position is subject to appropriate vetting procedures, including a criminal record check from the Disclosure and Barring Service (formerly CRB) which will require you to disclose details of all unspent and unfiltered spent reprimands, formal warnings, cautions and convictions as part of the recruitment process.*

The Mercian Trust

Queen Mary's Grammar School is a Founder Academy of the Mercian Multi-Academy Trust.

As one Trust we share a common purpose. We call it our social mobility and social justice mission to change our communities through the very best equitable education. When we get this right, it enables our children and young people to fulfil their potential, thrive in the world of work, and make a positive contribution to the local, national and international community.

Put simply, our common purpose is to increase opportunities and improve outcomes for our students. We are particularly committed to students who are under-served and under-resourced. We prioritise those who have special educational needs and disabilities, or who are more likely to face discrimination for whatever reason.

It is this common purpose that fuels everything we do. We deliver impactful, sustainable and ethical continuous school improvement in our schools to ensure the children and young people in the communities we serve learn in the very best and most inclusive schools.

We are deeply rooted in the communities we serve (which are the education investment areas of the West Midlands). We adopt a pioneering spirit and look to lead the sector with innovative solutions to the problems our students and families face.

We are proud of our achievements so far:

- Our selective schools are the most successful in the country at increasing the number of local disadvantaged students passing the entrance test and joining our grammar schools.
- Our St Matthew's campus in Walsall Town centre has brought new investment and innovation to the town and is home to our Alternative Provision Free School for students at risk of exclusion from Mainstream education. the campus is home to our Studio School where students can take a more technical or vocational route to university and employment - and also the home of our Digital Skills Hub connecting schools with employers and our students with industry professionals.
- Our social mobility and social justice mission goes beyond traditional education and training. We are proud to have hosted the region's first Youth Suicide Awareness and Prevention Conference at Villa Park, building on our pioneering work in youth mental health.
- Our innovative multi-disciplinary team of clinicians and allied health professionals support our vulnerable students, reducing clinical assessment waiting times from nearly 12 months to just 2 weeks.
- Our social mobility and social justice mission is both what we do, and who we are. We exist to enable all our students to fulfil their potential, thrive in the world of work and make a positive contribution to their local, national and international community.

Location

Queen Mary's Grammar School
Sutton Road
Walsall
West Midlands
WS1 2PG

Tel: 01922 720696
Fax: 01922 725932

Queen Mary's Grammar School is located on the Sutton Road, in the leafy south of the town and close to the centre of Walsall. Travel to the school is very convenient, being approximately 10 minutes' drive from both junctions 7 and 9 of the M6.

There are good bus links from Birmingham to Walsall (with the 51 and X51 buses) and there is a direct train route to Birmingham from nearby stations in the town centre, Bescot Stadium and Tamebridge Parkway.

The close proximity of Walsall, Wolverhampton and Birmingham City Centre provides excellent access to shopping, leisure facilities, museums, cinemas and a wide range of nightlife.

House prices in Walsall are also very competitive compared to the Midlands as a whole and there is a range of good local primary schools and nurseries for those with young families seeking to move close to Queen Mary's.

You are very welcome to visit the school. Please contact Mrs N Turner at n.turner@gmgs.merciantrust.org.uk to arrange a visit.

Queen Mary's Grammar School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. Safeguarding and Safer Recruitment Policies can be found on our website.