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NOR 1787 SIXTH FORM 383

SIXTH FORM PROGRESS AND GUIDANCE MANAGER

Required for September 2025

NJC Grade 4 pro rata to Term Time Only (estimated actual salary £22,005 - £23,455)

37 hours per week

We wish to appoint an enthusiastic individual to join our successful Inclusion Team to provide tailored academic and pastoral support for Sixth Form students.

The successful candidate will work with the Sixth Form Team to monitor student progress, delivering tailored intervention sessions to raise achievement and engagement. They will act as a key point of contact for students navigating Post-18 options, and lead on the organisation of external enrichment and personal development opportunities.

As an Inclusion Team we offer:

- Experienced and supportive staff
- A creative and collaborative working environment
- A positive and enthusiastic approach
- An inclusive team that supports a wide range of students across the school
- Opportunities for personal and professional development

As a school we offer:

- A vibrant and exciting comprehensive school which is culturally and ethnically diverse
- Excellent examination results
- Outstanding student progress
- Well behaved students who are eager to learn
- Supportive parents who want the best for their children
- A large Sixth Form
- Modern and stimulating teaching facilities

Please submit applications through [TES](#)

We strongly encourage prospective applicants to visit the school before applying. To arrange a visit, or to discuss this vacancy further, please contact Miss L Smith: Assistant Headteacher, Head of Sixth Form –

lsmith01@hswv.co.uk

Closing date: Monday 23rd June 2025 at 9am

Interviews: To be advised to successful applicants

Highfields School is committed to safeguarding and promoting the welfare of children and young people

This post is subject to satisfactory pre-employment checks including an Enhanced DBS Check and 2 very good references. For full details, please see our Recruitment Privacy Notice available from our Trust

website: <https://www.lykos.org.uk/our-trust>



HIGHFIELDS SCHOOL

Job Description

Post Title:	Sixth Form Progress and Guidance Manager
Purpose:	<p>To provide tailored academic and pastoral support for Sixth Form students through:</p> <ul style="list-style-type: none">• Supporting UCAS and apprenticeship applications.• Delivering personal development and enrichment programmes.• Coordinating and supporting academic interventions.• Organising external visits and opportunities.• Supporting the delivery of the Extended Project Qualification (EPQ).• Removing barriers to learning and ensuring student wellbeing.
Reporting to:	Assistant Headteacher – Head of Sixth Form
Responsible for:	Not applicable
Liaising with:	Heads of School, SENCO, EPQ Coordinator, Form Tutors, Teachers, Teaching Assistants, Careers Advisors, External Providers, Parents/Carers.
Working Time:	37 hours per week, term time only
Salary/Grade:	Grade 4
Disclosure level:	Enhanced

Supporting Sixth Form Students

- Act as a key point of contact for students navigating Post-18 options.
- Support students in identifying and applying for suitable university and apprenticeship pathways.
- Provide one-to-one and group support with UCAS personal statements, applications, and apprenticeship forms.
- Maintain an up-to-date understanding of UCAS procedures, deadlines, and application requirements.
- Work with the Head of Sixth Form and Raising Achievement Manager in the organisation and delivery of the personal development curriculum.

Academic Intervention and Support

- Work with the Raising Achievement Manager to identify students requiring academic support through data and staff referrals.
- Deliver tailored intervention sessions to raise achievement and engagement.
- To work with the Raising Achievement and Year Managers in order to monitor, track, and review student progress in collaboration with teaching staff.
- Communicate with parents/carers regarding student progress and interventions.

Enrichment and External Opportunities

- Organise and deliver a structured enrichment programme for Sixth Form students.
- Plan, organise, and lead university visits, careers events, and other external enrichment opportunities.
- Liaise with external providers to bring in speakers and workshops that support student development.
- Support the organisation and promotion of work experience and volunteering opportunities.
- Support students with the planning, research, and writing phases of the EPQ.

Pastoral Support and Safeguarding

- Be a visible, supportive presence within the Sixth Form, promoting positive behaviour and engagement.
- Work with students to support emotional wellbeing, build resilience, and address personal challenges.
- Support communication between school and home to ensure a consistent approach to student wellbeing and academic success.
- Attend and contribute to meetings related to safeguarding, behaviour, and student support.

Communication

- Establish and maintain effective communication with students, parents/carers, and staff.
- Maintain accurate records of student interventions, support plans, and outcomes.
- To follow agreed policies for communications in the school.

Quality Assurance and Development

- Contribute to the review and development of Sixth Form support strategies.
- Implement school policies and procedures consistently, especially relating to behaviour, safeguarding, and academic support.
- Participate in training and development activities to enhance professional practice.
- To contribute to the process of Self Review as appropriate.

Marketing and Liaison

- Take part in marketing and liaison activities such as Open Mornings.
- Attend the Parents' and Welcome Evenings for Sixth Form.
- Attend exam results days for Year 13 and Year 11.
- To aid with the organisation of Sixth Form Transition Days, interviews and exam results days.
- To support the sixth form applications process, including obtaining references from other schools.

Other Specific Duties

- Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Promote actively the school's corporate policies.
- Continue personal development as agreed.
- Comply with the school's Health and Safety Policy and undertake risk assessments as appropriate.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Signed: Date:
Headteacher

Signed: Date:.....
Member of staff



HIGHFIELDS SCHOOL

SIXTH FORM PROGRESS AND GUIDANCE MANAGER PERSON SPECIFICATION

QUALIFICATIONS	ESSENTIAL	DESIRABLE
GCSE English and Maths (or equivalent).	✓	
Evidence of Continuous Professional Development.		✓

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working with children in an educational background.	✓	
Experience of providing information, advice and guidance to young people.	✓	
Experience of coordinating and supporting academic interventions.	✓	
Experience of working collaboratively with external agencies such as universities, training providers and employers.	✓	

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Knowledge and understanding of the barriers to learning and progress.	✓	
Data analysis skills, and the ability to use data to inform provision planning.	✓	
Knowledge and understanding of intervention strategies and evaluating their effectiveness.	✓	
Knowledge and understanding of Post-18 options.	✓	
Knowledge of child protection issues.	✓	
Able to communicate well with others.	✓	
Flexible and adaptable approach to people and situations.	✓	
Able to work constructively as part of a team.	✓	
Proactive.	✓	

SKILLS / KNOWLEDGE	ESSENTIAL	DESIRABLE
Good time management skills with an ability to plan, prioritise, implement and monitor tasks within set time scales.	✓	
Working knowledge of school procedures.	✓	
ICT literate.	✓	
Ability to act with sensitivity, discretion and confidentiality.	✓	

OTHER	ESSENTIAL	DESIRABLE
A commitment to safeguarding and promoting the welfare of children.	✓	
Personal presence and high expectations.	✓	
Committed, dedicated and approachable.	✓	