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.

Personal Progress Mentors 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 full time term-time, permanent post **commencing as soon as possible.**

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. We are looking to appoint Personal Progress Mentors who may be based at either;

- University Road/Regent Road campus OR
- At our contracted provisions of Studio 79 (Church Gate/St John Street, Leicester City Centre) & LCPA (Garden Street, Leicester City Centre), with also some time spent at the UR campus to interact with the team

The salary will be on the Sixth Form Colleges' Support Staff pay scale 7 - 10 which ranges from £25,951 to £27,733 per annum pro-rata. The actual starting salary for this post is £22,525 but may be negotiated based on experience.

We offer an exceptional package of benefits to our staff, which for this post includes: -

- Annual incremental pay increases, linked to performance, within the pay scale range
- Pension - Automatic enrolment into the Teachers' Pension scheme or Local Government Pension Scheme for support staff (if applicable), both of which are generous defined benefit pension schemes
- Staff well-being programme
- Cycle to Work Scheme
- Annual flu vaccination
- Continual Professional Development
- Eyecare voucher scheme
- On-site parking

We have an active and enthusiastic staff wellbeing group who meet regularly and are committed to adding value to our life at work where possible, as well as ensuring a strong sense of community, wider opportunities and mutual support exist in our workplace.

APPLICATIONS

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

Completed applications must be returned by **10pm on Sunday 22nd November 2026.**

Interviews will be held on **Monday 30th November 2026.** Full details will be emailed out to shortlisted candidates.

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

Finally, I would like to thank you for the time taken to consider joining our team here at WQE and in making an application if you decide this is the right step for you.



Paul Wilson
Principal