



Archbishop Temple
Church of England High School

Application Pack for Pastoral Mentor

Grade 4 (SCP 4-6)

FTE £25,185 to £25,989

(actual pro rata salary £21,856 to £22,554)

Required from
September 2026

Faith ■ Nurture ■ Service



Dear Applicant,

Thank you for your interest in the role of **Pastoral Mentor** at Archbishop Temple Church of England High School. We have a very distinctive ethos; our motto of “May we shine God’s light through faith + nurture + service” is central to our work, as we aim to keep God at the centre of all we do.



The school was last inspected by Ofsted in January 2025 and was deemed to be ‘Good’ in all four areas of the inspection process. The report reads that ‘pupils are proud to attend this school. They typically live up to the school’s values of respecting others and serving the community’ and ‘the school has high expectations of pupils’ achievement. The ambitious curriculum helps most pupils to achieve well. The work pupils produce in some subjects is of high quality. This reflects the positive commitment that most pupils have to their learning’.



We are always oversubscribed in Year 7. This year 600+ pupils applied for one of our 210 places. Working at Archbishop Temple Church of England High School represents an exciting opportunity to work in a school which has huge potential. Our staff are incredibly dedicated and supportive, and our pupils are a high achieving group of very positive and enthusiastic young people.



I hope that the information available inspires you to consider applying for this post. Please complete the application form which is available from our website, and include a letter (of no more than two sides of A4 in Calibri font size 11) explaining your suitability for the post. Electronic applications are fully acceptable and these should be emailed to head@archbishoptemple.com marked for the attention of Miss M Holden, my PA.



The closing date for applications is Monday 8th June 2026 (midday) and interviews are planned for Thursday 18th June 2026. Candidates called for interview will be contacted by phone in the first instance with detailed information following by email. For further information on our school and context please visit our website – www.archbishoptemple.com.



At Archbishop Temple Church of England High School, we take safeguarding very seriously and consequently the successful candidate will be required to complete a DBS enhanced check. Please do not include a CV with your application as it will be disregarded for safeguarding purposes.



I hope you will consider joining our team and I look forward to receiving your application.



Yours sincerely

Mr Ivan Catlow
Headteacher



Introduction

Established in 1964, Archbishop Temple Church of England High School is a voluntary-aided Church of England secondary school located in the affluent suburb of Fulwood, north of Preston. Currently, the school serves 885 pupils (growing to 1050 by 2029) aged 11–16 and is committed to providing an outstanding education rooted in Christian values.

Senior Leadership Team

- **Headteacher:** Ivan Catlow
- **Deputy Headteacher:** Lindsey Dudaniec
- **Senior Assistant Headteacher:** Jennifer Wozniak-Rush
- **Assistant Headteachers:** Jessica Banner, Ian Baybutt, Melanie Shaw, Kelcy Smith
- **School Business Manager:** Julie Childs

A Church of England School

As a Church of England school, we uphold Christian values and expect all staff to support our ethos, regardless of personal faith. Our mission is to serve the local community by providing an outstanding education to children of all faiths and none. This is expressed through regular acts of worship and a culture that values and cares for every member of our community.



Curriculum

Our curriculum is designed to meet the needs of all pupils by offering a breadth of educational opportunities. In Years 10 and 11, all pupils follow a core curriculum of English, mathematics, science, RE, PSHE, and PE. Additionally, pupils select courses from a wide range of GCSE options, including the EBacc suite of qualifications. The curriculum is delivered through five 58-minute periods per day, organised on a two-week timetable.

GCSE Results Success

We are proud of our pupils' achievements in their GCSEs. In 2025, 82% of our pupils achieved five good GCSEs, including English and mathematics, placing us among the highest-performing schools in Lancashire. Our Attainment 8 score was 55.56, and our Progress 8 score was 0.3, indicating that pupils made better-than-average progress compared to their peers nationally. Notably, 89.6% of pupils achieved a grade 4 or higher in English Language and Literature, and 87.7% achieved a grade 4 or higher in mathematics.



These results reflect our commitment to academic excellence and the hard work of our pupils and staff.

Ofsted Inspection 2025

In January 2025, the school underwent an Ofsted inspection and received the following ratings:

- **Quality of Education:** Good
- **Behaviour and Attitudes:** Good
- **Personal Development:** Good
- **Leadership and Management:** Good

Pastoral Care and Academic Guidance

Heads of Year and form tutors are responsible for the welfare, academic progress, and discipline of the pupils in their care. Time is set aside each day for a programme of activities designed to promote pupils' social and learning skills, support literacy, and enable tutors to get to know each pupil as an individual.

Home-School Links

We aim to develop strong links between home and school. Parents receive Weekly News publications and are provided with regular communications about developments in school. In addition, we publish various brochures and organise information evenings for parents at key points in their children's education, together with awards evenings to celebrate the success of pupils at different Key Stages.

Special Educational Needs and Disabilities (SEND)

At Archbishop Temple Church of England High School, we place equal value on the education of all pupils. Those with special educational needs or disabilities are encouraged to achieve their potential within each curriculum area; teaching assistants offer additional individual support. Some pupils are withdrawn from lessons for brief periods to work with specialist staff.

Extra-Curricular Activities

A wide variety of out-of-school clubs and activities are available to pupils. These vary across the academic year but might include dance, science, cookery, film club, eco club, IT, and many others. There are also excellent opportunities for pupils to begin or continue instrumental tuition and participate in the annual school musical production. Educational visits and exchanges are also part of our annual programme.

School Uniform

Pupils are expected to dress appropriately for a learning environment. School uniform is compulsory for all pupils.



Archbishop Temple Active in the Community

Pupils at Archbishop Temple Church of England High School are encouraged to learn from the expertise, experience, and information available within the local community. The school, in return, aims to provide a significant contribution to the community through the high-quality education, guidance, and care we provide for our young people and through participation in fundraising and community service. We give the opportunity to children in local primary schools to join us for enrichment activities and to take part in a range of programmes. Archbishop Temple Church of England High School is active in its support of charities, and each year we organise a number of fundraising activities. We are also committed to sustaining and extending our links with local businesses, both to enrich the curriculum and to encourage sponsorship and financial support for the work of the school.

Our Local Area

Despite being a university city and home to 135,000 people, over two-thirds of Preston is classed as a rural area. Surrounded by many pretty villages, it is a very pleasant place to live. Preston is frequently quoted in national studies as a city that has got things right in terms of town planning and infrastructure development. Preston benefits from excellent rail and road links; indeed, the school is easily accessed from the M6 motorway. The city offers the usual attractions of a vibrant place to live but also has some beautiful areas of outstanding natural beauty on the doorstep. The coast is easily accessed; Blackpool, the beautiful Fylde Coast, and Morecambe Bay are within 30 minutes' drive. The Lake District is 40 minutes away. Liverpool and Manchester are less than 1 hour away. London is 2 hours away by train, with Preston being a mainline west coast station, giving easy access to Scotland.



Pastoral Team

Deputy Headteacher	Mrs L Dudaniec
Assistant Headteacher for KS3	Mrs K Smith
Assistant Headteacher for KS4	Mrs J Banner
Head of Year 7	Mrs R Parkinson
Head of Year 8	Vacancy
Head of Year 9	Miss E Keel
Head of Year 10	Mr J Johnson
Head of Year 11	Miss S Porter
Behaviour Manager	Mr T Haslam
Internal Isolation Manager*	Advertised Vacancy
Pastoral Mentor	Mr A Davies
Pastoral Mentor*	Advertised Vacancy
Family Support	Mrs D Martin
Attendance Officer	Mr C Houldgreaves

* **New role vacancy due to school expansion**

Job Description



JOB TITLE	Pastoral Mentor
GRADE	Grade 4
RESPONSIBLE TO:	Behaviour Manager
PURPOSE OF THE ROLE: To support pupils who are facing difficulties in school because of issues related to social, emotional, personal, behavioural problems or other factors. To help these pupils overcome their barriers to learning and fully engage with lessons to become more effective learners, and to improve academic and pastoral progress.	
Main Duties <ul style="list-style-type: none">• Promote consistently high expectations of all pupils and make sure they're making good progress by offering targeted pastoral support.• Work alongside Heads of Year and other members of the pastoral team, to identify pupils or groups of pupils who are facing social, emotional and mental health or behavioural difficulties, and put initiatives in place to address the barriers to learning they're experiencing, including mentoring and monitoring.• Promote and support inclusion for all pupils, including those with special educational needs (SEN), English as an additional language (EAL) or with a physical disability.• Deliver individual and group mentoring programmes, creating space for pupils to receive academic and personal support from staff and peers.• Develop action plans for pupils facing particular difficulties, such as part-time timetables, support plans and make necessary referrals; and work with staff, external agencies and parents/carers to put them in place.• Support pastoral leaders with the facilitation of the transfer of relevant pupil information inside and outside the school.• Complete relevant paperwork required by external agencies.• Where appropriate, visit pupils at home to discuss issues and plan next steps.• Other areas of responsibility	
Safeguarding <ul style="list-style-type: none">• Work with parents/carers, pupils and staff to create open discussions about pupils' needs, the school's expectations and what appropriate support looks like.• Work with pupils to demonstrate and encourage good behaviour in line with the school's behaviour policy.• Support the physical and emotional wellbeing of pupils, encouraging confidence and self-esteem through listening to them, and through individual and group support.• Follow all relevant legislation, guidance and procedures regarding child protection, safeguarding, and health and safety.• Support the attendance and punctuality of all pupils, and work to improve attendance rates where issues are identified, recognising how this links to pupils' wellbeing.• Work collaboratively with appropriate external agencies to support pupils' development and progress.	

General

- Demonstrate enthusiasm for learning and improving skills, and model this to all pupils
- Engage with staff and school leadership to put whole-school strategies in place to support the learning, progress and personal development of all pupils.
- Liaise with families and develop good relationships with parents/carers, becoming a recognisable and approachable contact within the school.
- Where appropriate, take part in meetings, and communicate with parents/carers.
- Maintain accurate and up-to-date records of intervention and communication.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- To work within school policies and procedures.
- To attend skill training and participate in personal/performance development as required.
- To be aware of the confidential nature of issues.
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974).
- Work in accordance with the Data Protection Act and GDPR statutory guidance.

Other duties at the same responsibility level may be interchanged / added to at the discretion of the Headteacher.

This Job Description will be reviewed at intervals and may be subject to modification or amendment at any time after consultation with the holder of the post to meet the changing demands of the school

Person Specification



SKILLS/ATTRIBUTES	Essential	Desirable	EVALUATION METHOD
Qualifications and experience			
Experience of working in a related role	X		Application/ Interview
Possess a minimum of 4 GCE/GCSEs (Grades A-C) or equivalent, which should include English Language and Mathematics, or equivalent work experience of at least 2 years.	X		Application Form
Experience of working in a school		X	Application Form / Interview
Proven track record of working independently and being self-motivated	X		Application Form / Interview
Knowledge and understanding			
Knowledge of schools administration		X	Application Form / Interview
Skills			
Flexible in approach to workload management-able to prioritise tasks	X		Application Form / Interview
Efficient and enthusiastic	X		Application Form / Interview
Excellent communication, interpersonal and organisational skills	X		Application Form / Interview
ICT skills, including word processing, use of excel spreadsheets and interpreting data	X		Application Form / Interview
Experience of using SIMS		X	Application Form / Interview
Personal characteristics			
Initiative	X		Application Form / Interview
Can motivate others and able to work well within a team	X		Application Form / Interview
Reacts positively to challenges	X		Application Form / Interview
Is committed to safeguarding the welfare of pupils and staff	X		Application Form / Interview
A commitment to fostering the ethos of the school	X		Application Form / Interview
Desire to work in an educational environment	X		Application Form / Interview

Application Closing Date

**The closing date for applications is
Monday 8th June 2026 (midday)**

Shortlisted candidates will be contacted shortly after this date.

If you have not heard from us by Friday 12th June 2026,
please assume your application has been unsuccessful.

Candidates are welcome and encouraged to visit the school prior to application. Please contact Mrs M Holden, Headteacher's PA, at M.holden@archbishoptemple.com to arrange a visit.

Details of the selection process will be made available to shortlisted candidates once shortlisting has been completed but it will be a one-day interview process held on **Thursday 18th June 2026.**

Applications may be submitted on email to head@archbishoptemple.com or by post.

Archbishop Temple Church of England High School is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. Appointments are subject to an Enhanced Disclosure & Barring Service check. Further details will be sent to shortlisted candidates.