

APPOINTMENT OF PROGRESS MENTOR (4 POSTS) - REF 2605126

Runshaw College has long been recognised as one of the most successful colleges in the country, renowned locally and nationally for our exceptional results, friendly and supportive culture and focus on putting the learner at the heart of all that we do.

Our shared vision provides the focus for our work: to be a Great Place to Study, a Great Place to Work, and a Great Place for Partnerships. Please see the [Strategic Plan](#) on the college website, for full details of our vision and objectives.

We are looking to appoint highly motivated individuals to join our Progress Mentor team. This is an ideal post for an individual who can mentor learners and ensure they are making academic progress at the same time as ensuring they receive the highest level of support and coaching. We are looking for someone who is passionate about the progress and pastoral care of learners and is able to quickly establish a strong rapport with young people, removing barriers to learning and working with individuals to maximise their progress. At the same time, the post-holder must be rigorous about maintaining high expectations, standards and positive behaviour of learners in line with college systems. A Level 3 (or above) qualification is essential; as is successful experience of providing support and guidance for young people. An appropriate teaching qualification is also essential. You will need to possess the skills to motivate and inspire learners with different abilities and needs. In addition, you must possess excellent communication and organisational skills, and a willingness to undertake appropriate training is essential.

You will plan and deliver the Progress Mentor curriculum and conduct regular 1:1 review meetings with students, as well as providing pastoral support across the 16-19 programme. The post can be full time or a substantial part-time fraction.

As an individual you will be committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

Runshaw College is proud to be a great place to work. Our Leyland campus is home to over 5000 learners and 650 staff. Our staff community is thriving; we respect the diverse experiences of all individuals, who support each other towards shared goals through effective teamwork and collaboration. We value our staff and learners highly, and invest heavily in their development, support and wellbeing. Situated in Leyland, Lancashire, the College is near the M6, M61 and M65 and within commuting distance of Manchester, Liverpool and the Lake District.





Runshaw College is at an exciting stage in its development. We are making significant and rapid improvements to the Quality of Education across all provision types, and are proud of the exceptional student experience we provide. We have every reason to be confident about our future. As a Beacon College with exceptional financial management, we have invested heavily to ensure that we have the facilities that both our current and future learners deserve whilst maintaining secure financial health.

We seek to recruit someone who shares our college values which inspire us all in our everyday work. When we created them, we all had a voice in shaping our values and we're proud of what we came up with together: Dedication, Fulfilment, Excellence and Respect. Our values are important to us all and drive everything that we do and believe.

Whether you're looking for professional development, career progression opportunities, staff benefits or simply want to work for a highly successful organisation, Runshaw College is the place for you. We look forward to receiving your application.

Heads of Studies





JOB DESCRIPTION

JOB TITLE :	Progress Mentor (4 posts)
REF :	2605126
UPDATED :	May 2026
ACCOUNTABLE TO :	Heads of Studies
ACCOUNTABLE FOR :	Supporting students' progress; ensuring all students succeed on their learning programme and achieve their full potential.

The description of key responsibilities is a guide to the work that you will initially be required to undertake, as directed by your line manager. They may be changed from time to time to meet changing circumstances and are reviewed in the appraisal process.

	KEY RESPONSIBILITIES
Role Specific	Supporting Students' Progress: ▪ Develop and maintain productive and respectful relationships with students, valuing each student as an individual and supporting them to explore their interests, find their passion and achieve their personal ambitions. ▪ Act as the first point of contact for students and parents/carers and work with colleagues, parents, carers and external agencies as necessary to support students effectively throughout their time at college. ▪ Plan and deliver individualised one to one achievement support meetings for each student, which focus on maximising academic progress, at least once per half term. Prepare effectively for each 1:1 by checking data and information relevant to the student (e.g. intended destinations, enrichment opportunities) and applying motivational, coaching and non-cognitive skill development strategies. ▪ Have high expectations of students and effectively develop their behaviour to create and foster a productive learning environment. ▪ Work with staff and students to quickly identify and support "at risk" students, swiftly implementing highly effective intervention strategies to improve student performance, retention, attendance and progress.





	KEY RESPONSIBILITIES
	▪ Ensure all students develop excellent personal, social and independent learning skills, by promoting and engaging students in enrichment and enhancement activities (including accompanying them on external visits if required), and supporting wider college activity and initiatives such as exams, promotion events and progression activities. ▪ Actively seek and respond to student feedback to further enhance their learning experience. Progress Mentor Curriculum: ▪ Contribute to the development of the Progress Mentor Curriculum and work co-operatively with colleagues across college to develop and maintain high quality student support strategies. ▪ Plan and deliver outstanding group tutorial sessions- including taking responsibility for developing high quality and engaging resources. ▪ Work closely with the other Progress Mentors to ensure standardisation of the student experience, jointly providing cover and developing strategies to add value to teaching, learning and assessment. ▪ Advise students on progression opportunities in and outside of college; signposting them to our Student Services CEIAG advisors, so they can make informed progression choices. ▪ Advise students on the completion of Higher Education, apprenticeships and employment applications and be responsible for co-ordinating and ensuring high quality academic references in conjunction with subject teachers. Tracking and Monitoring: ▪ Ensure all administrative tasks such as the completion of progress reporting, and auditable documents (e.g. registers) are completed accurately, in a timely manner and to a high standard. ▪ Identify, track, monitor and support any students who are not making sufficient academic progress. This may include: non-attendance to timetabled lessons, participation with GCSE lessons, poor academic performance, not meeting their expected grade or not meeting high expectations for behaviour and respect.





	KEY RESPONSIBILITIES
	▪ Regularly check attendance data for students including overall attendance and any trends or patterns, attendance to PM group sessions and 1:1s. Monitor and follow up absence adhering to the unexplained absence procedure. ▪ Maintain appropriate records of all interventions and timely recording of additional support; providing relevant statistics, reports etc. as required.
Professional Practice	▪ Proactively participate in appraisal and continuing professional development (CPD) activities as required. ▪ Maintain up-to-date expert knowledge of subject(s) taught and effective management practice, by proactively engaging in Continuing Professional Development (CPD) and completing regular Industry Updating. ▪ Maintain currency in effective pedagogy, including the creation of inclusive learning experiences for learners with special educational needs and disabilities, by proactively engaging in CPD. ▪ Reflect on, and evaluate the impact of, your professional practice, seeking out evidence-informed approaches to improve. ▪ Select and use digital technologies safely and effectively to promote learning. ▪ Share and update knowledge of effective practice with colleagues, networks and/or research communities to support improvement.
College Responsibilities	▪ Support the college's mission, vision, values and strategic objectives, acting as a role model for learners. ▪ Do the right things at the right time for the right reason, always acting in the best interests of learners and behaving ethically at all times. ▪ Attend and contribute to all Curriculum / Continuous Improvement Team (CIT) meetings to plan, review and share best practice. ▪ Value and champion diversity, equality of opportunity, inclusion and social equity. ▪ Be involved in the promotion and marketing of courses and in the recruitment of learners, engaging and enthusing prospective learners. ▪ Work within health and safety guidelines and be aware of your responsibilities for health and safety.


 RESPECT


 DEDICATION



	KEY RESPONSIBILITIES
	▪ Adhere to all college policies and procedures, including data protection. ▪ Along with all members of college staff, manage the behaviour of learners. ▪ Be responsible for safeguarding and promoting the welfare of children, young people and vulnerable adults. ▪ Embrace our values of respect, fulfilment, dedication and excellence and demonstrate these in day-to-day behaviours. ▪ Support our sustainability strategy to reduce our environmental footprint. ▪ Be aware of, and responsive to, the changing nature of the college and adopt a flexible and proactive approach to work. ▪ Undertake such other duties as may reasonably be required commensurate with grade, at the initial agreed place of work or at other locations in the college catchment area.





PERSON SPECIFICATION

CRITERIA	ESSENTIAL or DESIRABLE	ASSESSED BY
QUALIFICATIONS AND ATTAINMENTS		
GCSE Maths and English Grade A*/9 – C/4 or equivalent or ability to operate at this level	Essential	Application form
A relevant teaching qualification	Essential	Application form
Level 3 or higher qualification	Essential	Application form
Coaching qualification	Desirable	Application form
Evidence of strong Continuing Professional Development	Essential	Application form, Interview
EXPERIENCE, KNOWLEDGE AND SKILLS		
Successful experience of providing pastoral support and guidance for students	Essential	Application form, Interview
Successful experience of working in an education setting with young people aged 11-16 and/or 16–19.	Essential	Application form
Demonstrate a student-centred approach to delivering the Progress Mentor Group curriculum and support and guidance	Essential	Application form, Interview, Lesson observation
Successful experience of delivering high quality teaching and learning	Essential	Application form, Interview, Lesson observation
Successful experience of the Vocational and/or A Level curriculum	Desirable	Application form, Interview
Ability to motivate and inspire students with differing abilities and needs	Essential	Application form, Interview, Lesson observation
Excellent IT Skills	Essential	Application form, Interview
PERSONAL SKILLS AND ATTITUDES		
Demonstrate a passion for the transformative capacity of education to change lives	Essential	Application form, Interview





Align to Runshaw College values of Excellence, Fulfilment, Dedication, Respect	Essential	Application form, Interview
Display a positive, enthusiastic and friendly approach	Essential	Interview
Be a team player	Essential	Interview
Demonstrate excellent communication skills, verbally and in writing	Essential	Application form, Interview, Task
Respect others, being polite in all communications and appreciating their skills, experiences and contributions	Essential	Application form, Interview
Have high standards and be conscientious	Essential	Interview
Be organised and manage own time effectively to ensure all expected tasks are completed on time	Essential	Interview
Ability to relate to and empathise with students of all ages and backgrounds	Essential	Interview
Suitable to work with children, young people and vulnerable adults	Essential	Interview, Employment Checks





SUMMARY OF MAIN TERMS AND CONDITIONS

SALARY	£29,762 p.a. (FTE £33,491 p.a.) In addition, Runshaw College will contribute up to FTE £2,053 p.a. in employer pension contributions
WORKING HOURS	37 hours per week. The post may be full time or a substantial part-time fraction.
CONTRACT TYPE	Permanent
PENSION SCHEME	Local Government Pension Scheme. Visit: Home :: LGPS (lgpsmember.org)
HOLIDAYS	- 23 days holiday in each holiday year, increasing to 25 days holiday after completing 5 years' service (as at 01 August) - 8 Bank and Public Holidays - 4 extra Statutory Holidays - 3 closure days, should the College decide to close in the interests of efficiency This entitlement will be on a pro-rata basis for posts that are part-time.
SAFEGUARDING	The successful applicant will require a DBS (Disclosure and Barring Service) Certificate. All applications are dealt with in accordance with the DBS's Code of Practice and the College's Policies on the Recruitment of Ex-Offenders and on The Secure Handling and Use of DBS Certificates. Visit www.gov.uk/government/publications/dbs-code-of-practice for a copy of the Code of Practice. Copies of the College policies are available on the College's website at www.runshaw.ac.uk The DBS offers a confidential checking service for transgender applicants, giving the choice not to have any gender or name information disclosed on their DBS certificate that could reveal their previous gender identity. Contact the sensitive applications team by telephoning 0300 1061452 or emailing sensitive@dbs.gov.uk.
HEALTH	Appointments are subject to satisfactory health clearance. You will be required to complete a Health Questionnaire and may be asked to attend a medical.
PROBATION PERIOD	This post is subject to the successful completion of a 12-month probation period.
CLOSING DATE	12 noon, Friday 5 th June 2026
INTERVIEW DATE	12 th June 2026
JOB PACK APPROVED BY SMT	May 26



Just some of the Benefits of working for us



We aim to be a truly great place to work, offering an excellent reward and benefits package, along with extensive opportunities for ongoing professional development.

Financial

Occupational Sick Pay:

- Up to 26 weeks on full pay and 26 weeks on half pay, depending on length of service.

Pensions:

- Career average defined pension scheme:
 - Local Government Pension with up to 6.90% employer contribution.
 - Teachers' Pension Scheme with up to 28.68% employer contribution.
- Tax relief on the contributions paid.
- Ill-health retirement options.
- Financial security with immediate life cover and dependant benefits in the event of death in service.
- Option to pay more or less contributions.
- Flexible retirement options: choose when to take your pension between age 55 and 75 years.

www.yourpensionservice.org.uk
www.teacherspensions.co.uk

Professional Development

- A structured induction programme.
- A comprehensive professional development programme including internal and external events.
- Annual £100 training allowance for a Runshaw course (in addition to work-related training).
- A special programme of support for teachers new to the profession, which includes induction and additional support from the College's Advanced Practitioners.
- Opportunity for teaching staff to achieve QTLS (Qualified Teacher Learning and Skills) status, helping teachers advance in their careers and demonstrate their expertise and experience.
- Themed College Improvement Days with dedicated time for development activities.



Rewards and Perks

- Discounts and cashback at major retailers, entertainment, travel, leisure, and dining.
- Free Microsoft Office license and antivirus for work and personal devices.
- Staff social events and team building.

Recognition and Celebrations

- Team Excellence Award to recognise outstanding staff contributions.
- Opportunity to participate in and celebrate a range of religious festivals and events.



Pay and Progression

- Salary scales which are among the best in the post-16 sector.
- Opportunities for pay progression under the College's Pay Principles, plus annual cost of living increases (this is considered on an annual basis).

Work Life Balance

Annual Leave:

- Teaching staff: 50 days
- Management: 35 days
- Support: up to 25 days (pro-rata)
- Plus 8 bank holidays and 5+ days Christmas closure.
- Option to buy up to 10 extra unpaid days through 'HolidayPlus Scheme'.

Family Friendly:

- Flexible working options, Special Leave & Career Break policies.
- Enhanced occupational maternity, adoption and paternity pay.
- A 'Happy to Talk Flexible Working' employer.
- 35% discount off on-site FUNDA children's holiday club.



On-site Facilities

- Free car parking.
- An extensive range of catering facilities on site including Starbucks Coffee.
- Free use of the college gym.
- Contemplation and Faith facilities.
- Beautiful woodland campus.

Health & Wellbeing

Counselling Service:

- Free, confidential 24/7 telephone counselling, plus face-to-face counselling and supervision.

Employee Assistance Programme:

- Support for personal and work issues, including expert advice on debt, health and legal matters.
- Free wellbeing webinars & online resources.

Health:

- Access to a 24/7, 365 days-a-year GP consultation service for staff and immediate family.
- Cycle to Work Scheme which promotes cycling through tax incentives, providing great savings across a range of bikes, clothing and accessories.
- Free on-site flu vaccinations
- Access to BHSF Cash Plan, claiming reimbursement for everyday healthcare including optical and dental bills, therapy treatments, diagnostic health consultations and health screening.
- Support from College Mental Health First Aiders.
- Access to on-site health and wellbeing screening and support including podiatry, physiotherapy, hearing tests and health checks.
- Positive about support for staff with mental health, with Mental Health Champions and being a 'Mindful Employer'.
- Reimbursement for regular eye tests and a contribution towards spectacles for staff identified as DSE users.