



WILBERFORCE  
sixth form college



# JOB PACK

Progress Mentor

CLOSING DATE: 27 June 2025, at 9.00am





## OUR COLLEGE

Wilberforce Sixth Form College is located on the East side of the City of Hull, and our students come from both Hull and the East Riding of Yorkshire. The College is recognised for its success in serving the needs of the local community, which is a fundamental commitment of the College's governing body.

Wilberforce is not a typical sixth form college. We have a wide-ranging and dynamic curriculum offer at Levels 2 and 3 that supports students' progression. Coupled with our staff's commitment to high quality teaching, support and student experience, students achieve and progress to some fantastic destinations.

The College has extended its work beyond the East of Hull in recent years. We are system leaders, having worked with educational and employment partners both nationally and regionally to improve the quality of education and student experience.

## FOR OUR STUDENTS...

Wilberforce Sixth Form College inspires its students to develop a passion for knowledge and a love for learning. Our students receive a truly holistic education that extends beyond the classroom.

In addition to high-quality teaching, they have access to a broad upskilling enrichment programme, employability and workplace links, national and international trips and visits, and an excellence pathway programme.

## OUR CAMPUS

We have made significant investment over the last few years, creating first-class facilities for staff, students and the local community.

Our campus is reflective of the wide-ranging curriculum that we offer; it boasts professional standard Engineering, Health & Caring, Hair & Beauty and IT facilities, as well as fully equipped classrooms and teaching spaces.

## FOR OUR STAFF...

Wilberforce Sixth Form College is a great place to work. You will join a focussed and driven team, committed to delivering a broad and balanced education for all.

Collaboration is at the heart of our approach and together we work hard to change the life chances for our students.

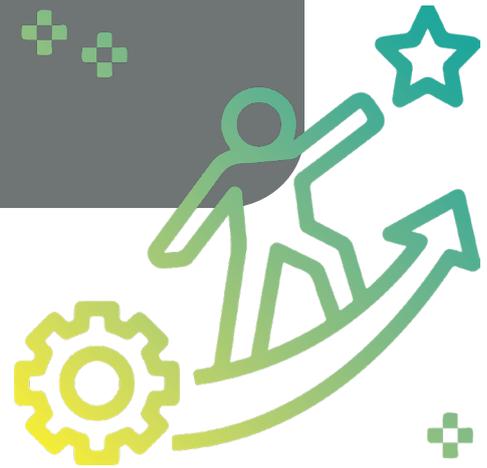
We invest heavily in staff development and wellbeing support to ensure that staff are equipped to contribute to making Wilberforce College great.

Access a range of benefits including:

- Membership of the Local Government Pension Scheme (LGPS)
- Employee Assistance Programme
- Cycle to Work scheme
- Optional Health Cash Plan
- Staff development opportunities
- Staff wellbeing events
- IT Products

# OUR VISION

The College's aim is to be an outstanding College, with an innovative curriculum that supports all students to achieve the best possible life chances.



The three core strategic priorities are:

## ➤ 1. OUTSTANDING EXPERIENCES

Students have access to a wide, rich set of experiences through the curriculum, tutorial, and upskilling programme.

High expectations of behaviours and attitudes ensure all students develop a strong work ethic, resilience, and determination.

Sustainable growth in student numbers that maintains a vibrant, interactive learning environment, in which students are highly challenged.

A College environment with first class facilities, welcoming, accessible and a place everyone enjoys being in.

## ➤ 2. OUTSTANDING PROGRESSION

A curriculum that is aligned to local and national priorities that enables all students to progress to their chosen destinations.

Students are equipped with the skills, knowledge and behaviours needed to progress in education and employment – including proficiency in English and Mathematics.

Students are educated and supported to make decisions that ensures their long-term health and well-being.

## ➤ 3. OUTSTANDING OUTCOMES

A fully ambitious, challenging curriculum that provides students with first rate qualifications.

Aspirational and stimulating teaching and learning that engages all students at all levels.

Stretch and challenge of all groups of students to ensure that all reach their potential, and there are no significant gaps.

A student support framework that proactively removes barriers to learning.

# CORE VALUES



**WE CONDUCT OURSELVES WITH INTEGRITY AND RESPECT FOR ALL.**



**WE MAKE STUDENTS' EXPERIENCE CENTRAL.**



**WE VALUE INDIVIDUALS AND PROMOTE SELF-ESTEEM.**



**WE WORK AS A TEAM.**



**WE ENCOURAGE INNOVATION, CREATIVITY AND ENJOYMENT.**



**WE AIM FOR EXCELLENCE IN EVERYTHING WE DO.**

Wilberforce Sixth Form College has a culture of high aspiration and we are committed to providing an outstanding educational experience for all of our students. All aspects of College life are focused on providing students with every opportunity to become independent, motivated and successful individuals who will contribute on an international stage. Success is central to our aims. We have adopted a core values statement. It is our intention that by applying these values and behaviours the College will become outstanding in every area of work.

## WHY WILBERFORCE?

By joining Wilberforce Sixth Form College, you will be working for a progressive learning organisation driven by core values and collective mission. You will be joining colleagues to work within a supportive, collaborative, and dynamic team which consistently strives to achieve the best outcomes for our students.

At Wilberforce we believe in providing opportunities for all - both staff and students. Our expectations are high for everyone and we recognise the fact that only through this teamwork can we all achieve our aspirational goals.

If you are looking for a College that will challenge you whilst supporting you, then our CPD package will ensure you develop your skills, whether it be supporting students, teaching in the classroom or as a leader influencing colleagues.

We feel listening to the views of both staff and students is key and therefore we regularly conduct staff surveys to establish individuals views on working at the College and use this as a catalyst for making improvements.

## BENEFITS AND ADDITIONAL INFO

We recognise the hard work and dedication of our staff in their commitment to improving the life chances of young people in the community we serve. The employee benefits on offer at the College are reflective of a culture which recognises talent and rewards outstanding commitment to our aims and objectives.

We are proud to offer our staff members the following benefits:

- **Staff Induction:** All employees joining the College are provided with a fully supported induction period
- **Generous Pension Scheme:** Employees can join the Local Government Pension Scheme (LGPS) or Teachers' Pension Scheme. Both schemes offer generous employer contribution rates
- **Employee Assistance Programme:** The College provides an independent free helpline which is available to all staff and their families which provides confidential advice on a wide range of issues including personal, relationships, medical, financial, legal etc. In addition, the College has in house counsellors who will meet staff face to face where requested
- **Cycle To Work Scheme:** Our salary sacrifice scheme enables employees to pay for a bicycle through payroll and save on tax in the process
- **BHSF Health Care Cash Plan:** Through a salary deduction cash plan, employees are able to access healthcare treatment and claim back money from their bills. The cash plan includes 24/7 GP and counselling telephone services and cover for up to four children (under the age of 18) on the policy
- **Gym Memberships:** The College has an open access gym that staff can use before and after the College day. Employees at the College can also access discounted membership at the local Hull City Council gyms
- **Parking:** Access to free on-site car parking
- **IT Products:** Employees can access the full suite of Microsoft software free of charge to use on personal devices
- **Equality, Diversity & Inclusion:** The College is inclusive and embraces diversity
- **Staff Development:** We have a strong commitment to providing training and development in and beyond your current role. We invest substantial time and money in our staff development provisions
- **Family Friendly Policies:** The College adopts occupational Maternity, Paternity and Adoption pay policies from the Sixth Form College's Association

# PROGRESS MENTOR

An exciting opportunity has arisen to join our dynamic, innovative student achievement team.

The Progress Mentor team work in collaboration with teaching and support staff, Faculty Heads and Senior Management to ensure that each student achieves their full academic potential.

Our current team consists of 4 Progress Mentors and 1 Lead Progress Mentor who each have a number of tutor groups. With these groups they are responsible for delivering group tutorials, meeting with students on a 1-1 basis and liaising with parents/carers.

The successful candidate will use a blended learning approach to raise student aspiration and performance. They will support students to build ambition, confidence and resilience through the use of goal setting, achievement and performance monitoring, and motivational coaching that challenges students to perform at the highest level through timely and appropriate support.

Our Progress Mentors challenge and motivate students in all aspects of their learning journey to culminate in successful progression to university, apprenticeship or employment.



# JOB DESCRIPTION

Job title:	Progress Mentor
Responsible to:	Assistant Principal
Purpose of the post:	To contribute to the development of student support through raising aspiration and performance and helping to build ambition, confidence and resilience in young people.

## Key responsibilities:

- To promote a high culture of learning and challenge within Wilberforce College, utilising restorative practice approaches and principals, such as VESPA and assertive mentoring.
- To act as a point of contact for students and coordinating strong support to an assigned cohort.
- To create and deliver, as part of a team, a robust and dynamic tutorial programme to students at all levels.
- To support the work of teaching staff and other support staff to provide support and curriculum interventions, ensuring all students make progress on their courses.
- To facilitate students' independence, resilience and critical thinking skills, ensuring students attain their target grades.
- To track the progress of an allocated caseload of students and integrate appropriate academic support plans to enable successful student outcomes and high attendance.

## Strategy and direction:

- Working one-to-one and in groups to support and equip students with the skills to achieve their potential, which is underpinned by good attendance.
- Engage and educate students via a tutorial programme, which promotes the Ofsted framework.
- Support the College to inspire, challenge and motivate students creating a climate of student ownership/innovation.
- Promote a culture of challenge, equipping students with quality study skills and routines from the start of their journey and ultimately enabling positive progression.
- Work alongside curriculum and support staff to ensure all students are supported to make outstanding progress.
- Develop a range of approaches to mentoring workshops which innovate, create interest, understanding and enthusiasm among students.
- Plan and deliver tutorials to groups of students directly and via the tutorial roadmap, and contribute to the planning process for tutorial scheme of work.
- Work with other staff to guide students through the UCAS process and other apprenticeship / employment application processes, ensuring they make the most appropriate choices to meet their aims and produce the highest possible quality of application.

#### Study skills:

- Plan and deliver a programme of strategic interventions to identified students within an assigned cohort of students.
- Regularly set and review meaningful SMART targets for caseloads to aid student progression and academic performance.
- Plan and deliver a series of workshops which encompass the Restorative mindset that will equip students with the transferable skills needed to progress within Wilberforce College and beyond, more specifically:
  - Promote the importance of, prepare material and embed academic skills to ensure students achieve their potential and are equipped with lifelong skills for learning to facilitate their progression.
  - Equip students with the skills needed to act on feedback to become highly reflective learners to enable improved academic performance.
  - Contribute to College wide events to promote the importance of study skills.
- Work with other key staff to promote cross-college initiatives and agendas (e.g. employability skills, literacy, numeracy).

#### Pastoral support:

- Be a key point of contact for students.
- Signpost to and liaise with the relevant staff to ensure appropriate pastoral support is in place when required, and to monitor student progress over time.
- Communicate with parents/carers to support student progress as required.
- Conduct formal intervention strategies, liaising with staff and communicating with parents/carers.

#### Tracking and reporting:

- Use the college systems to identify students who require intervention, working with other staff to agree targets.
- Maintain up-to-date and accurate student progress and intervention records on a regular basis using College systems.

#### In addition to the above, post holders will be expected to:

- Support exam invigilation during the exams season
- Continue to undertake staff development as appropriate.
- Perform such other duties as reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS AND TRAINING</b>		
Degree or equivalent (or substantial relevant work experience)	✓	
Good standard of Level 2 education - 5 GCSEs at Grade 4 or equivalent, including Maths and English	✓	
Award in Education and Training (Level 3) or equivalent		✓
<b>EXPERIENCE AND KNOWLEDGE</b>		
Ability to monitor and track students' attendance, academic progress and behaviour	✓	
Outstanding analytical skills (ability to interpret data/write reports)	✓	
Experience of delivering sessions/workshops to students or groups	✓	
Understanding of the academic standards required for Level 2/3 qualifications and encompass a wide range of study skills that can support students	✓	
Knowledge of destinations that students could progress on to and knowledge of how to support them with this	✓	
Good IT skills and an appreciation of how technology can support learning	✓	
<b>SKILLS AND ABILITIES</b>		
Ability to work calmly and effectively, both in a team and independently, to prioritise a varied workload	✓	
Ability to establish and maintain professional working relationships with staff, students and external stakeholders	✓	
The ability to perform effectively and sensitively within a team	✓	
Ability to work well under pressure and meet tight deadlines	✓	
Outstanding written and verbal communication and presentation skills (including to a large group)	✓	
Evidence of excellent 'people skills' and listening skills	✓	
Ability to take initiative, work creatively and innovatively and make effective decisions	✓	
Strong commitment to providing excellent customer care to a range of stakeholders	✓	
Able to bring creative solutions to tasks, see new opportunities and to propose, implement and manage new initiatives	✓	
Flexible approach to working to accommodate essential target dates in the life of the College	✓	
Commitment to continuous professional development	✓	

# HOW TO APPLY

Thank you for enquiring about the post of Progress Mentor at Wilberforce Sixth Form College. I hope the information in this pack encourages you to apply.

After reading through the details in the attached pack, please:

1. Complete an application form
2. Include a statement in support of application in the space provided on the application form. This should outline why you feel you are suitable for this role. Please limit your statement to two sides of A4.
3. Complete the Safeguarding and Equal Opportunities forms.

Completed applications can be sent by:

- Post (or deliver) to:  
HR Office  
Wilberforce Sixth Form College  
Saltshouse Road  
Hull  
HU8 9HD
- Email to: [personnel@wilberforce.ac.uk](mailto:personnel@wilberforce.ac.uk)

You may send in a CV to support your application but you must still complete the application form in full.

The closing date for applications is at 9.00 am on 27 June 2025.

If you have any questions or queries, please contact the HR Office on 01482 711688 or [personnel@wilberforce.ac.uk](mailto:personnel@wilberforce.ac.uk).

## PLEASE NOTE:

Due to the large number of applications we receive it is not possible to contact unsuccessful applicants prior to interviews being held. If we haven't contacted you within 28 days of the closing date you can assume that this time your application has been unsuccessful. We are unable to give feedback to those applicants who have not been shortlisted.



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Email: [enquiries@wilberforce.ac.uk](mailto:enquiries@wilberforce.ac.uk) Tel: 01482 711688

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