

Personal Progress Mentors (3 Positions)

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. Following a reorganisation in spring 2019, 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.

In this context, we are looking to add further to this team of Personal Progress Mentors ahead of the new academic year. 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.

There are three positions available all of which are, term time vacancy working 37 hours per week commencing in August 2021.

Post 1: – Permanent position.

Post 2: – Fixed term position until July 2022.

Post 3: – Maternity cover

The salary will be on the Sixth Form Colleges' Support Staff pay scale 7-10 which ranges from £19,927 to £22,034 per annum pro rata. **The actual starting salary for this role is £17,296.** A defined benefit pension scheme is also offered as part of the remuneration package for this appointment.

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

If you wish to apply for these posts please return the completed application form including the personal details and equality and diversity monitoring forms. clearly indicating which of the three posts you are interested in applying for by including **POST 1**, **POST 2** or **POST 3** in your application

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 **8.00am on Monday 7th June 2021**. Short-listed applicants may be contacted via telephone and email, and therefore it is essential that appropriate contact numbers and email addresses are included within the application. Interviews will be held in the week commencing **14th June 2021 and are currently planned to be onsite**, and due to the current Covid-19 restrictions, these interviews may be virtual. Full details will be emailed out to the candidate.

Please return all completed applications to: HR Department, WQE and Regent College Group, University Road, Leicester LE1 7RJ or via e-mail at vacancies@wqe.ac.uk

Short-listed applicants may be contacted via telephone, and therefore it is essential that appropriate contact numbers are included within the application.

If you have not received further communication from the College within **2 weeks** of the closing date please assume that your application has not been successful on this occasion.



Paul Wilson
Principal

OUR CONTEXT

WQE is a large, thriving and vibrant Sixth Form College providing courses for around 3600 students overall. We are ambitious and determined to build on our successes in providing the best possible learning experiences and outcomes for our students, in a welcoming and inclusive learning community.

WQE enjoys a strong reputation and this is reflected in its popularity with students, attracting applications from the City, from Leicestershire, Rutland and beyond. The majority of our students come from the City of Leicester, an ethnically and socially diverse urban area and the student body reflects this. The College operates from two very closely located and spacious sites, each adjoining the main University of Leicester campus and which provide pleasant, well-resourced and inspiring environments for our students and staff.

The University Road Campus is the larger of the two in size, accommodating around 2400 full time students and the Regent Road Campus accommodates around 1200 full time students.

THE CURRICULUM

Across the University Road and Regent Road campuses the College offers a curriculum that is inclusive and accessible to students from a range of ability backgrounds from Entry Level through to Advanced Level, with the overwhelming majority at Advanced Level and equivalent courses at Level 3. The broad offer includes;

- A levels and equivalent classroom vocational/applied courses at Level 3, including Extended Diplomas
- GCSEs and equivalent classroom vocational/applied courses at Level 2, including English and Mathematics
- Level 1 vocational/applied courses and English for Speakers of Other Languages (ESOL)

STUDENTS AND THEIR ACHIEVEMENTS

Examination results at advanced level are strong. A levels make up the majority of provision, and the pass rate in the summer of 2020 was over 98%; progression rates for students following programmes at other levels are also high. We are particularly proud that our results are achieved by students with a wide range of prior achievement and from diverse social backgrounds. This is a reflection of our commitment to widening participation and a culture of high expectations. Our students are responsive, like to learn and want to succeed. In a typical year the majority of them progress to higher education, many staying in the Midlands region but others going further afield.

Alongside excellent teaching, high quality support and guidance are crucial to our students' success. We invested in support for our students, with specific teams overseeing students' progress and these teams work closely with teaching staff, with staff responsible for Careers or progression and with the Student Services and Academic Support teams.

STAFF

Across our two campuses, in the region of 370 teaching and support staff are the heart of our work and success. A striking feature of the staff is their loyalty; many have spent by far the greater part of their careers at WQE and remain as enthusiastic as ever. At the same time the College's recent merger and continuing growth and popularity provides opportunities for new staff to join, and the College is fortunate to still being able to attract high quality fields.

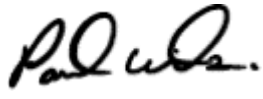
The College is strongly committed to continuous professional development and actively encourages all staff to reach their full potential. The College also continues to benefit from its very close links with five similar Sixth Form Colleges through the CENBASE peer development and review group with the mix of subject specific networks and the annual joint training day, focused on sharing practice in teaching and learning.

RESOURCES

Our financial health is strong and we currently have a turnover of over £16m pa. Teaching areas are well resourced and we continue to invest in order to improve students' experiences. Our buildings and estate create an inspiring environment and are well maintained. As student numbers have increased and to keep the buildings in good order the following are examples of our investments in facilities and learning environment;

A £10m project was completed in 2009, providing new accommodation for Media and Creative Arts (together with a cafe) and the refurbishment of the Science areas. In addition, the science accommodation was further extended in 2011 with the construction of a new building. In 2013 we opened a newly refurbished and extended student dining and social area and in 2014, a new Learning Resource Centre was created and a new large Sports Hall and classroom block were developed.

More recently, developments have focused on improvements to teaching accommodation. In 2015 we undertook two substantial refurbishment projects, to create a suite of refurbished classrooms and a new suite of IT teaching rooms. A refurbishment programme to improve a large number of existing classrooms and to upgrade the decorative condition continues, with the summer of 2019 seeing the most recent £1m investment to create two suites of refurbished classrooms and additional social and café spaces. The College Corporation has recently developed and approved an ambitious estates strategy, with commitment to substantial planned investments in the current estate and accommodation. Those investments will not only further upgrade existing accommodation, but will also create a strengthened sense of place, specialism and identity for all curriculum areas, as well as improving the wider student experience.

A handwritten signature in black ink, appearing to read 'Paul Wilson'.

Paul Wilson