



Laetare
CATHOLIC
MULTI-ACADEMY TRUST



St Joseph's College
Trent Vale, Stoke on Trent
Part of the Laetare Catholic Multi-Academy Trust

Application Pack
6th Form Learning Mentor

Telephone: 01782 848008, email: sjcollege@stjosephsmail.com www.stjosephstrentvale.com

*St Joseph's College is part of the Laetare Catholic Multi-Academy Trust. The Laetare Catholic Multi-Academy Trust is a Company Limited by guarantee, registered in England and Wales. Registration Number: 15731145.
Registered office: Woodeaves, Wicker Lane, Hale Barns, Altrincham, WA15 0HF*



Contents	2
Welcome from the Headteacher	3
Our values	4
What makes St Joseph's College outstanding	5
Job Advertisement	6-7
Job Description and Person Specification	8-10
Safeguarding Children and Young People	11
Interview Process after the closing date	12
How to find us	13

Welcome from the Headteacher

I am delighted that you are interested in the role of 6th form learning mentor at St Joseph's College. We are excited to welcome applications from dynamic, forward-thinking professionals and to grow the staff of this amazing school.

About the school

St Joseph's College is an outstanding, oversubscribed mixed Catholic grammar school with a 90 year tradition of excellence. The school is part of the Edmund Rice family of schools, founded by the Christian Brothers and following the charism of Blessed Edmund Rice. In January 2026 we became part of the Laetare Catholic Multi-academy Trust, a unique Catholic Mat for Religious Order schools. Our Catholic ethos is very important to us but not all our staff are Catholic. We embrace diversity and welcome staff from all backgrounds and traditions. All of our students take a full and active role in all aspects of the religious life of the school. All staff, regardless of religious commitment, uphold the Catholic ethos of the school.

As a semi-selective school in Years 7 – 11, students must attain a standardised score of 105 in the entrance examination to be eligible for one of the 150 places. We are always oversubscribed and our intake reflects the ethnic, cultural and social diversity of the region. We have over 1,100 fantastic students on roll, including a sixth form of 400 drawing successful students from schools across the city and beyond. We offer a full range of GCSEs and A level courses and academic standards are consistently very high - we expect the best for and from our students.

We love our 1932 building, but in the last few years several million pounds has been invested in our premises. We have two purpose built sixth form blocks, a specialist Sports Hall and the school owns extensive playing fields beyond our site.

Along with traditional values of exemplary behaviour, hard work and the highest standards, we embrace leading-edge practice and an ethos of continued staff development. Subject expertise is very important to our knowledge-engaged teaching and we are committed to lifelong learning and self-development. We are nationally recognised, having been awarded Teaching School Hub status, meaning that we lead on teacher training, the Early Career Framework and the delivery of all NPQs for the 317 schools of Cheshire East and Cheshire West and Chester. This is a fantastic place to build your career.

Why come to work at St Joseph's College?

We look after our staff very well; our ethos is grounded in care, a warm friendly atmosphere and the highest academic and behaviour standards. We are committed to developing the whole person so that our students and staff are enriched academically, spiritually, morally and socially. The 120 teaching and support staff are energetic, creative, utterly dedicated and very supportive of each other.

We mix the best of the traditional and the modern; we have a house system, a school song, a fine tradition of sports and games and we also have a vibrant musical and cultural life, we get involved in social justice campaigns, linking with schools across the world. Our students and staff are all part of a huge and very proud global community.

If you visit St Joseph's, I know that you will be struck by the friendliness and courtesy of the students who really are exceptional young people. Relationships between staff and students are excellent. Students are respectful but at the same time warm and friendly, and parents and governors are very supportive of the school.

I genuinely believe that we have developed a very special community at St Joseph's College of which I am very proud.

I look forward to receiving your application and wish you the best of luck.

Charlotte Slattery - Headteacher

Our Mission Statement

All we do at St Joseph's College is framed under the mission of 'Head, Hand, Hear.' St Joseph's College seeks to develop the whole person. We are a Catholic School inspired in our mission by the vision of life that is found in the teaching of the Gospel, the Church and in Jesus, who came that we 'may have life and have it to the full.'

In striving to fulfil this mission we continue the work of the Christian Brothers and its founder Blessed Edmund Rice. In practice this means that we seek to:

1. **Encourage**, support and inspire young people and the wider school community in the journey of faith. Create a well-ordered community where everyone is valued and respected.
 2. **Develop** the intellectual, creative, physical, spiritual and religious potential of every pupil and encourage involvement in extra-curricular activities such as sport, music, drama and community service.
 3. **Work** in partnership with parents, parishes, local industry and commerce, and the wider community in a spirit of mutual service for the benefit of all.
 4. **Prepare** our young people for life beyond school and in particular develop personal integrity, moral values and a sense of justice so that they 'act justly, love tenderly and walk humbly with God'.
- (Micah 6:8)

St Joseph's College is a school like no other. Where many focus solely on examination results, the whole ethos of St Joseph's is focused on each and every individual who passes through our gates. We want to focus on developing their wider knowledge, their ability to make links between their subjects, their ability to question and wonder. We want to feed their soul giving them access to great thinking, profound spiritual experiences, wonderful cultural opportunities and a passion for lifelong learning.

If education, in the truest sense of the word, is about bringing the best out of children, then delivering a raft of A and A* grades is hugely important but we aim to do even more. We aim to inspire and support our pupils so they can become the very best they can be in every single way. Our philosophy is therefore focused around the traits which we want all St Joseph's students to acquire before taking their place in the adult world.

We want our pupils to be **inspired** by everything they do at St Joseph's College, both inside and outside of the classroom, so they leave school as interested and interesting people. We want our pupils to adopt a genuinely **intellectual** approach to their academic work and to their view of the world around them, in the knowledge that a St Joseph's College education is only the beginning of an exciting and life-long journey of learning. We want our pupils to become truly **independent**, as those who can think, learn and cope independently will be the leaders and game-changers of the future. We want each and every pupil to be valued and spiritually developed as an **individual**, so their St Joseph's experience is much more than just going to school – rather, it is the journey to self. And we want our pupils to be **inclusive** in all dealings with other people, so they leave the College not in a bubble of privilege and elitism, but with the ability to engage with their local, national and international communities, and with a burning desire to do good in the world.

What makes St Joseph's College outstanding?

The school was founded by the Christian Brothers in 1932. As a Catholic School we are inspired in our mission by the vision of life that is found in the teaching of the Gospel, the Church and in Jesus who came that we "may have life and have it to the full" (John 10:10).

In striving to fulfil this mission we continue the work of the Christian Brothers and its founder Blessed Edmund Rice. St Joseph's College seeks to develop the whole person and as a result the pastoral care of our students is of paramount importance.

Pupils at St Joseph's College today are given the opportunity and encouraged to share in the vision and work of Edmund Rice. As one person has put it, their mission is to be like the "brave, radical, non-conformist, social justice activist" that Edmund was. Many who have passed through this school have involved themselves in fundraising, community service, assisting children at local Primary Schools, summer time schemes with children from the inner cities of Liverpool, Dublin and children with severe special needs. We hope that in "educating the whole person" we are not only providing for pupils of St Joseph's all that Edmund set out to provide in terms of a caring, nurturing, stimulating environment but also an awareness of the needs of those whose lives are in some way poorer than their own and what they can themselves do for them.

Achievement is outstanding because students make rapid progress in all subject areas. The teaching at St Joseph's College is inspiring, exciting and creative. A challenging learning environment is created where students relish the opportunities to explore, investigate and develop their skills.

Students are eager to learn, proud of their school and ambitious to achieve well. They are courteous, polite, respectful and highly effective communicators. They embrace the numerous opportunities to contribute to their school, local and wider communities. Students feel safe and nurtured in this school.

The sixth form is outstanding. Students follow mainly academic courses and most go on to university. They leave the sixth form ready to make a contribution to the world around them.

Outstanding leadership and management pervade the school. Leaders are never complacent, continually driving improvement. The school knows itself exceptionally well and is always forward facing embracing the largest pedagogical research.

Job Advertisement

Learning Mentor (Sixth Form)

Salary: NJC Level 4 point 10 - 14

Contract: Permanent, Part-time: Monday – Wednesday: 8.20am – 4.20pm (22.5 hours p/w)

Start Date: 1 September 2026

We are seeking to appoint a highly motivated and well-qualified individual to the role of Learning Mentor at our 11–18 Catholic school.

Working with our Sixth Form students, you will provide both academic and pastoral support, as well as appropriate challenge, enabling students to develop as confident, resilient and independent learners. This is a rewarding role where you will have the opportunity to make a significant impact on students' progress and personal development.

The successful candidate will demonstrate a high level of academic literacy, excellent communication skills and strong ICT competency, including the use of Excel. Previous experience of working with young people is desirable. You will be an enthusiastic and flexible team player, with a positive approach to challenge and change, and the ability to motivate and inspire students to believe in their own success.

We are an Outstanding Ofsted-rated school (April 2025) and, since 1 January 2026, have been part of the Laetare Catholic Multi Academy Trust. As a Catholic school, we are guided by values of respect, care, and service, which underpin our inclusive and welcoming ethos. Applications are warmly welcomed from candidates of all faiths and none.

Key Responsibilities

- Supervise and monitor students in the study area to ensure a quiet, focussed and productive environment
- Provide targeted academic mentoring to Sixth Form students, supporting them to achieve their full potential
- Offer pastoral support, promoting students' wellbeing, resilience and personal development
- Support students in developing effective study skills, organisation and independent learning strategies
- Monitor student progress, attendance and engagement, intervening early where concerns arise
- Work closely with teaching staff, Heads of Year and the Sixth Form team to ensure a coordinated approach to student support
- Use data effectively to identify underperformance and implement appropriate support strategies
- Maintain accurate records of interventions and student progress
- Build positive and professional relationships with students, parents/carers and colleagues
- Contribute to the wider life of the school and Sixth Form, including enrichment activities where appropriate
- Uphold the Catholic ethos of the school

The Ideal Candidate Will Have

- Excellent communication and interpersonal skills, with the ability to build positive relationships
- Strong ICT skills, including confidence in using Excel
- Experience of working with young people (ideally in an educational setting)
- The ability to motivate, challenge and inspire students to achieve their full potential
- An understanding of the academic and pastoral needs of Sixth Form students
- Strong organisational skills and the ability to manage a varied workload
- A commitment to supporting students' wellbeing, resilience and independence
- A commitment to the ethos and values of a Catholic school

What we offer:

- Join a school graded 'Outstanding' in every category
- Talented and supportive colleagues

- Combination of traditional character and modern facilities
- Close to bus and train links
- Ample staff car parking and EV chargers
- Employee Assistance Programme
- Pension Scheme
-

St Joseph's College is an oversubscribed 11-18 mixed Catholic school with a strong community ethos. We welcome applicants to visit the school or contact us with any questions.

Full details and an application form are available via the school website, by telephone or by email. Please return completed applications to Mrs Fiona Uschmann, Head's PA/HR Manager, at fuschmann@stjosephsmail.com.

Closing Date: 9 June 2026

Interview Date: TBC

St Joseph's College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants for these posts will be subject to an Enhanced Disclosure check by the Disclosure and Barring Service.

In accordance with KCSIE, the school will consider carrying out an online search as part of the due diligence on shortlisted candidate



DEPARTMENT:	6 th Form Learning Mentor
POST RESPONSIBLE TO:	Head of Sixth Form / Designated Pastoral Leader
POST GRADE	NJC
CONTRACT TYPE:	Term Time Only 22.5 hours p/w

Purpose of the Role

To support Sixth Form students in achieving their full potential by providing high-quality academic and pastoral mentoring. The role complements the work of teaching and pastoral staff, helping students to overcome barriers to learning and develop as confident, independent learners.

Key Responsibilities

1. Student Support and Mentoring

- Provide effective one-to-one mentoring for identified students, supporting both academic progress and personal development
- Work with pastoral leaders to identify students requiring additional support
- Identify, record and monitor areas of concern and underperformance
- Develop, implement and track targeted support strategies to improve outcomes
- Liaise regularly with teaching staff and pastoral leaders to ensure a coordinated approach

2. Study Supervision and Learning Environment

- Supervise the Sixth Form study area to ensure a calm, purposeful and productive working environment until the specified closing time
- Support students in developing effective study habits and independent learning skills
- Direct students to appropriate subject-specific resources to support their learning
- Work with subject leaders to maintain and develop high-quality study resources

3. Monitoring and Intervention

- Take registers for compulsory study periods and monitor attendance
- Track student engagement and intervene where expectations are not being met
- Report concerns regarding behaviour, attendance or progress to tutors and pastoral leaders
- Support students who have missed learning time, as directed by the Sixth Form pastoral team

4. Communication and Collaboration

- Build positive and professional relationships with students, staff and parents/carers
- Communicate effectively with parents/carers where appropriate
- Attend pastoral briefings, meetings and Sixth Form events as required
- Work collaboratively with colleagues to support student progress and wellbeing

Professional Values and Practice

The post holder will:

- Demonstrate high expectations of all students

- Build positive, respectful relationships through active listening and understanding
- Act as a positive role model, modelling expected standards of behaviour and professionalism
- Engage in professional development, using feedback to improve practice

Safeguarding Responsibilities

- Promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policies
- Report any safeguarding concerns promptly in line with school procedures
- Maintain appropriate professional boundaries at all times

General Responsibilities

The post holder will:

- Contribute positively to the ethos, culture and wider life of St Joseph's College
- Support and uphold the Catholic ethos of the school
- Comply with all school policies and procedures, including those relating to safeguarding, health and safety, confidentiality and data protection
- Promote equality, diversity and inclusion in all aspects of the role
- Participate in relevant meetings, training and performance development activities
- Work flexibly and undertake duties commensurate with the grade of the post

Additional Information

This job description outlines the main duties of the post. It is not exhaustive and may be amended to meet the changing needs of the school and Trust. The post holder will be expected to undertake any other duties appropriate to the level of the role.



St Joseph's College: Person Specification



6th Form Learning Mentor

	ESSENTIAL	DESIRABLE	EVIDENCE
Qualifications and Training	<ul style="list-style-type: none"> • Good Standard of education, including English and Maths at GCSE (Grade C/4 or above) or equivalent 	<ul style="list-style-type: none"> • Relevant Level 3 qualification or equivalent experience • Evidence of ongoing professional development 	<p>Letter (or original application form)</p> <p>Actual certificates</p>
Experience	<ul style="list-style-type: none"> • Experience of working collaboratively within a team 	<ul style="list-style-type: none"> • Experience of working with young people, ideally in an educational setting • Experience of providing academic and/or pastoral support • Experience of supporting students with study skills and independent learning 	As above
Knowledge and Understanding	<ul style="list-style-type: none"> • Understanding the needs of young people aged 16-18 • Awareness of safeguarding and child protection responsibilities 	<ul style="list-style-type: none"> • Understanding of barriers to learning and strategies to overcome them • Knowledge of post 18 pathways (university, apprenticeships, employment) 	Interview, reference
Skills and Abilities	<ul style="list-style-type: none"> • High level of academic literacy and attention to detail • Excellent communication and interpersonal skills • Strong ICT skills, including Microsoft Excel • Ability to motivate, inspire and challenge young people • Ability to build positive relationships with students, staff and parent(s)/Carer(s) • Ability to work independently and as part of a team • Good organisation skills and ability to prioritise workload 	<ul style="list-style-type: none"> • Ability to use data to monitor and support student progress 	Interview, reference, application
Personal Qualities	<ul style="list-style-type: none"> • Enthusiastic, proactive and committed to supporting young people • Flexible and adaptable, with a positive approach to change • Professional, reliable and able to maintain confidentiality • Commitment to the ethos and values of a Catholic school 	<ul style="list-style-type: none"> • A reflective practitioner with a willingness to learn and develop 	Interview, reference, application

Safeguarding Children and Young People

St Joseph's College is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks.

Candidates should be aware that all posts at St Joseph's College involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. All staff are expected to take part in statutory safeguarding training and commit to all safeguarding policies and procedures.

We require all applicants for employment to disclose any previous unspent criminal convictions and any cautions which have not expired, or any pending prosecutions. In addition, the role you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (exceptions order 1975) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may, where appropriate, be answered not applicable, if your duties haven't brought you into contact with children or young people.

Interview Process after the closing date:

Shortlisting will be conducted by a panel, who will match your skills/experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

Closing Date is

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (ie utility bill, financial statement)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. We will seek references on shortlisted candidates for all positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people

Conditional Offer and Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks and any other pre-employment checks relevant to the role such as eg Childcare Disqualification Regulations, Prohibition check / s128, overseas records check
- Satisfactory Disclosure and Barring check
- In accordance with KCSIE, the school will consider carrying out an online search as part of the due diligence on shortlisted candidates
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of Health Assessment
- Satisfactory completion of the probationary period – (not currently for teaching staff)

How to find us

The nearest bus stop is opposite the site and can be reached via several different bus routes from Newcastle-under-Lyme and Stoke on Trent. St Joseph's College is a 10 min car journey from the nearest train station.

Location:

St Joseph's College is situated in Stoke on Trent which is located less than an hour from Birmingham, Manchester and Liverpool and only one and a half hours direct from London Euston by train. Stoke on Trent borders with the counties of Staffordshire, Cheshire and Shropshire and is only 40mins from the Peak District.

We are easily accessible from both local and surrounding areas. For anyone travelling by car, St Joseph's is only 5 minutes from the motorway: Junction 15 on the M6 in the closest exit, with easy access to the A50 and A34.

