



Clitheroe Royal Grammar School

Founded in 1554

Temporary Sixth Form Learning and Support Mentor

37 hours per week Monday to Friday

Salary: Grade 6 Point 15 (£29,093) to Point 19 (£31,067) p.a. pro rata (pay award pending)

Actual salary £25,721 to £27,830 p.a. depending on experience

Term Time only plus 7 days during the summer holiday

Temporary from 1st September 2025 to 31st August 2026

An exciting opportunity has arisen to support the academic progress of our Year 12 students and deliver the Skills and Choices programme at our Sixth Form site. You will also work within our Sixth Form Team mentoring and providing pastoral support to help develop the skills necessary for success at A Level and beyond.

You will need to have excellent communication skills, resilience, enthusiasm and an ability to act on your own initiative. The postholder will have the opportunity to develop a wide range of skills and work as part of a coherent and experienced team.

Clitheroe Royal Grammar School is a mixed selective 11-18 Single Academy Trust. The school is not only a historic school but also one which is forward-thinking, welcoming and responsive. We have two sites in Clitheroe, half a mile apart. Our York Street site is home to the thriving and vibrant Sixth Form with over 667 students on roll. Our Chatburn Road site is where our heavily over-subscribed Main School is located; we currently have 808 Main School students on roll, set to increase to 900 by September 2027 taking capacity to 1,613 students.

Application packs can be downloaded from our website: <http://www.crgs.org.uk/about-us/vacancies/> with completed application forms should be returned by email to: bursar@crgs.org.uk

The closing date for applications is 12 noon on Tuesday 17th June 2025, interviews will take place week commencing 23rd June 2025.

We are committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an enhanced DBS check. Please note that, in line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.



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June 2025

Dear Applicant

We are really pleased to know you are interested in learning more about working in our school. Clitheroe Royal Grammar School is a historic school but also one which is forward-thinking, welcoming and responsive. Our school has not only grown over time but has also adapted to the challenges of preparing young people for life as a global citizen, requiring a contemporary curriculum and a holistic and supportive education. We are privileged to work with wonderful young people who are keen to learn and eager to achieve.

As part of our steadfast commitment to educating young people we place great emphasis on pastoral care and guidance. The successful candidate will be working with young people to help them develop the skills necessary for success at A Level study and beyond. You will be responsible for the preparation and delivery of appropriate study and life skills sessions to whole classes and small groups as well as one-to-one mentoring support for identified students. In this role you will be working within the Sixth Form Team to develop personalised learning strategies and raising aspirations and attainment in students. Supporting Year 12 students make the transition from school to Sixth Form will be of particular focus.

Within this valued role of the Sixth Form Team, you will also assist Student Support Managers to provide pastoral support to individual students, liaising with Heads of Learning, teaching staff, relevant support staff and parents/carers (if appropriate), whilst maintaining accurate records.

You will require excellent interpersonal skills, resilience, enthusiasm and an ability to act on your own initiative, along with the ability to manage and organise your departmental workload. You will be required to prioritise work throughout the day to deal with a variety of different responsibilities whilst maintaining high standards.

As a school we are committed to continuous staff development and relevant training will be made available, where required to the successful candidate. This position is 37 hours per week, term time only plus 7 days' work during the summer holiday (to include A Level & GCSE results days, 3 days after results days and 2 September inset days). The hours of work will be for the benefit of the school and are expected to be 8:15am to 4:15pm Monday to Friday (3:45pm finish on a Wednesday) with a 30-minute break for lunch.

If, after reading the accompanying background information, you feel that this is the post for you (and we hope that you will) then we would ask you to submit your completed application via our website at www.crgs.org.uk/about-us/vacancies/ accompanied by a supporting letter of no more than 2 sides of A4.

In the letter you should indicate the reasons for your interest in the post, together with a brief outline of how your previous training and/or experience has prepared you for this position. Please note that whilst CVs can be submitted as additional information, they will not be accepted as an application on their own.

Applications should be marked for the attention of the Bursar and returned by post or email to bursar@crgs.org.uk no later than **12 noon on Tuesday 17th June 2025**. **Interviews will take place week commencing 23rd June 2025.**

If you have any queries or would like to discuss this opportunity, then do not hesitate to contact me. If you submit an application and have not heard from us within 4 weeks, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application. We look forward to hearing from you.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Lynne Higginbottom', with a stylized, cursive script.

Lynne Higginbottom
Bursar



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Job Description – Temporary Sixth Form Learning and Support Mentor

Salary	Grade 6 Point 15 (£29,093) to Point 19 (£31,067) p.a. pro rata (pay award pending) Actual salary £25,721 - £27,830 p.a. depending on experience
Responsible to	Deputy Headteacher/Assistant Headteacher (Sixth Form)/Bursar
Location	York Street/Chatburn Road
Hours of Work	37 hours per week. Term time only plus 7 days during summer holiday (to include A Level & GCSE results days, 3 days after results days and 2 September inset days).

Core Purpose of the Role:

- To help Year 12 students overcome barriers to learning and ensure that they develop appropriate study and life skills for A Level study and beyond.
- To support the academic progress of Year 12 students.
- To assist the Student Support Managers, within Sixth Form Team, to support the care, wellbeing and holistic development of students, with particular focus on helping Year 12 students make the transition to Sixth Form.

Responsibilities:

- To prepare and deliver the Skills and Choices programme to whole classes and small groups of Year 12 students (approximately 15 hours per week). This will involve delivering sessions on post-16 study and life skills, as well as providing relevant UCAS support, helping students to navigate and access resources on Unifrog and the UCAS website.
- To contribute to the improved progress of identified students, by providing personalised support and, where appropriate, mentoring individual students who are underperforming or who need support with their academic work to help them reach their academic goals, including liaison with parents/carers (where appropriate). This will involve assisting in the maintaining of in-school communication systems to share information about student progress and wellbeing with appropriate staff.
- To support the Student Support Managers in providing day-to-day pastoral support for students, liaising with Heads of Learning, teaching staff, other relevant support staff and the Assistant Headteacher/Deputy Headteacher (Sixth Form). This will involve supporting individual students and keeping accurate records using CPOMS.
- To contribute to process and procedures for improving progress, such as Review Meetings. This will involve using academic data to identify under performance and working with a wider team to support intervention and progress.
- To promote and support inclusion and the effective safeguarding of students, maintaining an up-to-date awareness of CRGS safeguarding procedures.

Contribution to Whole School:

- To work within and promote all school policies and procedures.
- To be aware of the responsibilities relating to the safeguarding and promoting the welfare of children and young people.
- To contribute to the provision of an effective environment for learning.
- To support the promotion of positive relationships with parents and outside agencies.
- To attend skill training and participate in personal/performance development as required.
- To take care for their own and other people's health and safety.
- To work positively and inclusively so that the school provides a workplace and delivers a service that does not discriminate against people on the ground of their age, sexuality, religion or belief, race, gender or disabilities.
- To uphold and promote the values and ethos of the school.
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality at all times

Conditions of Service:

- Conditions of service are in accordance with the National Joint Council Conditions of Service relating to Local Government staff.
- The post is for 37 hours per week, term time only plus 7 days to be worked during the summer holiday to include A Level & GCSE results days, 3 days after results days and 2 September inset days.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either school site
- Hours for the post will be for the benefit of the school but are expected to be Monday to Friday 8:15am and 4:15pm (3:45pm finish on a Wednesday) with a 30-minute break for lunch.

Agreed by: Lynne Higginbottom

June 2025

The school 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 will be subject to Disclosure and Barring Service checks. In line with Keeping Children Safe in Education 2024, an online search will be carried out as part of our due diligence on shortlisted candidates.

We welcome applications regardless of age, gender, ethnicity or religion.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal Opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and Safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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Person Specification – Temporary Sixth Form Learning and Support Mentor

	Essential	Desirable	Method of Measuring
Qualifications:			
GCSE level 5-9 or equivalent to include Math and English	X		A, C
Excellent numeracy and literacy skills	X		A, C
Experience:			
Experience of problem solving and applying solution focused strategies	X		A, I
Experience of communication with a range of stakeholders	X		A, I
Experience in working within a team	X		A, I
Experience of dealing with pastoral issues relating to individuals		X	A, I
Knowledge/Skills/Abilities			
Ability to perform tasks efficiently and accurately and use own initiative	X		I, R
Ability to work calmly under pressure prioritising competing demands effectively and to meet deadlines through excellent organisational skills	X		A, I
Effective written and verbal communication skills appropriate to a range of situations	X		A, I
To work flexibly as the workload demands and to accommodate the changing needs of the school	X		I
Knowledge and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	X		A, I
Excellent interpersonal skills	X		A, I
To build and maintain effective working relationships	X		A, I
Ability to maintain strict confidentiality of information received and processed with discretion	X		A, I
Other:			
A commitment to sustain regular attendance at work with a flexible approach to working hours	X		I, R
A commitment to continuing professional development	X		A, I
Full Driving Licence		X	A, I

Note to Applicants:

The Essential Criteria are the qualifications, experience, skills or knowledge you must show you have to be considered for the job. The Desirable Criteria are used to help decide between candidates who meet all the Essential Criteria.

The Evidence column shows how the School will obtain the necessary information about you. The evidence will be the Application form (A), Certificate (C), Interview and selection processes (I) and references (R). The essential criteria will be used for short listing and if all candidates meet the essential criteria then the desirable criteria will be used.