

# **Generations Multi Academy Trust**

## **Goffs-Churchgate Academy**



## **Behaviour Support Mentor**

**December 2024**

### **Information for Applicants**





**H6 Point 16 £30,585 (FTE)  
Actual Salary - £25,574  
Fixed Term for One Year**

**The successful candidate for this post:**

- is an excellent classroom practitioner
- has a passion for supporting young people to achieve their best
- has the ability to build positive relationships with students
- is able to communicate effectively, both with parents and students
- can support students effectively on a 1-2-1 basis and as a group
- has a positive, can-do attitude with colleagues and students
- has excellent interpersonal skills and is a real team player
- is keen to go the extra mile for our students

**In return, the Trust can offer you:**

- The opportunity to join a supportive, collaborative and committed team
- Outstanding, highly personalised professional development opportunities
- A forward looking, innovative and oversubscribed working environment

**Please contact the HR department on 01992 624375, or by email at [recruitment@generationsmat.herts.sch.uk](mailto:recruitment@generationsmat.herts.sch.uk) for further details.**

**Closing date for applications: Monday 13<sup>th</sup> December 2024**

**Interviews will be held as soon as possible thereafter.**

**The Trust reserves the right to process applications as they are received, and early applications are encouraged. Previous applicants need not apply.**

Generations Multi Academy Trust is committed to the safeguarding and welfare of children and applicants must be willing to undergo child protection screening appropriate to this post, including checks with past employers and the Disclosure and Barring Service.

Please note that this role 'exempt' from the Rehabilitation of Offenders Act 1974 and therefore, you are required to declare any convictions, cautions, reprimands and final warnings that are not 'protected' (i.e. filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013). Further information is available on the school's website.



**WELCOME LETTER FROM THE  
PRINCIPAL**



## WELCOME LETTER FROM JULIE RICHARDSON, PRINCIPAL

It is a great honour to welcome you to Goffs-Churchgate Academy. We are a smaller than average secondary school, that provides a close, family atmosphere where students develop their confidence and forge new friendships quickly.

In addition, our size means that we are able to ensure that all of our students are known, feel valued and are supported. Our school has been recognised by OFSTED who graded the school as 'Good' with 'Outstanding' features.

It is my belief that a child's time at school leaves a significant impression on them and shapes them into the adults that they later become. This is a responsibility that we take seriously at Goffs-Churchgate. Our students typically arrive with a sharp mind, ambition and intellectual curiosity, which is complemented by our carefully planned curriculum and extra-curricular offer.



Academic success is incredibly important to us. Our success in GCSE and vocational courses speaks for itself. However, we also believe that the development of the whole person is vital to becoming a well-rounded individual that makes a positive difference in the world. Our mission is to grow good people, so that when they leave Goffs-Churchgate they make a positive contribution to society and make a difference in the world.

A child's time at Goffs-Churchgate Academy will help them to reach their potential, whilst developing empathy, inclusivity, creativity, confidence and self-esteem. We foster a number of positive moral attributes, that are underpinned by our core values of *Respect, Aspire, Nurture* and *Achieve*.

The Goffs-Churchgate experience encourages students to be true to themselves, to love themselves, to make positive contributions, to learn and grow, be happy and grateful and to contribute to something bigger than themselves. Our school is a happy and caring community, staffed by a team of highly committed teachers and support staff, working in partnership with Trustees and parents to provide the best possible education.

You are also warmly encouraged to visit and to see first-hand what makes us such an exciting and ambitious community to join. We look forward to meeting you.

**Julie Richardson**  
Principal



# JOB DESCRIPTION





## JOB DESCRIPTION

<b>JOB TITLE:</b>	Behaviour Support Mentor
<b>Salary</b>	H6 Point 16 £30,585 (FTE), Actual Salary - £25,574
<b>PURPOSE:</b>	To support the Director of Learning and Senior Leadership Team to manage and improve behaviour standards across the academy
<b>REPORTING TO:</b>	Director of Learning & SLT
<b>STAFF REPORTING TO JOB HOLDER:</b>	None
<b>CONTACTS WITHIN SCHOOL:</b>	SLT; Learning Managers; DoLs; all Heads of Department, Learning Plus Team
<b>MAIN TASKS &amp; RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• To support Directors of Learning on daily behaviour issues</li><li>• Mentor selected students to ensure that their behaviour improves, supporting students with SEMH</li><li>• Provide support to the Directors of Learning on daily issues assisting with incidents, bullying and on calls</li><li>• Provide support and advice to students in line with promoting their social care and personal development with respect to learning and health and safety</li><li>• To support Directors of Learning with parental meetings.</li><li>• Support the Directors of Learning with key high-tariff students.</li><li>• To take the role of Directors of Learning when one of the HOY is off work for a short-term basis.</li><li>• Respond to and take steps to resolve relationship issues between students and staff</li><li>• Provide general student support e.g. lost items, upsets</li><li>• Manage the detention system and monitor attendance at detention</li><li>• Follow up attendance matters, including for agreed target students and contact or meet with parents</li><li>• Collect and collate statements relating to incidents, following up directly when appropriate</li><li>• Issue, collect and follow up target cards for identified students</li><li>• Contribute to pastoral support plans</li></ul>

	<ul style="list-style-type: none"><li>• Be aware of and comply with policies and procedures relation to child protection and all aspects of safeguarding children</li><li>• Liaise with external agencies on behalf of the Pastoral team</li><li>• Contribute to organisation of pastoral events and programmes</li><li>• Support in the monitoring of students at alternative provision</li><li>• Be a secondary contact for parents, being responsible for and dealing with issues when appropriate and referring to other staff for action</li><li>• Ensure contact is made to parents whenever incidents dealt with – e.g. bullying, racial incident files</li><li>• Effectively communicate with Pastoral Team through meetings and emails to keep the staff informed of issues relating to the students in their Form</li><li>• Produce appropriate records of incidents dealt with – e.g. bullying, racial incident files</li><li>• Arrange for work to be set and collected for exclusion and other student absence</li><li>• Seek reports on student progress from staff</li></ul>
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<p><b>KNOWLEDGE, EXPERIENCE &amp; TRAINING:</b></p>	<ul style="list-style-type: none"> <li>• Strong written and oral communication and team player</li> <li>• Calm under pressure with strong interpersonal skills</li> <li>• Experience in dealing with young people in a busy environment</li> <li>• Excellent time manager with the ability to work to tight deadlines</li> <li>• Highly organised and efficient</li> <li>• The ability to communicate effectively</li> <li>• Excellent interpersonal skills</li> <li>• The ability to demonstrate initiative</li> <li>• Proven ability to build positive relationships with students</li> <li>• Strong team member</li> <li>• Ensures they, and others, follow the policies, systems and procedures of the school.</li> <li>• Understand the importance of confidentiality</li> <li>• Evidence through DBS check and recruitment, process of suitability for working with young people</li> </ul>
<p><b>GENERAL DUTIES:</b></p> <ul style="list-style-type: none"> <li>• Assist with on call duties if appropriate</li> <li>• Assist with before school, late gate and after school gate duty.</li> <li>• To assist in break/lunch supervision</li> <li>• Represent the school in a manner consistent with its ethos and values</li> <li>• Contribute to school development through identified communication and consultation channels</li> <li>• To respect the confidential nature of information relating to the school and students</li> <li>• Promote and safeguard the welfare of students you come into contact with.</li> <li>• Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.</li> <li>• Be aware of and adhere to all Trust and Academy level policies and procedures and comply with their contents; raising any concerns in a timely manner.</li> <li>• Be aware of, support and ensure equal opportunities for all.</li> <li>• Contribute to the overall ethos/work/aims of the Trust.</li> <li>• Appreciate and support the role of other professionals.</li> <li>• Attend and participate in relevant meetings as required.</li> <li>• Participate in training, other learning activities and performance development as required.</li> <li>• Engage actively in the performance review process.</li> <li>• Perform any other such duties as the Head of Academy may from time to time determine</li> </ul>	





# **PERSON SPECIFICATION**



## PERSON SPECIFICATION

### Behavior Support Mentor

Essential:	Desirable:
<b>Qualifications</b> <ul style="list-style-type: none"><li>• Qualified Teacher Status</li><li>• Degree relevant to area of responsibility</li></ul>	<ul style="list-style-type: none"><li>• Higher degree e.g. MA, MEd</li></ul>
<b>Experience</b> <ul style="list-style-type: none"><li>• Evidence of managing and leading change</li><li>• Evidence of leadership of a team or area of responsibility</li></ul>	
<b>Professional expertise</b> <ul style="list-style-type: none"><li>• Outstanding teacher</li><li>• Ability to lead, develop and enhance the department through excellent leadership and management</li><li>• Able to secure outstanding outcomes</li><li>• Develop a wide range of teaching skills within the department</li><li>• Excellent organisational skills and time management</li><li>• Effective use of ICT</li><li>• Understanding of how to develop a department</li><li>• Excellent knowledge of learning, teaching and assessment strategies</li></ul>	<ul style="list-style-type: none"><li>• Experience of cross curricular/whole school projects</li></ul>

**Personal Qualities:**

- A commitment to the aims and ethos of the school
- Desire to raise student achievement at all levels
- Solution focused attitude
- Enthusiastic and inspiring leader
- Ongoing commitment to professional development



**INFORMATION ABOUT  
GOFFS-CHURCHGATE  
ACADEMY AND THE  
GENERATIONS MULTI  
ACADEMY TRUST**



## **Information about Goffs-Churchgate and the Generations Multi Academy Trust**

Goffs-Churchgate Academy was the first school to join the Generations Multi Academy Trust. The school is now in its seventh year of operation and continues to go from strength to strength.

The school is a fully mixed comprehensive school from 11-16 years of age, with 600 on roll.



The school has rapidly established a very strong reputation in the area, and is now consistently oversubscribed. In addition, the school recently received its OFSTED report from May 2022, which graded the school as “good” with outstanding features.

One of the school’s key strengths is its highly cohesive and supportive community. As such, the decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody else - if you visit, you cannot fail to be struck by this. It is a very special part of who we are.

The post offers a genuine opportunity to work in a school community that changes the lives of the young people we care for.

### **Professional Working and Learning Environment**

The school has benefited from brand new facilities, opened in October 2016, including professional teaching and learning facilities for all subjects. The school also benefits from a recently installed 3G playing surface for PE; a gym with a professional sprung floor; a Dance Studio; recent refurbishment of additional classrooms and an indoor swimming pool. The new facilities provide a light, modern, professional, and fit for purpose working environment for all. The Trust has also invested significantly in modernising additional teaching spaces, providing a fantastic environment for our students and staff.



### **The Generations Multi Academy Trust**

Generations Multi Academy Trust is a cross-phase Multi Academy Trust based in Cheshunt, currently comprising two secondaries and one primary - Goffs, Goffs-Churchgate and Flamstead End School. It is our hope that a further primary, Andrews Lane School, will join our partnership from November 2024. Across the piece, GMAT currently has just under 3,000 students in its care and employs just under 400 staff. From Spring 2023, the MAT opened nursery provision on the Goffs-Churchgate site, with subsidised and term-time only places for staff. The nursery is run by Ashbourne Nurseries - <https://ashbournedaynurseries.com/>

The MAT is extremely clear about its daily purpose, reflected in its motto of “No Set Destiny for Any Child.” All of our schools, leaders and staff fiercely believe in the life-changing nature of education and work tirelessly to that end, day in and day out. There is no set destiny for any of the children in our care; rather, our daily work across the piece allows children to forge new futures and destinies.

**Flamstead End School** is a thriving primary school in Cheshunt with approximately 485 children on roll. It has a Preschool, 60-place nursery offering 30 hours provision and two classes per year group from Reception to Year 6. Flamstead End is a 'Therapeutic Thinking' school and seeks to understand and support children's behaviour so that they are able to learn and achieve to the best of their ability. The school is a tight knit community, with a well-established staff who care for one another and the children in their charge.



**Goffs-Churchgate** is a fully mixed comprehensive school for 11-16 year olds, with just over 600 students on roll. The school has rightly established a very strong reputation for both its academic outcomes and its close-knit, nurturing community, receiving over 600 applications for 120 places for 2024 admission. The decision to cap student numbers at 600 is entirely deliberate, enabling us to maintain a strong sense of community where everybody knows everybody else.



**Goffs** is a  
mixed 11-18



comprehensive Academy with approximately 1,600 students on roll, including a thriving and successful Sixth Form. The school is also extremely popular in the local area, with an average of over 800 applications annually for the 240 places available, and significant waiting lists for places across the year groups.

All of our schools enjoy extremely high levels of applications and are over-subscribed. The schools are within close proximity of each other and share many activities, including CPD for staff. One of the Trust's fundamental principles is that no one school is in any way more important or successful than the other. As such, CPD and other events are rotated through schools in the Trust, with everyone learning from and sharing with each other. This collegiate and collaborative approach permeates our Trust.

Staff and students work in modern, professional environments, with all schools benefitting from recent building projects including a full, £20million rebuild at Goffs. The facilities provide light, modern, professional and a fit for purpose working environment for all.

Notwithstanding a highly challenging funding situation for schools generally, the MAT remains financially secure. Finances are overseen by a Chief Finance Officer with considerable financial expertise in the private sector. The Trust deliberately created an Income Generation function, and extensive lettings and business development work now takes place across all sites in the MAT. This additional income – now yielding in excess of £500k per annum – underpins generous levels of staffing at our schools, plus many “extras” that would otherwise be unaffordable in the current funding climate.

Our schools pride themselves on their sense of community – both within the school itself, and in the wider locality. Visitors to our schools unfailingly comment on a very real sense of community, coupled with warmth and pride. Our schools are members of Cheshunt Extended Services (ChExS), offering a variety of extended school and community-based activities for both students and parents. Our students actively support local charity work such as the Isabel Hospice and maintain strong links with our local primary schools.



Our schools are proud to be truly community-based schools, with students and staff from different religions and a number of languages spoken in each school. As a Trust we recognise and celebrate what makes us unique and different, and acknowledge that we are also part of one community. Our aim is for everybody to feel valued and respected and we strive hard to ensure we create a positive culture within the schools to enable this to happen.

We are looking forward to further widening our Trust and to working in partnership with both primary schools and further secondaries. Further information about GMAT can be found here: <https://generationsmat.com/>

## Outcomes

Our strategy for continuous school improvement has had huge success and we are actively committed to ensuring that our very popular and successful schools continue as centres of excellence in the community.

Exam results in 2024 have once again produced an overall estimated progress score significantly above the national average and reflect the continued success the school has achieved since joining the Trust in 2017.

- Exceptionally strong progress scores across the headline measures, with the overall progress 8 score significantly above the national average for a third year in a row. (Estimated progress 8 score: 0.38).
- Excellent outcomes were achieved in Maths and the performance in English was phenomenally strong (Estimated Maths progress score: 0.33. Estimated English progress score: 0.63).
- The outcomes at the top end were particularly impressive with the progress score for the students with high prior attainment very significantly above the national average.
- There was a 12% increase in the percentage of students entering the full Ebacc to bring the overall entry figure to 67% which is significantly above the national average of 39%, and the Hertfordshire average of 47%.



## Community

Goffs-Churchgate prides itself on its sense of community – both within the school and in the wider locality. We are members of Cheshunt Extended Services (ChExS), offering a variety of extended school and community-based activities for both students and parents. Our students actively support local charity work and maintain strong links with our local primary schools.

We firmly believe in every student feeling a strong sense of community, and on entering the school, each student is placed in one of four Houses: Attenborough, Rashford, Seacole, and Trott. Each House is led by a team of student House Captains and has a clear sense of identity. Regular competitions and assemblies strengthen this sense of community. Students within each House arrange a variety of fundraising events throughout the school year. The House raising the most money in the year for our school charity is awarded the annual Charity House Shield. Our new House names were introduced in September 2021. This was part of a wider school project on diversity to ensure that our school community reflects the diverse culture that it serves. An example of this project, is the impact that it has had in English. As a result of the diversity project, there has been a complete overhaul of the Key



Stage 3 curriculum, with students now studying books representing a very diverse range of authors.

Our students have a wide range of student leadership opportunities open to them as part of actively encouraging leadership development. These student-led groups include:

- Student Executive
- Community Captains
- Wellbeing Champions

Across the Multi Academy Trust, a large variety of annual school trips give students the opportunities to sample different cultures, while an extensive programme of off-site visits provides opportunities for students to experience the diversity that exists within the UK, including theatre, galleries, and museum visits.

Goffs-Churchgate is proud to be a genuinely comprehensive school, with students and staff from different religions and several languages spoken in the school. We recognise and celebrate what makes us unique and different and acknowledge that we are also part of one community. Our aim is for everybody to feel valued and respected, and we strive hard to ensure we create a positive culture within the school to enable this to happen.

### **Care, Guidance and Support**

Successful learning occurs when students feel safe, confident, respected, valued, and are engaged. Goffs-Churchgate believes in supporting and nurturing all students in their quest to become successful learners. As such, we place a high value on pastoral care as an integral part of the school's life. We have an extensive pastoral care system to support the welfare and progress of all our young people.

### **Staff Development**

The Trust has an extremely strong reputation for staff development, for both teaching and support staff. Developing the next generation of school leaders, both middle and senior, plus future Headteachers for those who wish to pursue this, is a responsibility that we take very seriously. We have a full suite of staff leadership development which staff can join be they an ECT or highly experienced colleague.



In addition to whole staff training days, we disaggregate a number of hours for training every year. This allows staff development to be highly personalised as staff can opt for the training which best meets their needs, including the opportunity to do a research project in partnership with Cambridge University. Many use their disaggregated time to coach others or to receive coaching. Moreover, there are specific training sessions for ECTs and other interested staff which run each week after school.

We also place a lot of emphasis on 'on the job' training and support. A thorough induction scheme is available to all new staff, and mentors/buddies are assigned to guide you through those new routines. Finally, external courses can of course be booked if, on very rare occasions, we cannot cater for a particular training need in house.

### **Staff Benefits**

Alongside our very strong focus on outstanding professional development and promotion opportunities, we also offer a range of benefits including:

Competitive base salary with a tailor made development plan aimed at enhancing your future [earnings] potential through:

- High quality, personalised CPD
- Bespoke leadership development programmes
- Subsidies for Masters and Degree courses
- Secondment and shadowing opportunities
- As part of our Multi Academy Trust, "Generations", potential to work across more than one school to develop career enhancing skills and knowledge.
- Supported Nursery provision with Ashbourne at any of their nurseries in the **Buckinghamshire, Essex, Hertfordshire, Northamptonshire, and Bedfordshire area:**
  - 15% discount for all Trust staff
  - Term time only places are available.
  - A school day would be 9.00am – 3.00pm
  - "Sundries" would be applied to a child taking up a funded only space (e.g. 30 hours funding only). This covers the cost of: meals, snacks, nursery resources
- All staff have access to a wide range of health and wellbeing resources which includes an **Employee Assistance Programme via Spectrum.Life** who offer a wide range of health and wellbeing resources, plus access to counselling for staff and their immediate family. **The EAP service is accessible 24/7, 365 days a year and is a completely free and confidential service**
- The MAT adheres to the STPCD for its teaching staff
- Cycle to work scheme
- Onsite car valeting at a reduced price for Trust staff
- Substantially discounted membership to Lifestyle Fitness's state of the art purpose built gym, at Goffs Academy

Additional financial incentives and tax efficient benefits, including:

- Exam marker payment of £400 plus 2 days paid leave to do the marking (1<sup>st</sup> year)
- Payments for staff taking weekend sporting fixtures: staff paid £200 for leading a minimum of six Saturday fixtures plus 6 weekly training sessions.
- A daily allowance of £50 for school trips taken over a weekend or any school holiday.
- A £1,000 Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for: £500 on the person starting, and £500 if the person is still at the school 12 months later.

Access to a wide range of health and well-being resources including:

- New, professional, and fit for purpose working environments
- Free use of a range of sports and leisure facilities including a fully equipped gym and swimming pool.
- Occupational Health & counselling support
- Free flu jabs
- Subsidised social events
- Free tea, coffee, and milk for staff

**Julie Richardson**  
**Principal**