



Pastoral Mentor  
March 2026





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire, HU5 4QH

Telephone: 01482 342229

Email: [info@kelvinhall.net](mailto:info@kelvinhall.net)

Website: [www.kelvinhall.net](http://www.kelvinhall.net)

Headteacher: Mr J Shaw

Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy

## Welcome letter from the Headteacher

Dear Applicant,

Thank you for enquiring about the position of Pastoral Mentor (Personalised Learning Department) at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. We have approximately 1600 pupils on roll with a year 7 intake of 320 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and values, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Headteacher, James Shaw**, at [info@kelvinhall.net](mailto:info@kelvinhall.net) or contact the school on 01482 342229.

Yours faithfully

A handwritten signature in black ink, appearing to read 'James Shaw'.

**James Shaw**

**James Shaw**  
Headteacher





## Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of three secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.

We are proud to be working in partnership with Newland School for Girls and The Boulevard Academy in the secondary Trust.



# Senior Leadership Team



**Christopher Leng**  
Director of Secondary Education



**James Shaw**  
Headteacher



**Claire Grandidge**  
Deputy Headteacher  
DSL



**Lauren Piercy**  
Deputy Headteacher



**Jayne Graham**  
SEND



**Jo Andrews**  
Inclusion



**Rachel Hilton**  
Personal  
Development



**Claire Keddy**  
Developing  
Teaching



**Caroline Dawes**  
Key Stage 3

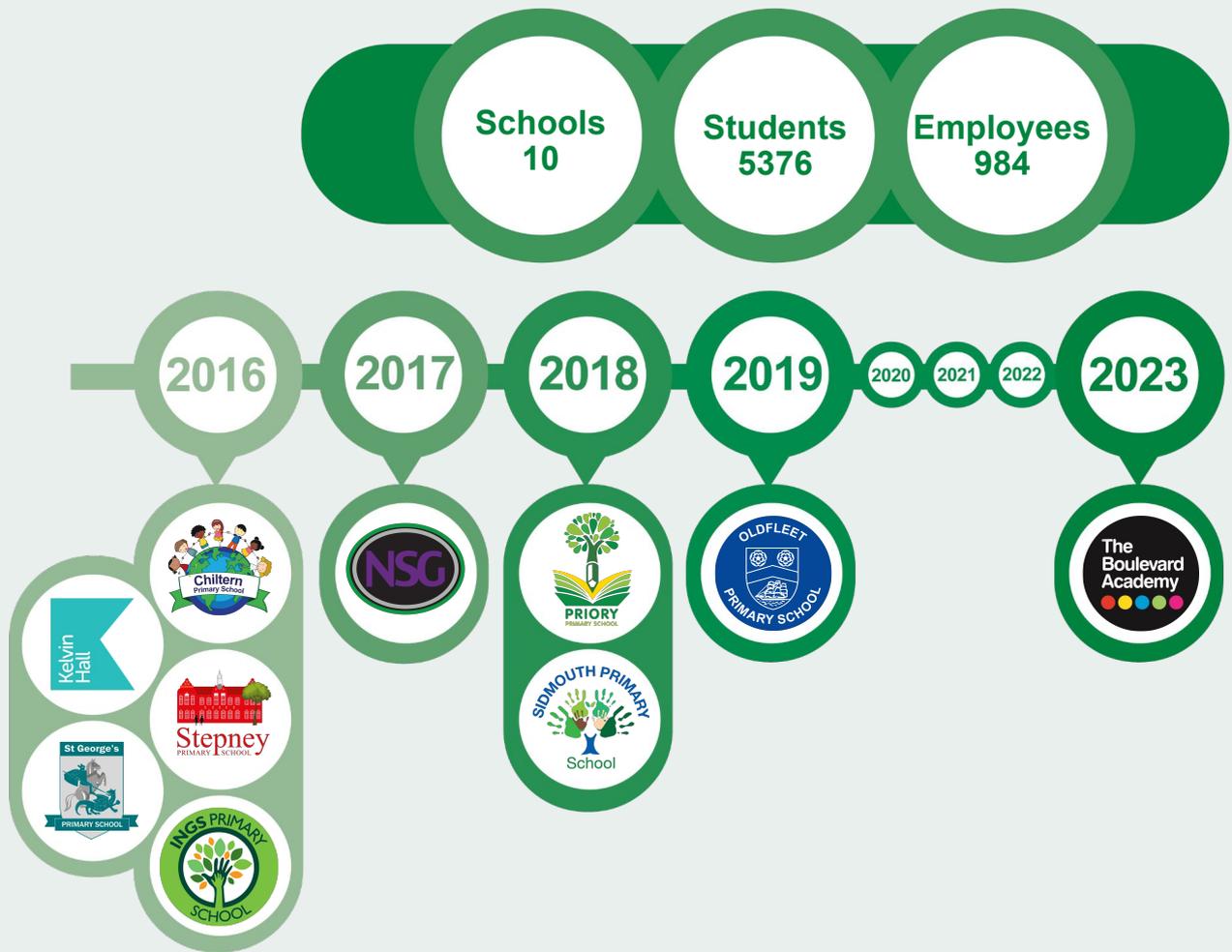


**Emily Sansam**  
Key Stage 4



**Craig Suddaby**  
Behaviour  
and Culture

# Our Journey so far...



## Our Partners

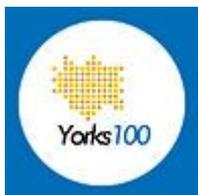
Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:  
Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH  
Tel: (01482) 342229 | Email: [jobs@thrivetrust.uk](mailto:jobs@thrivetrust.uk)



**Pastoral Mentor (Personalised Learning Department)**  
**Grade 5, SCP 8 - 12 (£20,642 - £22,008 actual salary)**  
**33 hours per week, term time, plus 5 training days**  
**Monday 8.30am to 4:00pm, Tuesday to Friday 8.30am to 3.30pm, (30 minutes unpaid lunch break)**  
**Permanent**  
**To start as soon as possible**

**Thrive Co-operative Learning Trust** is a vibrant family of ten schools across Hull – three secondary and seven primary – united by a shared purpose: to inspire pupils to thrive in life. Each Thrive school is a dynamic community of staff, pupils, and families working together to unlock every child's potential.

### **The Opportunity**

We wish to appoint a suitably experienced candidate to work alongside colleagues in the school's Personalised Learning Department (PLD) and Internal Exclusion Base. These areas provide bespoke and modified learning opportunities away from mainstream lessons to enable effective learning for specific vulnerable students. You will be responsible for supporting students and implementing strategies to improve the behaviour and attendance of students who may be struggling to meet the school's expected standards in either of these areas.

### **What You Will Bring**

The position demands high professional standards and experience of working with adolescents/young adults.

This is a fantastic opportunity to join a forward-thinking School which is committed to academic excellence, continual development of staff, and innovative teaching and learning strategies. This is within the context of outstanding pastoral care and curricular provision to ensure the best possible student experience.

### **What We Offer**

- An inclusive and forward-thinking school within a supportive Multi-Academy Trust
- Opportunities for professional growth through leadership development programmes
- Access to our staff benefits platform, including retail discounts, gym membership offers, and savings schemes such as cycle-to-work
- Membership of the Local Government Pension Scheme

### **Next Steps**

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Alex Rey (PA to the Headteacher/SLT) via email at [info@kelvinhall.net](mailto:info@kelvinhall.net) or telephone Kelvin Hall School on 01482 342229 to arrange this.

**Closing date: Friday 10th April 2026, 9:00am**

**Interviews: Week commencing Monday 13th April 2026**

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

**Please note, we do not accept CVs, applications must be submitted using our application form.**

**Our commitment to Safeguarding:** Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

**Our commitment to equality and diversity:** Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.

# Job Description

<b>Post Title</b>	Pastoral Mentor (PLD)
<b>Grade</b>	5
<b>Location</b>	PLD Base/Internal exclusion base
<b>Reporting to</b>	Personalised Learning Development Co-ordinator

## Purpose of Role

To provide support and guidance to students, removing barriers to learning in our personal learning development base/Internal exclusion base in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential. The Pastoral Mentor supports the school in raising standards specifically through raising the aspirations of students, addressing negative attitudes, improving attendance and reducing exclusions.

## Key Responsibilities

### Role

To provide support and guidance to students, removing barriers to learning in our personal learning development base/internal exclusion base in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential. The Pastoral Mentor supports the school in raising standards specifically through raising the aspirations of students, addressing negative attitudes, improving attendance and reducing exclusions.

## Key Responsibilities

- To promote and safeguard the welfare of children, young people and/or vulnerable adults. To provide support and guidance to students who are at risk of underachieving by removing the barriers to learning.
- To facilitate the sharing of information between the school, parents and outside agencies.
- To support the whole school behaviour policy to create a positive climate for learning.
- To provide welfare support for pupils within the base including those students with vulnerable needs.
- Attend and participate in regular meetings (e.g. Multi- Agency, Case Reviews), training courses and other learning activities as required. Identify possible child protection issues and bring to the attention of the Child Protection Co-ordinator. To establish effective contact with parents and outside agencies to address issues relating to achievement, attendance, behaviour, homework/coursework.
- To keep detailed records of intervention and use data.
- To support specific activities appropriate to Year groups
- To attend Year Group Parents Evenings to meet/greet parents where appropriate.
- To use initiative to follow procedures in accordance with school policies with minimal supervision/managerial direction.
- To exercise discretion in identifying appropriate contacts/arranging meetings and setting targets for students. To be professional in all requests when dealing with parents and other agencies.
- To work flexibly in the interests of the school as required.
- To participate in school support staff professional development and undertake staff development activities as appropriate, attending any relevant training and/or meetings.
- To work in a professional manner with integrity, maintaining student and staff confidentiality.
- To comply with the school policies and codes of practice in relation to Health and Safety, Equality and Diversity.
- Any other duties of a similar nature and level of responsibility as requested by the PLD Co-ordinator, Director of Pupil Behaviour

## Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

<b>Responsibilities for Staff:</b>	None
<b>Responsibilities for Customers/Clients:</b>	Safeguarding and promoting the welfare of children. Responsible for supporting the learning and welfare of students. Responsible for keeping parents informed about progress Liaise with other partner agencies regarding referrals and agreeing a way forward
<b>Responsibility for Budgets/Financial Resources:</b>	None
<b>Responsibility for Physical Resources:</b>	Responsible for case files on a day-to-day basis, which contain confidential and often sensitive information. Ensure accurate records are kept

		E	D	How Identified
<b>Qualifications</b>	GCSE in English & Maths at Grade C/ 4 or above	✓		QC
	Counselling Qualification		✓	
	ICT qualification or skills		✓	
<b>Relevant Experience</b>	Broad experience of working with families and young people in a school environment.	✓		AF, I, R
	Broad experience of working with young people who are disadvantaged	✓		
	Extended experience of working within an educational environment with children with complex needs	✓		
	Motivation to work with children and young people and/or vulnerable adults.	✓		
	Direct experience of working with partners from a wide range of organisations		✓	

<b>Skills &amp; Abilities</b>	Motivation to work with children and young people	✓		AF, I, R
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		
	Able to work as part of a team as well as individual, but also the ability to work under own initiative, to identify work priorities and manage own work to meet targets and deadlines with the minimum of supervision	✓		
	Proven ability to make appropriate decisions quickly using own knowledge and initiative on a range of issues affecting the wellbeing, safeguarding and quality of life for students.	✓		
	Proven ability to establish, develop and maintain constructive working relationships with a wide range of people to include students, parents, other schools, governing bodies, internal/external clients and educational providers.		✓	
	Capacity to influence and advise other professionals	✓		
	Flexible approach to working arrangements to meet each students/school's needs as may be required to alter his/her hours to meet the operational needs of the school.		✓	
	Ability to deal with difficult and complex situations, which could involve sensitive issues.	✓		
	Ability to work under pressure working with emotional and demanding circumstances involving parents and children.	✓		
	Good organisational skills	✓		
<b>Knowledge</b>	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	A knowledge of homework/coursework requirement and school curriculum to enable the post holder to play a key role in improving the academic performance of students.		✓	
	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation		✓	
	Working knowledge of national curriculum and other relevant learning programmes/strategies		✓	
	Understanding of principles of child development and learning processes		✓	

<b>Interpersonal/ Communication Skills: Verbal Skills</b>	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Ability to communicate effectively in a non-judgemental way with young people, parents and professionals; be able to use courtesy and tact; be clear and articulate when providing guidance; advocacy and negotiating with others.	✓		
	Good communication skills	✓		
<b>Written Skills</b>	To exchange complicated or sensitive information to a range of audiences and write detailed reports which will support day to day decisions		✓	R, I
<b>Personal Qualities</b>	Have respect for the school's ethos and the ability to project a positive, professional image for the school.	✓		I
<b>Disclosure &amp; Barring Service</b>	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		