



**Haberdashers'**  
Crayford Academy

# Sixth Form Academic Mentor Recruitment Pack

January 2026

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Ofsted  
Good  
Provider

Together, stronger



Haberdashers'  
Academies Trust  
South

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# Letter from Jan Shadick, CEO

Dear Candidate,

Thank you for your interest in the post of Sixth Form Academic Mentor

We are a Trust of nine schools, all based in South East London. Whilst each of our schools maintains its individuality, we share a common mission: to ensure that every single child and young person in our care is successful at school so that they can flourish and be successful in their lives. We are committed to ensuring this success from 3 to Forever, under our mantra of 'once a Haberdasher, always a Haberdasher'.

Our People Strategy is key to our success and integral to this is our commitment to equity, equality, diversity, and inclusion . Bringing this to life is the responsibility of every member of staff. We take seriously any behaviour which undermines it. Anyone applying to work with us, should share this commitment.

Please take a look on our website for more information. We want the best people to join our Haberdashers' community and are committed to a diverse and inclusive student and staff body.

If you are passionate about making a difference and feel that you have the right experience and expertise, I encourage you to apply to join us on our journey.

For a confidential discussion regarding this post, please contact Trust Recruitment Lead, Yas Affum on [y.affum@habstrustsouth.org.uk](mailto:y.affum@habstrustsouth.org.uk) or HR Advisor for Crayford Academy, Lauren Findlay on [l.findlay@habstrustsouth.org.uk](mailto:l.findlay@habstrustsouth.org.uk)

I look forward to hearing from you.

**Jan Shadick**  
**Chief Executive Officer**  
Haberdashers' Academies Trust South



# Letter from Steve Wheatley, Executive Principal

Dear Candidate,

Welcome to Crayford Academy, where education and excellence go hand in hand. Our dedicated team are committed to providing a dynamic and engaging learning environment for our pupils that is safe and supportive too. We strive to create a culture of curiosity, creativity and critical thinking that prepares our students for success in their futures whatever they may be.

We provide targeted support and a broad education to enable each and every one of our students to reach their full potential and to grow into well-rounded members of our community and aim to ensure all the children and young people who come to our schools:

- Are happy and safe at school and are able to learn successfully within a supportive environment
- Are able to achieve their full potential personally, academically and socially.
- Develop and grow as independent, resourceful and resilient individuals.
- Are equipped with the skills, qualifications and love of learning they will need to be successful in the world they will join as adults.

Our state-of-the-art facilities provide endless opportunities for exploration and discovery, while our diverse range of extracurricular activities and clubs allow our pupils to pursue their passions and develop their talents to the fullest.

Our pupils are at the heart of everything we do. Our pastoral team give individualised attention and teaching staff give personalised learning plans, we work closely with each student to help them reach their full potential. We foster a positive and inclusive community where all students feel valued and respected.

Our School was inspected by OFSTED in December 2022 with inspectors stating ***“Pupils are part of a strong and inclusive community. They meet the high expectations placed on them and have positive attitudes to learning”***. OFSTED graded our school “GOOD” in all areas, you can read the full report [here](#)

We are proud of the achievements of our pupils and the impact they make in the world. Our most recent GCSE results place us in the top 20% of schools nationally, we are oversubscribed in year 7 and our 6th form continues to grow. Our pupils leave Crayford Academy with the skills, knowledge and confidence to make a meaningful difference in their communities and beyond.

Here at Crayford Academy, we believe that every student has the potential to achieve great things, we are “shaping futures” daily. Join us on this journey of discovery, and see for yourself the exciting and dynamic learning experience we offer.

We look forward to welcoming you to the Crayford Academy community!



**Mr Steve Wheatley**  
**Executive Principal**  
**Haberdashers' Crayford Academy**



# About Haberdashers' Academies Trust South



We are a multi-academy trust consisting of four secondary schools and five primary schools and have been educating children and young people since 1876.

Our moral imperative at that time was to ensure that every child in our care received the best possible education in order to make the best start in life. That moral imperative remains today, underpinned by ethos of working together and our values of being ambitious, always growing and contributing to the world as global citizens.

In a complex world, we need our children and young people to be as well equipped for their future as possible so that they can flourish. We will support them to become compelling individuals so that by the time they leave us they will have experienced a range of opportunities that not only build their mind but also build their character.

We are proud to be a diverse community and take seriously the need to ensure that every child, young person and adult connected with our schools feels included, welcomed and listened to. This is an important part of who we are and our commitment to equality and fairness. This commitment remains at the forefront of our work.

To find out more about Haberdashers' Academies Trust South, please visit: [www.habstrustsouth.org.uk/Our-Vision-and-Strategy](https://www.habstrustsouth.org.uk/Our-Vision-and-Strategy)

## VISION 2026 Every School an Excellent School

It is the Trust's vision for all of our schools to be excellent schools. Our mission is to ensure that every one of our children and young people flourishes at school so that they can be successful in their lives.

### Our three main objectives are:

- Excellent outcomes for all children and young people so that they can be successful in their next steps and future lives;
- To be regarded as a great employer, attracting, retaining and developing the best staff;
- To be the Trust of choice and a welcome presence in our communities.

To find out more about our Vision and Strategy, please visit:  
<https://www.habstrustsouth.org.uk/Our-Vision-and-Strategy>

## Our Sponsors

Our sponsors are a huge part of the culture within our schools. The links with our sponsors are a unique and special part of what makes our Trust and schools what they are today.



### The Worshipful Company of Haberdashers

Our main sponsor is the Worshipful Company of Haberdashers, one of the Great Twelve Livery Companies of the City of London. Education is hugely important to the Haberdashers' Company and today there are more than 12,000 children and young people in its' family of 19 schools. The Haberdashers' network of maintained and independent schools stretch across the country, covering north London, Shropshire and Monmouth and our own Trust, in south London and Kent. We have regular opportunities to collaborate with the wider network of Haberdashers' schools on a number of initiatives and events.

The Haberdashers' Company supports our pupils in many ways. There are a number of educational and careers initiatives that are organised by the Company, such as the Livery Academy Awards, Monmouth - City of London Work Experience, Haberdashers' Musician of the Year, an annual Year 7 visit to the prestigious Haberdashers' Hall, cross school sporting competitions, mentoring, trips and much more. Each year, a number of Year 13 pupils receive scholarships that will support them financially through university and the Company fund a number of projects throughout the school year. The relationship with the Haberdashers Company is central to the success of the Haberdashers' Advantage enrichment programme, and pupils, parents and staff are proud of this relationship.

Being part of the Haberdashers' community is very important to us as a school. The Haberdashers' come and visit us each year to hear from the children, to see what has been happening in our school and to celebrate our achievements. The Haberdashers' Company supports pupils, past and present, as they progress through their educational and professional journey, which offers our pupils something truly unique.

Find out more: [www.haberdashers.co.uk](http://www.haberdashers.co.uk)



# Role Description

<b>Job Title:</b>	Sixth Form Academic Mentor
<b>Contract Type:</b>	Permanent
<b>Salary:</b>	Trust Support Staff Scale, Band 5, £27,367 to £29,194 (FTE £32,342 - £34,501)
<b>School/Service:</b>	Haberdashers' Crayford Academy
<b>Location:</b>	Iron Mill Lane, Crayford, DA1 4RS
<b>Hours Per Week:</b>	Full time, 35 hours per week, term time + inset + 1 week

## About the role

We are seeking a candidate who will have the sixth form community at the centre of their focus. You will be responsible for managing the Sixth Form Study Area ensuring an appropriate working ethos is maintained. You will be responsible for establishing a culture of effective study at KS5. Your main area of responsibility will be to lead, manage and develop the KS5 Learning Hub.

You will address the needs of students in Key Stage 5 who need help to overcome barriers to learning both inside and outside the classroom, in order to achieve their full potential. You will work with a range of students, especially those at risk of underachievement; supporting them to achieve within the curriculum and providing additional support outside of the classroom.

You will provide confidential management and administrative support for the day to-day operation and strategic planning of the Sixth Form. You will be supporting the Head of Sixth Form and Tutors, whilst ensuring a welcoming and supportive atmosphere for students and parents.

You will also assist the Sixth Form Team and Teachers monitoring student progress, collaborating with staff and external partners, and organising activities/trips.

The working hours for this post are 8.00am – 4.00pm, Monday to Friday (35 hours per week. Term time plus inset plus five days). You must be available to work 3 of these days during August to support with A Level results day, GCSE results day, and 6th Form enrolment. You may be asked to stay later than your specified finish time on occasions to support the needs of the business.

## Reporting

This role will report into an Assistant Principal.

## Staff Development

Our staff are important to us. We know that without great staff, our children will not be as successful. Therefore, professional learning is key to our success. As a new employee within the Trust you will be supported by the Senior Directors of people and professional learning, alongside your line manager to realise your full potential

We are proud to be a London living Wage employer.



# Key responsibilities of the role

## Main responsibilities

- To oversee the sixth form study area
- To supervise study conditions during lesson times, ensuring a calm and productive atmosphere and ethos for study
- To ensure policies are followed, maintaining an environment that supports effective study habits
- To maintain the register and track compulsory “study students” referred in by staff
- To track and assess students' academic performance, providing regular feedback and progress reports to students, parents, and staff.
- To register and review attendance at the timetabled supervised study sessions
- To communicate with parents regarding concerns, updated tutors, teaching staff, and the Sixth Form team and log all communications on the school MIS (arbor)
- To provide study skills support for students – this could be in the form of personalised 1-1 or group mentoring sessions
- To identify students who are at risk of underachievement/poor attendance/low engagement/low self-esteem and develop targeted intervention plans to support their academic improvement.
- To help students develop effective study techniques, and time management skills
- To draw up action plans with students including short and long term targets
- To work closely with teachers, staff, and external partners to provide comprehensive support for students.
- To coordinate with colleagues to integrate academic support with classroom learning and address any learning barriers students might face.
- To develop strong, trusting relationships with students to understand their needs and provide effective support.
- To act as a mentor and role model, offering guidance and encouragement to help students navigate their academic journey at KS5
- To maintain the KS5 resources
- To develop and manage the KS5 learning hub

## General and Attendance

- To support with timetabling changes
- To create appropriate form groups specific to tutor specialisms
- To track weekly attendance
- To record and track any pupils that are on Academic Report
- To assist the Careers Manager and Head of Sixth Form where required, for example the UCAS process
- To support the work of the school attendance officer and wider sixth form team when the early support provided has not resulted in poor attendance

## General

- To work within the Academy framework with regard to Health and Safety
- To promote equal opportunities in the Academy
- To promote the ethos of the Trust / Academy
- To promote the school's commitment to the continued professional development of all staff.
- To work within the school's framework with regards to Health and Safety.
- To be aware of and assume the appropriate level of responsibility for safeguarding and promoting the welfare of children.
- To report any Safeguarding concerns in accordance with Trust's Safeguarding Policy
- To undertake any duties as may reasonably be required by the Executive Principal or Leadership Team

# Person specification

Essential Criteria	Desirable Criteria	Method of Assessment: Application (A) Interview (I) Assessment (AS) References (R)
<b>Education and Qualifications</b>		
Degree or other similar qualification		A/I
GCSE English and Maths, Grade C or above		A/I
<b>Knowledge and Experience</b>		
Experience of working with young people (paid or voluntary)	Experience working as a learning mentor/tutor or equivalent	A/AS/I
Experience of working as part of a team	An interest in working in a Multi-Academy setting	
Ability to use IT effectively to support record keeping and correspondence	Experience of working on a project with accountable outcomes	A/AS/I/R
Ability to be tenacious and flexible and to try different approaches with students who needs may be different	Experience of working with Post-16 students	A/AS/I/R
Excellent communication skills, both oral and written, with the ability to adapt effectively for different audiences and situations	Will have experience of working in a school, or similar educational institution	A/R
Ability to present detailed and written reports in a clear professional style	Will have effective behaviour management skills and experience of restorative approaches	A/AS/I
Ability to build effective relationships with students, and to be able to motivate disaffected learners	Will have a good knowledge of the roles of outside agencies available to support the school	A/AS/I/R
Ability to collate, analyse and present a variety of data	Working knowledge of Level 1,2 and 3 course available at KS5	A/I/R
Ability to plan, organise and prioritise		A/R
Ability to initiate and manage change		A/AS/I/R
Evidence of good interpersonal skills.		A/AS/I/R
Ability to think creatively and problem solve		A/AS/I

# Person specification

Essential Criteria	Desirable Criteria	Method of Assessment: Application (A) Interview (I) Assessment (AS) References ( R)
<b>Personal Experience/Qualities</b>		
Clear commitment and understanding of the Trust ethos, vision and values and an ability to uphold them	Will have desire to make a difference to young people's lives	A/I/AS/R
Belief in equality and opportunity for all, ensuring that all staff feel included and listened to		A/I/AS/R
Ability to establish and articulate a clear vision in an engaging way		A/I/AS/R
Determination and resilience		A/I/AS/R
High level of interpersonal and communication skills and the ability to build relationships and influence at all levels – engaging with a range of stakeholders successfully		A/I/AS/R
Commitment to collaborative working		A/I/AS/R
High expectations of achievement, conduct and behaviour and a willingness to address situations where these fall short		A/I/AS/R
Commitment to safeguarding and promoting the welfare of children and young people		A/I/AS/R
Passionate about subject area		A/I/AS/R

“I believe in the value of working collaboratively with colleagues and partner schools to bring out the best in staff and students. The Trust consider the development of staff to be integral in its pursuit of excellence and I am supported and encouraged to grow within my role.”

K Atwell, Vice Principal  
Haberdashers' Crayford Academy

# Staff Benefits

At Haberdashers' Academies Trust South, we believe that investing in our staff is crucial for our success. That's why we offer a range of benefits that cater to your professional growth, well-being, and financial security.

Here are some of the benefits you can expect when you join us:

**Perkbox:** Our cutting-edge reward and benefits platform empowers you to acknowledge your colleagues' accomplishments through its celebration tool. You can gain flexi and reward points, which can be redeemed at various high street and online retailers for treats and every day essentials. Additionally, you have the option to make charitable donations.

**Pension Scheme:** (eligible and enrolled participants): From 1 April 1 2024, for teachers, the Trust will contribute 28.68% to your pension fund. Support Staff will receive a 19.80% contribution to their pension pot from the same date.

**Professional Learning:** Our dedicated team at Habs Institute for Professional Learning is devoted to nurturing your professional growth. We offer excellent training opportunities for all staff throughout the year and provide partial funding for qualification pursuits.

**Employee Assistance Program (EAP):** Our EAP encompasses a 24-hour, free, and confidential counselling service. It includes access to online cognitive-behavioural therapy and management consultations to support Line Managers.

**Well-being:** Enjoy complimentary access to the award-winning Headspace app, along with free mindfulness courses to enhance your overall well-being.

**Staff Development:** Explore secondment opportunities within the Trust or external organisations, providing valuable experiences for your professional development.

**Ride to Work and Cycle to Work Schemes:** Take advantage of substantial discounts through tax allowances for either purchasing a bike or opting for bike hire, promoting a healthier and more sustainable commute.

**Season Ticket Loans:** Enjoy discounted annual travel fares through our salary-deductible Season Ticket Loan and save on your travel overall.

We are committed to helping you thrive in your career and personal life. Join our team and enjoy the benefits of working with a supportive and forward-thinking organisation.

# Staff Incentives

We know that staff are our greatest asset in achieving our vision for every school to be an excellent school and for our children and young people to flourish and succeed.

To incentivise like-minded and talented people who care about the work we do at the Trust, to join us and stay with us, we have recently introduced :

## Talent Connect Bonus

Refer a friend or connection to apply for a role at the Trust and receive a £300\* bonus when they successfully complete their probation period.



## Welcome Reward

Those employed in 'hard to fill' roles to receive a Welcome Reward of £500\* after successfully completing their probation period.



## Milestone Appreciation Award

Long-serving members of staff to receive a £500\*\*\* reward and congratulatory letter from the CEO for reaching 5, 10, 15, 20 and 25-year anniversaries with the Trust.



\* subject to tax and National Insurance contributions, and other terms and conditions. Some senior leaders will be exempt from receiving the Talent Connect Bonus.

“Crayford academy - a school beyond the measure of good in most aspects, brimming with fantastic and energetic teachers full of passion for what they teach!!”

T Dosunmu, Teacher of Maths  
Haberdashers' Academies Trust South



## Recruitment process and additional recruitment information

**Closing date:** 13 February 2026, 12pm

**Interview date:** Applicants will be invited to interview before the closing date, in the order they are received, so early applications are encouraged. We reserve the right to close the advert if a suitable candidate is found.

**Start date:** March 2026

### Recruitment Process:

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected, but the interview is likely to include:

- A written/practical task
- A presentation
- An in-person interview

### Special Requirements:

If you require reasonable adjustments prior to your interview, these can be arranged by emailing [crayfordhr@habstrustsouth.org.uk](mailto:crayfordhr@habstrustsouth.org.uk)

### Equality and Diversity:

We recognise the benefits of a diverse workforce. We are committed to eradicating discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference

**References:** We will obtain references from your referees if you are successful at interview. In order to prevent any delays, please ensure that the reference section of the application form is accurate and completed in full.

**Right to work in the UK:** Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

**Data Protection:** Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

**Criminal Convictions:** All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on their application form and when completing a Disclosure and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working or coming into contact with children; and must be received by the School before employment can commence.



**Haberdashers'**  
Crayford Academy

For a confidential discussion about this post  
or to arrange a visit to our school, please  
contact Lauren Findlay on  
[l.findlay@habstrustsouth.org.uk](mailto:l.findlay@habstrustsouth.org.uk)

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Thank you for your interest in  
Haberdashers' Crayford Academy.  
We look forward to receiving your  
application.

[www.habscrayford.org.uk](http://www.habscrayford.org.uk)  
X - @HabsCrayford  
Instagram - habscrayford

Haberdashers' Crayford Academy  
Iron Mill Lane, Crayford, Kent DA1 4RS