

Personal Progress Mentor (PPM)

Thank you for your interest in this post at WQE.

We believe that this is a particularly exciting time to be joining us, offering a real opportunity to make a difference in this thriving and vibrant Sixth Form College. We strive for excellence in all aspects of our work with students; their academic and wider achievements, their learning experiences, the support they receive in relation to their academic progress, their learning environment and their wider experience of College life. The College operates across two closely located campuses, next to the University of Leicester on University Road and a smaller campus at Regent Road. Personal Progress Mentors are a team, created from a number of our current staff drawing on their expertise in supporting and guiding students as well as new staff who have joined the College.

We are committed to providing excellent pastoral support for our students and are therefore expanding our pastoral team. We are pleased to be reducing the student caseload for individual postholders as well as increasing the leadership capacity within the team.

In this context, we are looking to appoint a Personal Progress Mentor. Personal Progress Mentors will oversee the academic progress of students to ensure they achieve their full potential at the College and guide them to get the most from their time at the college. They provide the key point of contact for the students they coach, guide and support in all aspects of their College life.

The successful applicant will have experience of working with young people, the ability to work in a friendly and professional manner with students and staff and strong planning, organisational and communication skills.

This is a term-time permanent post **commencing as soon as possible.**

We are looking to recruit up to 2 full time staff.

The salary will be on the Sixth Form Colleges' Support Staff pay scale 7-10 which ranges from £21,394 to £23,367 per annum pro-rata. The actual starting salary for this role is £18,570.

What we can offer;

- Annual incremental pay increases, linked to performance, within the pay scale range
- A defined benefit pension scheme
- Staff well-being programme
- Cycle to Work Scheme
- Annual flu vaccination
- Continual Professional Development
- Eyecare voucher scheme

- On-site parking

For our part we shall make every effort to support our new colleagues in making the best of the professional opportunities offered by this post.

APPLICATIONS

Please do not submit a separate CV. Only information on the application form will be used in the selection process. Previous candidates need not apply.

Completed applications must be returned by **10pm Monday 5th June 2023**.

Interviews will be held **on Thursday 15th June 2023**

Please return all completed applications via e-mail only to vacancies@wqe.ac.uk

Finally, I would like to thank you again for your interest in this post and the College.



Paul Wilson
Principal