

# Progress Coach



## A Welcome from Jackie Sharman, Principal



In Weydon's recent Ofsted in 2023 we are very proud to say that the school was awarded outstanding for quality of education and outstanding for personal development. We are consistently ranked in the top 11-16 comprehensive schools in the country according to The Sunday Times Parent Power. In our results this year 43% of our students achieved at least 5 GCSE grades at 9 – 7.


The school became an Academy in April 2011 and is also a National Support School, earning Leading Edge status. We are a SSAT Schools Network Consultant School. Together with St John the Baptist School in Woking and Salesian School in Chertsey we became a Maths Hub in September 2014. We achieved World Class status in December 2016 and became a Multi Academy Trust, called WMAT, in September 2017. We also host a SCITT working with in excess of 50 teacher trainees each year. The SCITT had a recent Ofsted in June and we have just heard the exciting news that we have received Outstanding for our ITT provision. All these additions bring exciting opportunities for staff and students.

Our students' achievements are impressive: 96% go onto further education with many going on to Oxbridge. Over the last decade the school has had huge investment which has resulted in world class facilities, including a theatre, two all-weather pitches and a high-tech teaching area called the globe. We are one of the most oversubscribed schools in Surrey and enjoy an excellent reputation in the community. You will find the level of respect shown between staff and students is a joy. The Weydon staff team is vibrant, hard-working, innovative and up for a challenge. The school enjoys a strong level of staff retention. Teaching and associate staff work well together as a team. Our associate staff members are often leading lights in suggesting and bringing about school improvements. The staff form a close-knit group who enjoy each other's professional and social company, as well as acting as 'critical friends'.

Furthermore, the parents and Governors add further strength to the school. School trips, holidays and visits are plentiful. Staff have an active social scene and the staffroom (The Hub) is well used, reflecting the excellent team atmosphere. As a school we expect the highest standards in teaching and learning. We will require you to take part in extra-curricular activities and to go that "extra mile" for the students. If successful in your application to join Weydon, we will ensure you have every opportunity to develop your skills. It's great fun and there is a real buzz about the place.

Weydon has its own enhanced pay scales and performance management benefits including healthcare package and gym membership. We are ambitious to improve further and so I hope that you consider yourself to be the person to help us continue to improve our performance. This is a wonderful career opportunity to work in a school where kindness and goodwill go hand in hand to make it special.

I look forward to meeting you.

A handwritten signature in blue ink that reads "J Sharman".

Jackie Sharman  
Principal



## A Welcome from Angela Daniels, Senior Associate Leader and Julie Tavener, Business and Operations Manager



Angela Daniels



Julie Tavener

The Associate Team are a valuable and integral part of the Weydon Community and with their wealth of experience, the contribution they make to the success of the school helps to make it the fantastic place that it is. Every member of the team plays an important role in the students' journey from transition into Year 7 through to Year 11. There are many opportunities outside your role to get involved in school life including helping at the various shows, going on trips and running clubs for students.



The Staff are organised into teams and report into the Associate Team Leaders who line manage them. This helps to support each individual staff member enabling excellent communication, the sharing of knowledge and ultimately career progression. We are passionate about ensuring the relevant CPD is available for everyone and the Performance Management Programme assists in highlighting this.

We are a friendly and supportive group of people and we hope that you decide to apply to join this hardworking and amazing team.

We look forward to meeting you.

Best wishes,

Angela Daniels  
Senior Associate Leader

and

Julie Tavener  
Business and Operations Manager

## Progress Coach

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| <b>Start date</b> | As soon as possible  |
| <b>Contract</b>   | Part Time, Permanent   |
| <b>Salary</b>     | WA3 £23,662 - £23,356 per annum FTE<br>Actual starting salary £15,830 per annum  |
| <b>Hours</b>      | 28 hours a week to be worked over 5 days, term<br>time only (39 weeks per year) Please discuss any alternative options at interview. |



Do you enjoy a challenge? Would you like to help students with a range of special education needs to reach their full potential? Weydon School are looking for enthusiastic Progress Coaches to join our team. You'll help to inspire and motivate young people who find education more challenging, working closely alongside our teachers and other staff, and we'll provide training and excellent benefits. We believe our staff make us outstanding and we're looking for proactive, committed individuals to join our motivated team of progress coaches to make a difference to students progress. We design the interview process to allow a thorough tour of the school and insight into the job role.

## About Us

Weydon School is a large, ambitious and outstanding school in an unspoilt area of Surrey within easy reach of London. We are the lead School for the Weydon Multi Academy Trust, comprising of ourselves, Woolmer Hill School, Rodborough School, Farnham Heath End School, Frogmore Community College, plus many Special and Primary schools with more coming soon. The close proximity of these schools allows lots of opportunities for staff collaboration. The Times frequently rates Weydon School in the top 10 across the UK for 11-16 schools, and achievements across the school are exceptional. It has been said that we have grammar school outcomes and independent sector facilities; our ongoing and recent successes clearly demonstrate this.



## Benefits

- \*Free use of our fitness suite & extra-curricular opportunities such as staff Zumba
- \*Cash back medical scheme
- \*Priority admissions for Children of staff (subject to service/skills shortage)
- \*Access to the Local Government Pension Scheme with generous employer contributions
- \*Lifestyle discounts and benefits scheme through our employee benefits platform
- \*Cycle to Work
- \*International school trip opportunities
- \*Extensive staff CPD offering





**'Believe Belong Care'** is at the heart of everything we do at Weydon and is as true for our staff as it is our students. We have high standards and our staff team are vibrant, hard-working, innovative and up for a challenge. We believe in lifelong learning and encourage staff development throughout the school and within the trust. Our aim is to

continue to develop our existing staff, maintain our excellent staff retention record and ensure everyone has opportunity to develop their skills. We are ambitious to continually improve and innovate and we hope that you consider yourself to be the person to help us build our performance even further.

## Further Information

Please visit [www.veydonschool.surrey.sch.uk](http://www.veydonschool.surrey.sch.uk) for more information on Weydon School and what we can offer you, including virtual tours and interviews, with our Principal and Student Senior Leadership Team as well as an application form.



If you would like to discuss the post or have a tour of the school and our exceptional facilities before making an application, you would be very welcome. Please contact Miranda Francis, our HR Officer for an informal chat on 01252 725052 or [mfrancis@weydonschool.surrey.sch.uk](mailto:mfrancis@weydonschool.surrey.sch.uk)



## To Apply

Please complete an application form available from:  
<https://www.veydonschool.surrey.sch.uk/334/careers-at-weydon>

Please return your completed application form, to include a supporting statement, detailing your relevant experiences, qualifications and reasons for applying to [recruitment@weydonschool.surrey.sch.uk](mailto:recruitment@weydonschool.surrey.sch.uk)

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.

### [Recruitment and Selection Policy](#)

Applicants will be subject to an online search if shortlisted. The search isn't part of the shortlisting process itself, and you will have a chance to address any issues of concern that come up during the search at interview.

All appointments are subject to safer recruitment procedures and an enhanced DBS check.



#### [Safeguarding and Child Protection Policy](#)

All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks. We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to. We maintain an attitude of “it could happen here” where safeguarding is concerned.

#### [Equal Opportunities in Employment Policy](#)

WMAT is committed to equality and valuing diversity. It supports practices that promote genuine equality of opportunity for all staff, students and young people. The trust is committed to promoting a positive and diverse culture in which all staff and young people are valued and supported to fulfil their potential irrespective of their age, disability, race, religion, belief, sex or sexual orientation.

We reserve the right to close this job early. Please apply ASAP to avoid disappointment.

## Job Profile

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|                             | <b>Progress Coach</b>   |
| <b>Responsible to</b>       | <b>SENDCO, Team Leader</b>  |
| <b>Main Purpose of Job</b>  | <p>This is a draft job description and the areas of responsibility will be developed throughout the year to reflect the strengths of the post holder, their areas for development and aspirations.</p> <ul style="list-style-type: none"> <li>• To provide support for students, the teachers and the school in order to raise standards of learning for SEND students.</li> <li>• To encourage students to become independent learners and to support the inclusion of students in all aspects of school life.</li> </ul>  |
| <b>Focus of Job</b>         | <b>Student facing</b>   |
| <b>Key responsibilities</b> | <p><b>Support for Students</b><br/>           Establish productive working relationships with students, acting as a role model and setting high expectations.<br/>           Provide a range of support for identified students to enable them to access the curriculum and make progress.<br/>           Promote the inclusion and acceptance of all students.<br/>           Support students consistently, whilst recognising and responding to their individual needs.<br/>           Encourage students to interact and work co-operatively with others and engage all students in activities.</p> <p><b>Support for Teachers</b><br/>           To support Inclusive teaching.<br/>           Liaise with teachers about specific students and suggest strategies teachers could use to support them.</p> <p><b>Support for the Curriculum</b><br/>           Adapt and differentiate in class learning activities for SEND students, adjusting activities according to student responses/needs.<br/>           Use students' interests and experiences to create engaging learning opportunities.</p> <p><b>Support for the School</b><br/>           Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.<br/>           Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.<br/>           Participate in training and other learning activities as required.</p> |

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|  | <p>Recognise own strengths and areas of expertise and use these to advise and support others.</p> <p><b>Responsibilities</b></p> <p>To maintain records and monitoring reports to facilitate assessment and review.</p> <p>To assist with assessment and marking and recording tests.</p> <p>To undertake work in a way that reflects the school ethos and policies particularly those for inclusion and behavioural management.</p> <p>To attend and contribute to departmental meetings and INSET activities.</p> <p>To support students during both internal and external exams and assessments.</p> <p>Play a full part in the life of the school community, supporting its Believe Belong Care ethos and encouraging students to follow this example.</p> |
| <p><b>Additional Duties and Responsibilities</b></p> | <p>To support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.</p> <p>To uphold the school's policy in respect of child protection matters.</p> <p>First Aid as required.</p> <p>Administration as required.</p> <p>Back up for other roles as required.</p> <p>Adhoc duties as required.</p>   |
|  | <p>Training will be provided in school and externally, if deemed necessary to the role.</p>  |
|  | <p>This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Principal.</p>   |
|  | <p>We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.</p>  |
|  | <p><a href="#">Recruitment and Selection Policy</a></p> <p>Applicants will be subject to an online search if shortlisted. The search isn't part of the shortlisting process itself, and you will have a chance to address any issues of concern that come up during the search at interview.</p> <p>All appointments are subject to safer recruitment procedures and an enhanced DBS check.</p>  |
|  | <p><a href="#">Safeguarding and Child Protection Policy</a></p> <p>We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are</p>  |

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|  | being listened to. We maintain an attitude of “it could happen here” where safeguarding is concerned.  |
|  | <p><a href="#">Equal Opportunities in Employment Policy</a></p> <p>WMAT is committed to equality and valuing diversity. It supports practices that promote genuine equality of opportunity for all staff, students and young people. The trust is committed to promoting a positive and diverse culture in which all staff and young people are valued and supported to fulfil their potential irrespective of their age, disability, race, religion, belief, sex or sexual orientation.</p> |

## Person Specification

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|------------------------------------|--|
| <b>Person Specification</b>        | <b>Progress Coach</b>  |
| <b>Qualifications and training</b> | <p>Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English and mathematics.</p> <p>First aid training (or willingness to complete it)</p>   |
| <b>Skills and knowledge</b>        | <p>Good oral and written communications skills</p> <p>Ability to respond quickly and effectively to issues that arise</p> <p>Ability to plan, organise and prioritise to meet deadlines</p> <p>Ability to use own initiative and act accordingly</p> <p>Excellent attention to detail</p> <p>Ability to use IT packages including word processing, spreadsheets and presentation software</p> <p>Ability to use relevant office equipment effectively</p> <p>Ability to build effective working relationships with colleagues</p> <p>Understanding of data protection and confidentiality</p> <p>Understanding of safeguarding</p> |
| <b>Required attributes</b>         | <p>Excellent standards of accuracy</p> <p>Ability to use own initiative</p> <p>Resourceful, patient and resilient</p> <p>Calm, unflustered manner</p> <p>Able to work on own or as part of a team</p> <p>Excellent communication skills</p> <p>A Professional smart appearance</p> <p>A friendly manner</p> <p>Must demonstrate tact, confidentiality and discretion at all times</p> <p>Flexible approach to supporting students and families</p> <p>Confidence to challenge difficult behavior</p> <p>Confidence to challenge other professions</p>  |

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|                           | Able to relate, communicate and empathise with students and staff   |
| <b>Personal qualities</b> | <p>Commitment to promoting the ethos and values of the school and getting the best outcomes for all pupils</p> <p>Commitment to acting with integrity, honesty, loyalty and fairness to safeguard the assets, financial probity and reputation of the school</p> <p>Ability to work under pressure and prioritise effectively</p> <p>Commitment to maintaining confidentiality at all times</p> <p>Commitment to safeguarding and equality</p> <p>Embraces change well</p> <p>Deals with difficult situations effectively</p> |
| <b>Safer Recruitment</b>  | All roles require an Enhanced DBS clearance, Medical clearance and Satisfactory references  |