KING EDWARD VI COLLEGE

Appointment of Progress Leader

Candidate Information Pack

Permanent – Full Time Post

Ambitious, Involved, Genuine and Supportive

Our Mission –To inspire young people to gain the skills they need to thrive in an ever changing world as we transform sixth form education.

Our Vision – Our students will be recognised locally & nationally for the remarkable impact they have on their communities





Better Futures Multi-Academy Trust

Coventry University



Over the last few years, the Trust has become increasingly clear about the direction it is taking. We are deliberately moving towards organisations designed around agency rather than control; around development rather than compliance; and around trust in professional judgement rather than constant oversight. For students, that means learning environments that expect them to think, decide and take responsibility for their learning.
For staff, it means cultures where feedback, challenge and development are part of everyday work, not something reserved for moments of difficulty or failure.

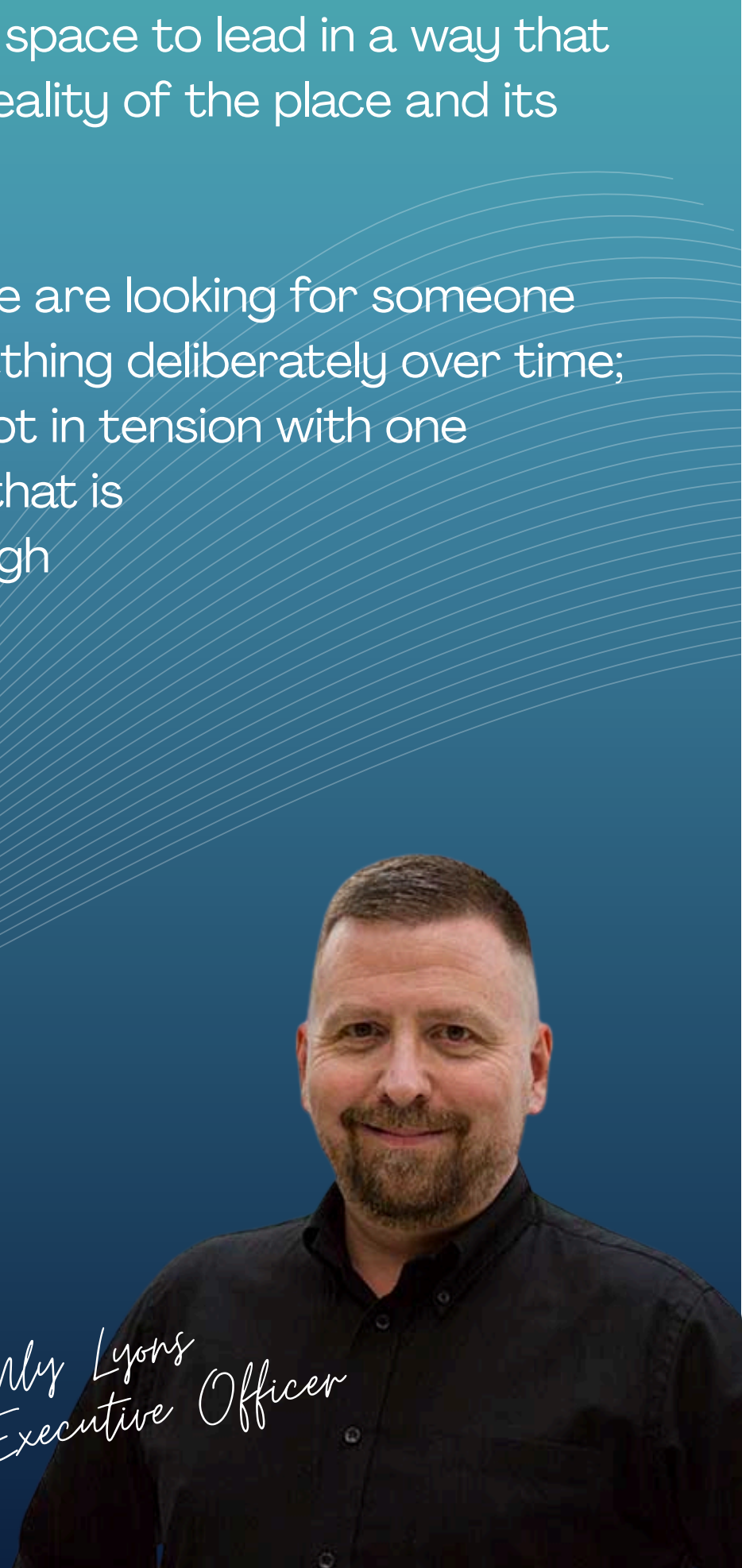
KE6 has all the ingredients needed to thrive in that kind of environment. There is an appetite to improve, a leadership and staff group that is very much up for the work, and a shared sense that the next phase of the college's journey is about being more deliberate and more coherent in how improvement happens. This is not about imposing a new identity on the college, nor about reverting to traditional "carrot and stick" approaches when progress feels hard-won. It is about building confidence, alignment and momentum around a clear and compelling direction for the future.

This is not a turnaround role, and it is not a role for someone looking to apply a ready-made template. It is a role for a Progress Leader who can articulate the college we are trying to build, who can take people with them on that journey, and who understands that lasting improvement comes from trust, clarity and shared responsibility rather than fear, compliance or constant intervention.

As Progress Leader, you would also be a key member of the leadership team, working alongside other Progress Leaders and central colleagues to help shape the future of BFMAT as a whole. This is an opportunity to contribute beyond a single college: influencing how we develop student-led learning, how we grow leadership capacity, and how we collectively work towards our ambition of transforming how post-16 education can be done.

My role, and the role of the Trust, is to provide clear direction, challenge and backing, while giving you the space to lead in a way that is authentic, values-led and rooted in the reality of the place and its people.

We are not looking for a finished article. We are looking for someone who is excited by the idea of building something deliberately over time; who believes that ambition and care are not in tension with one another; and who wants to lead a college that is confident enough to think, disciplined enough to choose, and capable enough to keep improving without losing sight of why that improvement matters.



Ully Lyons
Chief Executive Officer

Introduction from our Principal

Thank you for your interest in joining us here at Better Futures Multi Academy Trust.

Choosing the right place to build your career in education matters — not just for your professional growth, but for the impact you want to have on young people's lives. At BFMAT, that impact is at the heart of everything we do.

We are proud to be a Trust that brings together three specialist post-16 providers: King Edward VI Sixth Form College in Nuneaton, Bilborough College in Nottingham, and Gateway College in Leicester. Across these colleges, we work collaboratively and innovatively to transform post-16 education for the communities we serve. Our shared purpose is simple: to create better futures for every student who walks through our doors.

What sets us apart is our commitment to Student-Led Learning. We believe that when students take ownership of their learning — supported by expert teaching, high expectations, and a culture that nurtures curiosity — they thrive. We empower them to shape their pathways, develop independence, and build the confidence they need for their next steps.

Our work is driven by a clear set of values that define who we are and how we lead:

Supportive: We create environments where staff and students feel valued, encouraged, and able to succeed.

Genuine: We act with integrity, honesty, and authenticity in every interaction.
Ambitious: We set high standards for ourselves and our students, always striving for excellence.
Involved: We work together, contribute actively, and take collective responsibility for our Trust's success.

These values shape our culture, our decisions, and our relationships. They guide how we collaborate, innovate in and how we support our staff to grow as professionals and leaders.
If you join BFMAT, you will become part of a forward-thinking, values-driven Trust that believes in investing in its people. You will work alongside colleagues who are passionate about education, committed to continuous improvement, and united by a shared belief in the transformative power of post-16 learning.

We are looking for individuals who want to make a difference. People who are reflective, ambitious, and ready to contribute to a Trust that is shaping the future of education.

If that sounds like you, we would be delighted to welcome you into our community.

Lynsey Smith
Principal





College facilities

The college sits on a historical site, just outside of Nuneaton town centre.
It is well served by public transport, allowing students from Warwickshire and Leicestershire to travel to the college. It is an exciting time to join the college, as we embark on a ten-year programme of refurbishment, enhancement and development.
We have outgrown the existing site and so are looking for new opportunities to develop our campus footprint.

The existing college site includes a library, Digital Hub, Community Hub, Student Lounge, Canteen, Common room, a one court sports hall, two external quads and a large playing field. Classrooms vary in size but are well served with IT and resources. For many subjects, specialist equipment is needed. We provide all the necessary materials and equipment to help students get the most out of their course.

The college utilises a timetable and we begin the teaching day at 9am and continue until 4.30pm. Staff development and meeting time is located on a Wednesday afternoon (3-4.30pm) Wednesday & Friday afternoon we finish the timetable at 2:40pm.
Each block in the timetable houses three lessons of 1.5 hours in length

Students have a Progress Session once per week, as well as regular one to one meetings.



Better Futures Multi Academy Trust

Our Manifesto - What do we believe?

Education should be focused on developing people with a love of learning and an insatiable curiosity

1. We focus on taking students on that journey from being school children to being young adults ready to change the world for the better.
2. We are relentlessly optimistic about the capacity of our staff to lead students on that journey.
3. Whether 16 or 60, we believe that all people can still grow and develop.
4. People can only really thrive when they bring their whole selves to work/college.
5. We thrive when we feel trusted and have enough autonomy over our work to be able to focus on getting better at it.
6. Mistakes and failures can be some of our most useful learning opportunities and should be celebrated as such.
7. A focus on the wellbeing and happiness of our students and staff are not optional extras.

Our strategic commitments.

Our strategic commitments bring together our mission, vision and values. They help us measure our progress toward achieving our vision as set out in our strategic aims and objectives and encourage the application of our values.

These strategic commitments are:

Student Development: Increase the agency of our students, ensuring they thrive, have fun, & are ready to change the world for the better
Staff development: Put people at the heart of what we do, focus on their development and help them thrive.

Resources & Services:

Secure financial strength so we can facilitate the ongoing development of our students & staff in a well resourced & serviced environment

"Here, my future is already taking shape"

Daniel (Year 12)

Equal Opportunities Statement

We are committed to creating a diverse, inclusive, and equitable community where all staff and students feel valued and supported to achieve their full potential. We believe that diversity strengthens our organisation and enriches the educational experience we provide.

We welcome applications for the role of Deputy Principal from individuals of all backgrounds, and we actively encourage candidates who will bring a broad range of experiences, perspectives, and talents to our leadership team.

Our recruitment processes are conducted in a fair, transparent, and consistent manner. All applicants are assessed solely on their ability to meet the requirements of the role, and we do not tolerate discrimination on the grounds of:

- Age
- Disability
- Gender reassignment
- Marriage or civil partnership
- Pregnancy or maternity
- Race (including colour, nationality, ethnic or national origin)
- Religion or belief
- Sex
- Sexual orientation

As a Disability Confident Employer, we are committed to inclusive recruitment and to supporting disabled applicants and employees to thrive. We guarantee an interview to disabled applicants who meet the essential criteria for the role and will make reasonable adjustments throughout the recruitment and selection process.

Introduction from the KE6 Unity - Student Leadership

As a Students' Union, we believe students should be at the heart of all the college does.

At KE6, student leadership is a central part of our college culture, with KE6Unity serving as our student union and driving force for student voice and engagement. KE6Unity is made up of students who have successfully completed our Aspiring Leaders Programme, where they develop the confidence, communication skills, and leadership behaviours needed to represent their peers effectively.

KE6Unity works in close partnership with staff to shape the student experience. Members lead on student-led initiatives, contribute to key college discussions, and provide meaningful insight that informs decision making at all levels.
Alongside KE6Unity, our Student Reps play a vital role as ambassadors for the college.

They support events, contribute to the wider community, and offer valuable student feedback, strengthening our culture of collaboration and continuous improvement.
For staff joining KE6, engaging with student leadership is an important part of the role. We actively encourage colleagues to work alongside KE6Unity and Student Reps; whether by supporting initiatives, seeking student voice, or creating opportunities for student-led learning within the curriculum.

Through this approach, we empower students to take ownership of their development, build leadership capacity, and actively contribute to a positive and ambitious college community.



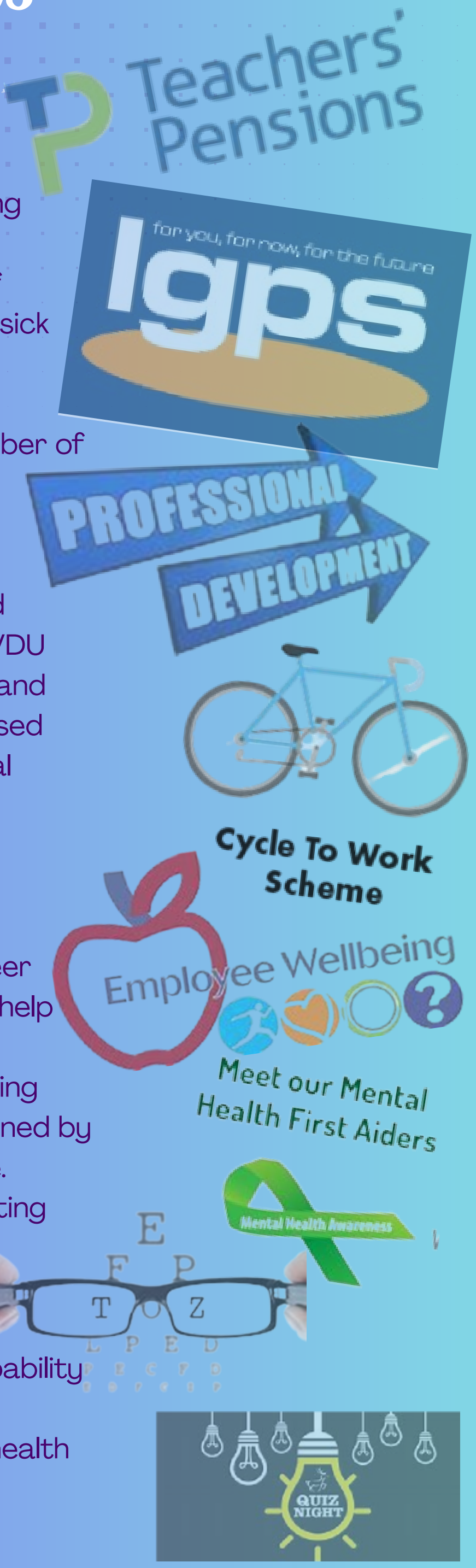
Employee Benefits

Employee Offer Package

At King Edward VI College, we are committed to providing a supportive, enriching, and forward-looking employment experience. Employees benefit from a generous package that includes between 35 days of paid holiday each year for full-time staff, along with sick pay, bereavement leave, and maternity and paternity leave.
These provisions are designed to ensure every member of staff feels supported during both planned and unforeseen life events.

Work–life balance is a central part of our ethos, and practical measures—such as eye tests for regular VDU users—are in place to support day-to-day comfort and health. Staff can also obtain information on recognised pension schemes, helping to secure a stable financial future.

The College places strong emphasis on professional development. Employees have access to tailored Leadership Development training programmes, career development pathways, and mentoring designed to help them grow within their roles and build long-term professional capability. We believe strongly in providing developmental opportunities for everyone, underpinned by a confidence that individuals can improve and thrive.
Wellbeing support is an integral part of this, advocating positive mental health to strengthen resilience and promote happiness. Coaching and coaching-led conversations empower staff through guided development, helping them build capability and confidence.
Additional support services, including occupational health and counselling, are available to promote wellbeing, resilience, and overall workplace satisfaction.



Job Description

Post: Progress Leader

Grade: Points L19 to 23 on SFCA Leadership Scale (36,564 - £41,019)
Pro Rata at 1FTE -
Actual Salary = £32,688.03 - £36,670.78

Contract Type: Full Time - Permanent

Location: King Edward VI College, King Edward Road, Nuneaton, CV11 4BE

The opportunity

We are seeking to appoint an enthusiastic and inspirational individual to provide exceptional leadership to our Progress teams and student body. The need arises through growing enrolment numbers across the college.

The College prides itself on having supportive, reflective, creative and ambitious staff who work to achieve the best outcomes for students. We treat our staff and students with respect, listen to both and involve all in our continuous improvement. Staff and student feedback are embedded in our systems.

The successful applicant will be working as a highly ambitious Progress Leader, working within the Progress system, who strive to deliver engaging pastoral programmes, provide group and one to one support, oversee destination processes and seek to meet the ever-changing needs of our students.

The newly appointed post holder will be required to lead, and line manage, a team of progress tutors, work closely with linked Area Leaders and contribute to the successful running of the college.
We operate a 'College Leadership Group' model at the college, where all leaders, no matter how senior or junior, have an equal opportunity to input into decision making and the new post holders will be active participants in that group.

Key responsibilities:

The key responsibilities of this post are detailed below. As all postholders have the same key responsibilities for specific activities or when projects arise, the Student Experience Leader will assign a lead coordinator. However, the expectation is that all postholders contribute to the management of these activities.

Contribute to the development and implementation of College policy by:
a) Devising whole-College policies and procedures and evaluating outcomes.
b) Contributing to the recruitment and induction of new staff within the Progress and Support teams
c) Contributing to Progress & Support planning and curriculum
d) Implementing and developing key procedures, in particular the Culture & Values procedure, Fitness to Study Procedure and policies related to Safeguarding.
e) Undertaking the role of Deputy Safeguarding Officer to lead and manage safeguarding
f) Managing the Progress team budget.
g) Planning and management of CPD activities for progress team and student support staffing

2. Manage the quality of students' experience and the tutorial curriculum by:
a) Line managing the work of an allocated team of Progress Tutors and any other personnel as directed by the senior management team
b) Supporting Progress Tutors with appropriate interventions related to achievement, attendance, retention & behaviour, course change & leaving procedures
c) Devising and managing the Progress programme covering employability, progression, social development & welfare.
d) Participating in Progress Evenings, Open evenings and other relevant events
e) Undertaking the role of Progress Tutor
f) Assisting in the College admissions procedures (delivering presentations, interviewing students, induction, enrolment).
g) Working closely with the Student Union and student voice in assisting the implementation of strategies
h) Coordinating start of year activities for all students

i) Managing Progress Tutor timetabling
j) Monitoring tracking of student progress on the college management system
k) Recruiting and coordinating the Student Ambassador team
l) Embedding 'student voice' across the college.
m) Setting the relevant agenda for and chairing the Progress Tutor team meetings in rotation and reporting to the support team on relevant matters arising.
m) Yr12 Progress Leader and responsibility for the Progress Curriculum

3. Managing student progression and parental engagement by:
a) Working collaboratively to manage the guidance and application processes for student progression, including monitoring the work of those Progress Tutors who are directly line managed by the postholder.
b) Tracking and report on the destinations of College leavers.
c) Developing partnerships with Higher Education providers and Think Higher
d) Organising parental consultation events and systems, including ParentPortal
e) Organising & managing any CPD around guidance for UCAS

Generic:
a) To support the College's mission, values and strategic objectives.
b) To support the College's policies on Diversity and Inclusion.
c) To ensure awareness and compliance with the College's Health and Safety Policies and practices.
d) To manage a budget where appropriate.
e) As a member of staff working in a College setting, to have a duty to help keep young people safe and protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and wellbeing of students.
f) To take part in the College annual appraisal processes and in Continuing Professional Development activities.
g) To take part in a management duty rota maintaining student discipline & behaviour in the community areas of the College.

This job description is not necessarily a comprehensive definition of the post. The post holder may be required to undertake any other duties which may reasonably be regarded as within the nature of the position. The job description may be subject to amendment at any time after consultation with the post holder.

Person Specification

	Assessed by
Experience	
Have recent experience of supporting students in an education setting	Application
Evidence of working with people in a developmental manner	Application , Interview
Ability to lead others and provide positive leadership	Application , Interview
·Evidence of supporting people to thrive, develop and fulfil their potential	Application , Interview
·Evidence of working with both teaching and support teams to engage whole student experience	Application , Interview
·Experience of Safeguarding and other related statutory requirements	Application , Interview
Skills and Abilities	
Demonstrate excellent interpersonal communication skills	Interview, and selection processes
Be able to adopt a values based approach to leadership	Application , Interview, and selection processes
·Ability to undertake strategic thinking and planning, set development agendas and lead people positively through periods of change	Application , Interview, and selection processes
Be flexible in approach and able to adapt to the differing needs of a wide range of teams across college	Application , Interview, and selection processes
Possess excellent team skills and have the ability to contribute to the team and its goals. Be able to work independently and as a member of the team.	Application , Interview, and selection processes

	Assessed by
·Be able to work in a collaborative manner	Application , Interview, and selection processes
Be well organised, reliable, and punctual	Application , Interview, and references
Possess good IT and administrative skills. Be able to keep accurate records of students' progress and keep an up-to date Record of Work.	Application , Interview, and references
Knowledge and Understanding	
Application , Interview, and references	Application , Interview, and selection processes
Excellent professional knowledge	Application & Interview
Have a knowledge of current approaches, ideas and strategies for supporting young adults	Application & Interview
·Flexibility in terms of working hours and understanding the demands of the job will vary	Application & Interview
Have an awareness of what Deliberately Developmental and People Centred organisations are, how they work and the values they uphold	Application , Interview, and selection processes
Enthusiasm for working in a people centred environment and supporting all to thrive and progress	Application , Interview, and selection processes
Have an awareness of health and safety regulations and how they apply to the post	Application , Interview, and selection processes
Be able to demonstrate knowledge of and commitment to equal opportunities and how to incorporate it into teaching and learning.	Interview and Selection processes
A clear commitment to the principles and practices of equality and diversity and the safeguarding of young people	Interview

What This Role Is — and Is Not

This role is for a Leader who:

- Is excited by building something deliberately over time.
- Believes improvement and wellbeing are mutually reinforcing.
- Is comfortable leading in uncertainty and complexity.

This role is not for someone who:

- Relies primarily on compliance, fear or positional authority.
- Sees system leadership and strategy as a distraction rather than an opportunity.
- Wants a role where the work is already finished.

If you would like to discuss this role any further, please do not hesitate to contact us. Details are on the final page



KING EDWARD VI COLLEGE

HOW TO APPLY

FURTHER INFORMATION

Any initial enquiries about the post or the appointment process should be directed to the People Team on 02476 328321 or by email at Aimee.Wildsmith@ke6n.ac.uk (People Operations Manager)

APPLYING

To apply for this role please visit the College's TES recruitment portal. The link be accessed through the 'job vacancies' section of the College's website https://ke6n.ac.uk/vacancies/

To request an application form in an alternative format, please contact Liz Glenn, People Team Administrator by email Elizabeth.Glenn@ke6n.ac.uk

SAFEGUARDING CHILDREN and YOUNG PEOPLE

King Edward VI College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment.

All staff appointments are subject to the following pre-employment checks:

- Identity checks
- Right to work in the UK
- Previous employment history and exploring gaps in Employment
- Verification of relevant work qualifications
- Medical checks
- References
- ISA Children's List and DBS check (including oversees 'Certificate of Good Conduct' as appropriate).

As part of the shortlisting process, and in advance of an offer to interview, online checks are carried out as part of our due diligence on shortlisted candidates.

Closing Date for Applications: 10th June 2026 at 5pm

Interviews to be held on: 22nd June 2026

Better Futures Multi-Academy Trust | Coventry University