



Achieving excellence together

Welcome to The Mirfield Free Grammar where we are currently looking to appoint a new Academic Mentor across the College. This is an exciting time to join The Mirfield Free Grammar's journey as we begin a new chapter with Great Heights Academy Trust.

Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential and all can reach GREAT heights.



THE MIRFIELD
FREE GRAMMAR

Achieving Excellence Together

Academic Mentor Mirfield College

CANDIDATE INFORMATION PACK

► Welcome

Dear Colleague,

I am delighted that you are considering the position of Academic Mentor at Mirfield College.

We are seeking to recruit an individual to work in our sixth form college who has the inspiration, drive and motivation to make a difference to the lives of young people. It is a unique moment in time to join the college team as we continue our exciting journey with Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of The Mirfield Free Grammar. It is a privilege to lead such a fantastic school and a role I am extremely proud of.

The Mirfield Free Grammar has an inspirational, positive, caring and welcoming environment, where all students can achieve their full academic, personal, spiritual and social potential.

Everyone at The Mirfield Free Grammar strives to 'achieve excellence together' and this vision is embedded in 'THE MFG Character' across our school community.

We endeavour to create well-rounded, happy and confident young people who are able to contribute positively within the community. I am a firm believer that developing THE MFG Character of Tenacity, Health, Equity, Morality, Flourish, Generosity in all our students will enable us to achieve this.

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Mrs Alexandra Fuller
Principal



Overview of the Position for Great Heights Academy Trust

► The Trust Board are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

About the Trust

► The Trust currently comprises of six primary schools; three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and two in Kirklees (Carlinghow Academy and Marsden Junior School). We currently have one secondary school (The Mirfield Free Grammar School) and another Kirklees secondary school due to join us in 2023 (Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

The successful candidates will join a highly collaborative network of leaders and managers. Each academy is different, reflecting the particular aspirations and leadership style of its Principal and local community needs.

Great Heights Academy Trust is committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. DBS checks are required for all posts.

► Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

► We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

► Our Vision and Values Statement

The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.

Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

G

Great teaching and learning opportunities for all in the partnership

R

Real life opportunities to develop an understanding of the wider world

E

Enthuse a love of learning and mutual respect

A

Academic development to nurture potential for all

T

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



Achieving excellence together



Mirfield Free Grammar Academies Trust (The MFG MAT) joining Great Heights Academy Trust (GHAT) - UPDATE:
Following public consultation processes The Mirfield Free Grammar and Marsden Junior School joined GHAT on 01/02/23. Colne Valley High School will be also joining GHAT in the near future.

JOB DESCRIPTION

| | |
|------------------------|---|
| Position: | Academic Mentor |
| Department: | Mirfield College |
| Pay range: | £19,000 - £21,000 (depending on holding a degree) |
| Hours of work: | 37 hours per week |
| Responsible to: | Head of College |

Prime Objectives of the Post

The post holder is responsible for supporting pupils to achieve their academic goals. As an Academic Mentor, you'll be a vital member of the team, working closely with the school's Senior Leadership Team to support pupils to achieve their learning outcomes.

Your day-to-day responsibilities will include developing bespoke support plans for individual pupils and small groups, helping students to grow in confidence and ability, and, ultimately, helping each student to reach their full potential.

Range of duties:

- Provide small group and one-to-one tuition: Deliver high-quality tuition to students in small groups or on an individual basis. Focus on subjects such as GCSE English, GCSE Maths, other Level 3 academic subjects, vocational courses, and non-academic subjects, including exam preparation.
- Support students in need: Identify students who meet the eligibility criteria for tuition support, for instance economically disadvantaged students, and students with high prior attainment who require catch-up support.
- Prioritise students for support: Assess students' prior attainment levels and prioritise those who have not achieved a grade 4 in GCSE Maths and/or English. Provide targeted tuition to address their specific learning needs.
- Plan and deliver effective tuition: Develop tailored lesson plans and teaching strategies to address students' individual learning gaps. Align tuition activities with classroom learning and focus on students' specific needs.
- Collaborate with teaching staff: Work closely with subject teachers to align tuition activities with the curriculum and support classroom learning. Coordinate efforts to ensure comprehensive support for students.
- Provide pastoral support: Offer pastoral support to eligible students, including mental health and wellbeing services. Address additional learning challenges faced by students with special educational needs and disabilities (SEND) and with an education, health, and care plan (EHCP)

- Maintain records and documentation: Keep accurate records of tuition activities, including student enrolment, attendance, and progress. Ensure compliance with funding requirements and provide necessary documentation for reporting purposes.

General:

- To uphold the Nolan principles of public life.
- To take part in any CPD activities appropriate to the role.
- Attend school events as required.
- Assist in school emergencies, as required.
- Attend relevant meetings and training sessions.
- To undertake any other professional duties as required by the CEO/Board

Membership of the Trust:

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

Safeguarding

As part of your wider duties and responsibilities you are required to promote and actively support the Trust's responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

Notes:

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Person Specification: Academic Mentor

Key to identification: A = Application I = Interview R = Reference

| Qualifications/Training | Essential | Desirable | A/I/R |
|--|------------------|------------------|--------------|
| Minimum of three A-levels at A*-C (or equivalent) | ✓ | | A/I |
| Minimum of a grade C (level 4 equivalent) in GCSE English and Maths | ✓ | | A/I |
| Relevant professional training or development | ✓ | ✓ | A/I |
| Experience and leadership | Essential | Desirable | A/I/R |
| Experience working in an educational setting, preferably with students aged 16 to 19 | | ✓ | A/I/R |
| Collaborative and supportive work with colleagues within an organisation | ✓ | | A/I/R |
| Collaborative and supportive work with parents. | | ✓ | A/I/R |
| Knowledge and understanding | Essential | Desirable | A/I/R |
| Basic understanding of child development and how children learn | ✓ | | A/I/R |
| Strong knowledge and understanding of the curriculum and learning outcomes | | ✓ | A/I/R |
| General understanding of the post 16 curriculum and other learning programmes. | | ✓ | A/I/R |
| Good understanding of how to relate well to young people and adults. | ✓ | | A/I/R |
| Demonstrated ability to plan and deliver effective tuition sessions | ✓ | | A/I/R |
| Knowledge of the specific needs and challenges faced by students with SEND and those with EHC plans | | ✓ | A/I/R |
| Good ICT skills appropriate to the role | ✓ | | A/I/R |
| Effective time management. | ✓ | | A/I/R |
| Committed to continual personal and professional development. | ✓ | | A/I/R |
| Skills and abilities | | | A/I/R |
| Ability to work effectively with students from diverse backgrounds | ✓ | | A/I/R |
| Good oral and written communication skills. | ✓ | | A/I/R |
| Work constructively as part of a team. | ✓ | | A/I/R |
| Willing to work within organisational procedures, processes and to meet required standards for the role. | ✓ | | A/I/R |
| Be resilient and demonstrates ability to work well under pressure. | ✓ | | A/I/R |
| Able to adopt a flexible working practice. | ✓ | | A/I/R |
| Effective and efficient organisation and administrative skills. | ✓ | | A/I/R |
| Excellent record of attendance and punctuality. | ✓ | | A/I/R |
| Good listening skills | ✓ | | A/I/R |

► Reasons to work at The Mirfield Free Grammar / Great Heights Academy



A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



Career Opportunities

Career opportunities across the MAT.



Cycle to work scheme

Tax free cycle scheme.



Holiday package

The Trust provides staff with a generous holiday entitlement.



Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

