

KS5 Progress Coach Application Pack



September 2026

Dear Applicant

KS5 Progress Coach

I have pleasure in providing an application form in respect of the above vacancy at The Weald School, together with some information about the post advertised and the school.

We look forward to receiving your application form together with a letter of application. In this letter you should indicate how your experience to date equips you for this post at The Weald. Please note that an application form must be completed for this post. A CV may be sent in addition to, but not instead of, your application form.

The closing date for receipt of completed application forms is **10am on Monday 12 October 2026**. Interviews will be shortly after this date.

Please note that due to limited resources at the school, we will only contact you if you have been shortlisted for interview.

You should email your completed application form to jobs@theweald.org.uk.

Yours sincerely,



Mrs Sarah Edwards
Headteacher

JOB DESCRIPTION

Key Stage 5 Progress Coach

The Weald School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

Job details

Salary: NJC Grade 6 (Points 9-12) £28,153 - £29,542 FTE, actual salary £20,028- £21,016

Hours: 31 hours and 15 mins a week, term time only, plus 2 inset days (to be taken as TOIL)

08:30-15:15 - 5 days a week, with a 30 min unpaid lunch break each day

Contract type: Full-time. Permanent

Reporting to: Head of Sixth Form

Main Purpose

- Work with the Sixth Form team to identify and address barriers to, and engagement with, learning
- Plan and carry out intervention with students through supportive one-to-one relationships and sometimes small group work
- Deliver sessions on study skills and revision strategies
- Help students develop resilience, enhance their motivation, raise their aspirations and encourage them to re-engage in learning

Duties and Responsibilities

- Develop action plans and monitor their progress with specific reference to:
 - achievement in line with expectation (challenging underachievement)
 - understanding how to improve in key subject areas (effective feedback)
 - self esteem
- Develop one-to-one or small group mentoring relationships with students
- Work with parents to advise on ways of dealing with issues and concerns

- Work closely with teachers, pastoral leaders, the Head of Sixth Form and other professionals like social workers, educational psychologists and education welfare officers
- Assist the Sixth Form team in the management and preparation of resources, or undertaking administrative tasks in connection with your role.
- Cover 6th Form tutor groups for registration periods when required
- Work with parents and Sixth Form team to organise the intervention
- Liaise with subject staff to set targets
- Small group mentoring to aid students' understanding of how to move forward in their learning and to respond to effective feedback
- Ensure the Sixth Form study area remains conducive to learning

Support for the School

- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Accompany visits and field trips as required
- Use skills and experience to manage safely the physical learning space and resources for which you are responsible
- Be aware of and support difference to ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Participate in training and other learning activities as required
- Recognise own strengths and areas of expertise and use these to advise and support others

KS5 Progress Coach: Person Specification

Sections	Competencies	Essential	Desirable
Personal Qualities	Confident and calm	✓	
	Positive and encouraging in approach	✓	
	Good understanding of the needs and challenges of young people experiencing a range of behavioural, emotional and learning difficulties	✓	
	Able to show good judgement and respect confidentiality	✓	
	Committed to equality, diversity and inclusion	✓	
	Demonstrates high professional standards and acts as a positive role model for young people	✓	
	A positive, flexible and proactive team player	✓	
Qualifications and Training	GCSE pass in English and Maths	✓	
	Good literacy and numeracy skills	✓	
	Training or qualification in safeguarding, mental health awareness, counselling or youth work		✓
Experience	Experience in an educational setting		✓
	Experience of working with young people	✓	
	Experience supporting students with attendance, behaviour and wellbeing		✓
Skills and Knowledge	Good communicator - both verbal and written	✓	
	Able to deal effectively with parents, staff and pupils	✓	
	Competent in the use of a wide range of ICT packages including Microsoft Office and Google suite	✓	
	Knowledge of safeguarding procedures and responsibilities when working with young people		✓

Safeguarding Statement

This school and West Sussex County Council are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to an appropriate Disclosure and Barring Service check along with other relevant employment checks, including satisfactory references.

We are committed to diversity and inclusion, offering a supportive and welcoming environment for all.

About The Weald School

The Weald School is an 11-18 mixed comprehensive with around 1,800 students. This includes a thriving Sixth Form of about 300 students. Our students are at the heart of all that we do. The Weald is a warm, friendly and vibrant school at the centre of the community with a wonderful family feel, where each student is known and cared for. Students are well behaved, have a very positive attitude and enjoy coming to school. There are excellent relationships between staff and students. We believe that all our students have the potential for excellence. We work towards this by having high expectations of students and staff, by continually raising aspirations and by promoting our students' self-belief alongside strong moral values.



Academic outcomes at The Weald are consistently high. In the summer of 2026, our Year 13 students achieved results which put us, yet again, in the top 25% of all schools and colleges nationally. 95% of our students applying to university secured their first choices.

Our Year 11 students also attained excellent results: our most recent Progress 8 measure (from 2024*) is +0.43, meaning that our students typically make, on average, almost half of a grade more progress in each GCSE than students in the rest of the UK. Outcomes this year were similarly strong: 80% of students attained a grade 4 in English and 75% did so in mathematics.

These results follow an upward trend of improving results over time and underpins our ethos of striving for academic success alongside character education.

* There are no Progress 8 measures for 2025 or 2026 due to students not sitting Year 6 SATS.

Our curriculum is broad and balanced and offers many exciting opportunities for all students, both in school and out. Students study Key Stage 4 over three years. This presents real opportunities for creativity and varied approaches to learning through both GCSE and BTEC vocational qualifications. There are tremendous extracurricular opportunities at The Weald through sport, performing arts, Radio Weald, Weald TV, links with partner schools in Europe and Africa, the Duke of Edinburgh award, as well as a number of other trips. In short, we believe there is something for everyone at the school.



We believe achievement is not just about qualifications. Personal development is key to what we do. We have a very active School Council and a strong student voice within the school. We also have a close and effective partnership with our parents and carers. We listen to their views and use them to inform the work of the school. Attendance at school events is high, and an effective governing body has a full representation of parents.

I genuinely feel it is an honour and a privilege for me to be able to lead and develop further the education of the children at The Weald. Our students are a joy to work with. Visitors describe them as polite, courteous and respectful, making the school a fantastic place both to study as a student, and to work as a member of staff.

About the school

The Weald School serves the local community from a pleasant 25-acre site on the edge of Billingshurst. Our size offers us many advantages. We have excellent facilities, allowing us to offer a wide and varied range of academic and vocational courses at all levels. The Weald campus has been steadily improved in recent years.



An £11m expansion programme completed in 2017 funded a new teaching block for maths and art and a 400-seat dining facility. Additional improvements include new science laboratories, media room and TV studio, changing rooms, drama suite, music block and a pastoral provision area. There is also a swimming pool and fitness centre (adjoining the school site and run by DC Leisure / Horsham District Council), and two multi-use games areas.

The Weald School offers all students:

- A well-planned, broad and balanced curriculum
- A record of excellent examination results
- Well qualified specialist staff combining innovative and traditional methods in the classroom
- A secure, supportive, encouraging and happy environment
- A wide range of extra-curricular and residential activities.

What our students think about the school:

- *"Lessons are fun, and the school has a good atmosphere" - Year 7 student*
- *"The teachers have a good attitude to learning and we are encouraged and can hold our own opinions" - Year 10 student*
- *"We are able to talk to our teachers about issues and they make a real difference in our lives" - Year 9 student*
- *"I love the opportunities we get to work with younger students - it's great fun and really rewarding to support them with different aspects of their work." - Year 12 student*
- *"There is fantastic support for researching progression options for when we move on from the Sixth Form. The Sixth Form staff are always there to help with the UCAS process." - Year 13 student*

Sarah Edwards
Headteacher

September 2026