

# The King Edward VI School Post 16 Student Mentor Recruitment Pack



# The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

## Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

## Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

## About The King Edward VI School

Welcome to our school. The King Edward VI School is a high achieving school, with a reputation for academic excellence for all. We provide for over 1500 students from Years 9-13 and have a thriving Sixth Form of around 450 students. We pride ourselves on being a fully inclusive and truly comprehensive school built on traditional principles and high standards.

We aim to prepare all in our care to leave the school fully equipped to meet the challenges they may face, and with a sense of service to their communities. We value our positive relations between staff and students and are proud of our friendly and purposeful atmosphere.

Our dedicated staff ensure that students are challenged to meet their potential, in a supportive environment. We have a holistic view of education and pride ourselves on offering a fully rounded educational experience. It is not only in the academic sphere where our students excel. Our commitment to extracurricular activities is very strong, and we offer our students an extensive enrichment and extra-curricular programme.

We believe there is something here for everyone.

We are very proud of our staff, students and our legacy. Please take a moment to look through our website to get an insight into what our school has to offer.

We have many amazing people working here. People who are knowledgeable, passionate and committed. Some people spend their career with us, some because they've found their niche, others are with us because of the opportunities to grow and develop. We want great people working for us. To get the best, we will always offer the best in terms of employment and opportunity. Diversity and inclusion are important to us - we are all individual and shaped by our personal characteristics, backgrounds, knowledge, skills and experience.

We believe we provide a great place to work.

**Ms Clare Savage**

Headteacher



## The Sixth Form

The Sixth Form at The King Edward VI School is a thriving and ambitious community that sits at the heart of our school. With a strong reputation for academic success, excellent pastoral care and high quality enrichment opportunities, our Sixth Form provides students with the support and challenge needed to prepare them for university, apprenticeships and the world of work. We are proud of the positive relationships that exist between staff and students and the culture of aspiration that underpins all aspects of Sixth Form life.

We offer a broad and diverse curriculum with a wide range of A Level and Level 3 vocational courses, allowing students to tailor programmes that reflect their strengths, interests and future ambitions. Our students achieve consistently strong outcomes across a range of subjects and progress on to a variety of destinations including Russell Group universities, degree apprenticeships and employment opportunities. Alongside academic study, students are encouraged to develop independence, leadership skills and resilience through enrichment activities, wider school involvement and personal development programmes.

Our Sixth Form has over 400 students and continues to grow and develop. We are proud to offer an inclusive, supportive and aspirational environment where students are encouraged to achieve their full potential. The school achieves excellent results and last year our KS5 performance was 28% A\*-A grades, 58% A\*-B grades and 99% A\*-E grades.

Pastoral support is central to the success of our Sixth Form. Students are supported by a dedicated team of tutors, Pastoral staff and Senior Leaders who work closely together to ensure that every student is known, valued and supported throughout their time with us. We place a strong emphasis on attendance, wellbeing and academic progress, whilst also helping students develop the confidence and self discipline needed to succeed beyond school. Our Sixth Form environment encourages students to become positive role models within the wider school community and to contribute fully to school life.

The Sixth Form team has a strong collaborative culture, with staff working closely together to provide high quality teaching, effective intervention and personalised support for students. We are committed to maintaining high standards whilst creating an environment where students feel motivated, challenged and inspired. Staff within the Sixth Form play a vital role in shaping the experiences and futures of our young people, making it a rewarding and exciting place to work.



# Job Advert

**The King Edward VI School**

**Part of the Cheviot Learning Trust**

**(13-19 Years High School, Headteacher:**

**Ms Clare Savage)**

**Job title:** Post 16 Student Mentor

**Responsible to:** Head of Sixth Form

**Terms:** Full Time - term time only (37 hours per week)

**Pay scale:** Band 5, Actual salary (£24,042 - £26,080)

**Start date:** September 2026

We are looking to appoint an enthusiastic and committed member of staff to work closely with the Post 16 team, teachers and tutors. The role involves providing guidance to students in Years 12 and 13 in support of their learning and progression.

At The King Edward VI School, we are very proud of our school where we support every child to achieve their full potential. In November 2024, Ofsted judged the school to be good/outstanding in all categories. As a designated teaching school, we provide high quality professional development, supporting induction, teaching, leadership and wellbeing. Further information about the school can be found on our website.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions

must be declared during job applications can be found on the [Ministry of Justice website](#). You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. An online search will be carried out on shortlisted candidates, prior to interview. The Trust Employment of Ex-Offenders Policy can be [found here](#).

**Completing an Application Form:** Application forms can be downloaded from the school [website](#).

**If you have a Gmail account:**

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in Google

**If you don't have a Gmail account:**

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the app

Completed applications should be returned via email directly to [p.reeves@kevi.cheviotlt.co.uk](mailto:p.reeves@kevi.cheviotlt.co.uk) by 12 noon on 24 June 2026

**If you require assistance or have any questions, please reach out using the contact details provided below:**

01670 515415

[kevi.cheviotlt.co.uk](http://kevi.cheviotlt.co.uk)

[info@kevi.cheviotlt.co.uk](mailto:info@kevi.cheviotlt.co.uk)

Address: Cottingwood Lane, Morpeth,  
Northumberland, NE61 1DN

# Job Description and Person Specification

## **Duties and Key Result Areas:**

### **Organisation:**

- Liaise with the Head of Post 16, Year Leaders and tutor team to monitor student progress, working with identified individuals, groups and cohorts of students to enable their progression
- Provide academic advice and welfare support to students appropriate to their individual needs
- Attend regular team meetings and arrange appointments, interviews, student meetings, meetings with outside agencies and arrange home visits as necessary
- Assist in the management and monitoring of student directed study time, as well as supervising Post 16 study and social areas
- Contribute to Post 16 events and parents' consultation meetings and support visits as required
- Assist with student first aid/welfare duties, looking after sick students and associated record keeping, liaising with parents/staff etc
- Be part of the higher education advice team, helping in the UCAS and decision making process and Post 16 progression interviews
- Assist in the development and support of positive intervention strategies for students at risk of failing

### **Administration**

- Analyse and evaluate student data as required
- Assist with complex administrative procedures, ie the UCAS application system, using appropriate specialised software
- Maintain accurate records of all meetings and interventions, sharing and distributing information as required e.g. Compass Plus / Unifrog
- Provide information, advice and guidance to staff and students
- Undertake research and provide information to inform decisions; maintain an effective CPD record
- Assist in following up and monitoring student non attendance
- Post 16 Bursary and Post 16 Transport

### **Resources**

- Operate relevant ICT packages
- Use appropriate specialised software in relation to UCAS, CEIAG
- Assist with cash handling and reconciliation of all Post 16 events and trips and routine financial administration.
- Support the administration of the post 16 Bursary

### **Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection and safeguarding, health, safety and security, GDPR, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required
- To undertake other duties and responsibilities as required commensurate with the grade of the post

# Person Specification

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Knowledge / Qualifications</b>	Formal qualifications	Educated to degree level	(a) (i) (r)
<b>Experience</b>	<p>Clerical and administration experience</p> <p>Experience of working with young people (either in a paid or voluntary capacity)</p>	<p>Experience of working in a school or educational environment</p> <p>Clerical/Financial/ Administrative experience gained within a school or educational setting</p> <p>Knowledge of Post 16 and Post 18 progression routes</p>	(a) (i) (r)
<b>Skills and competencies</b>	<p>Good ICT and keyboard skills, including spreadsheets, word processing and databases</p> <p>Ability to work with young people and adults</p> <p>Good communication and interpersonal skills</p> <p>Ability to work independently as well as part of a team</p> <p>Commitment to the provision of a quality service</p> <p>Willingness to participate in training and development</p>	<p>Experience of educational ICT systems and/or other management information systems</p> <p>Knowledge of first aid</p>	(a) (i) (r)
<b>Physical, mental and emotional demands</b>	<p>High personal motivation and commitment</p> <p>Ability to prioritise own workload and manage own time effectively</p>		(a) (i) (r)



**Contact us**

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