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Waunfawr  
Aberystwyth  
Ceredigion  
SY23 3AW

April 2025

Dear Applicant,

Thank you for expressing an interest in the post of Sixth Form Manager at Ysgol Penglais School. You will be joining the school at a very exciting time as we live our vision for Penglais.

*'Ysgol Penglais School is a happy, ambitious and high-achieving school where everyone is respected and valued'. We work hard with staff, students, parents and the governing body to ensure that Ysgol Penglais School is the excellent school that our students and community deserve. We are continually working to achieve the highest standards of student achievement, behaviour and teaching and learning.*

*We have an experienced body of staff who work hard and manage to maintain a supportive and friendly ethos. Our students want to achieve more than they thought possible and want to be challenged and supported to do so. There are many different needs within the school and the ALN department work hard across the school to support students when needed. The 6th form is very strong with about 230 students, achieving excellent results again this year.*

*By joining Ysgol Penglais School, you will be supported professionally to achieve excellence in your role. I can promise you a demanding but ultimately rewarding experience as we move forward to becoming an excellent school.*

*The enclosed information gives you a snapshot of the school. If you would like further information, please contact Helena Clements by email at hcl@penglais.org.uk, or on 01970 624811. I look forward to receiving your application.*

Yours sincerely

Mair Hughes  
**Pennaeth/Headteacher**

*Pennaeth / Headteacher:- Ms Mair Hughes*



# PENGLAIS SCHOOL'S VISION: Striving for Excellence

Ysgol Penglais is a happy, ambitious, diverse and high-achieving school where everyone is respected and valued. We are a strong, actively inclusive community, where everyone cares for each other. By developing our independent skills and working with staff, families and others in our community we will achieve and become our very best. The school is vibrant with students and staff co-operating, learning, thinking and working hard. We empower students to take on challenges and recognise that this is key to their individual growth. By developing confidence, resilience, bravery, independence and acceptance, our students will become responsible citizens of their communities, Wales and the world.



# **PENGLAIS SCHOOL VALUES**

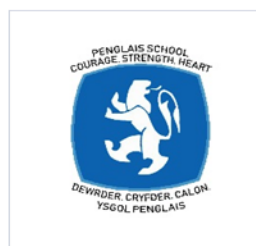
**Being respectful and kind**

**Being ambitious and resilient**

**Developing independence,  
confidence and responsibility**

**Embracing diversity and  
celebrating success**

**Being proud and active citizens in  
our communities**





**6<sup>th</sup> Form Manager Level 4 (Grade 8 scp 18 – 22 £30,559 - £32,654  
37 hours per week, term time + 4 weeks)**

We seek to appoint a highly motivated and efficient 6<sup>th</sup> Form Manager who will work closely with our Head of 6<sup>th</sup> Form and 6<sup>th</sup> Form team to support and inspire our students.

The right candidate will thrive on the challenge of working with our busy 6<sup>th</sup> Form team to facilitate the smooth-running of the 6<sup>th</sup> form. The post requires a thoughtful and multi-tasking approach to the working day and the right person will be able to deal efficiently with administrative and organisational work as well supporting students appropriately. You will be a highly effective team player and will understand the needs of young people. Above all, the right candidate will be committed to supporting and enabling the 6<sup>th</sup> Form in improving the life chances of all our students.

Ysgol Penglais School has much to offer:

- a research-based school with good relationships between staff and students
- a commitment to the professional development of all its staff to become outstanding teachers and leaders
- access to the bustling university town of Aberystwyth
- located on the beautiful Ceredigion coast, an area of natural beauty

For further details please contact Helena Clements (PA to the Headteacher) on 01970 624811 or email [hcl@penglais.org.uk](mailto:hcl@penglais.org.uk)

Ysgol Penglais School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. Successful candidates must be willing to undergo Enhanced DBS and other checks appropriate to the post.

Ysgol Penglais School is an equal opportunities employer.

**Closing date: 02/05/2025**

**Interviews: To be confirmed**



## Job Description – 6<sup>th</sup> Form Manager

**Job title:** 6<sup>th</sup> Form Manager  
**Salary grade:** Level 4 Grade 8: scp 18 – 22 £30,559 - £32,654  
**Hours and weeks:** 37 hrs per week, term time + 4 weeks  
**Accountable to:** Head of 6<sup>th</sup> Form  
**Responsible for:** 6<sup>th</sup> Form Attendance Support

### Core Purpose:

- To provide high quality, well-planned support and guidance to students and their families in order to promote high expectations, raise aspirations and facilitate academic progress
- To organise and supervise administrative systems within the 6<sup>th</sup> form and contribute to the planning, development and monitoring of the team
- To manage the day to day organisation of the 6<sup>th</sup> form centre
- To manage other members in the team to ensure that all students receive the same high-quality experience

Key accountabilities	Key tasks
To provide high quality, well-planned support and guidance to students and their families	<ul style="list-style-type: none"> <li>• Support an effective team to ensure all students receive high quality pastoral care</li> <li>• Identify students in need of additional support and initiate, deliver and evaluate a support plan appropriate to their needs</li> <li>• Resolve issues that are impacting on academic performance in a timely manner</li> <li>• Ensure that parents are fully involved in their child's pastoral care by establishing regular contact with those in most need</li> <li>• Organise welcoming and supportive opportunities, such as invitations to assemblies, training sessions, celebrations, etc. for parents to engage in the life of the school</li> <li>• Be the first point of contact for parents with queries about support for their child</li> <li>• Help secure an aspirational culture of achievement, hard work and perseverance through day-to-day discussions with parents and students, assemblies and other formal events</li> <li>• Take a lead role in transition between key stages, ensuring that students' needs are well met at these times</li> <li>• Organise and supervise events such as the Celebration event (giving out certificates), Macmillan coffee mornings, trips to higher education fairs, university visits/open days etc.</li> </ul>
To organise and supervise administrative systems within pupil services and	<ul style="list-style-type: none"> <li>• Take a lead role in planning, development, design, organisation and monitoring of support system and procedures in the 6<sup>th</sup> form</li> <li>• Take lead role in the development and maintenance of record/information systems in the 6<sup>th</sup> form</li> <li>• Manage complex administrative procedures</li> </ul>

contribute to the planning, development and monitoring of support services	<ul style="list-style-type: none"> <li>• Provide detailed analysis and evaluation of data and produce detailed reports as required</li> <li>• Liaise effectively with the 6<sup>th</sup> form team</li> <li>• Contribute towards the Post-16 Delivery Plan</li> <li>• Contribute to the successful completion of statutory returns</li> <li>• Make referrals to social services when required, in discussion with the Child Protection Co-ordinator, and support with documentation as required</li> <li>• Help design and create reports using SIMS to provide evidence for meetings and any requests from parents/carers and outside agencies.</li> <li>• Organise the admissions processes for the 6<sup>th</sup> form, including liaison with other schools and colleges</li> <li>• Support the UCAS process for the 6<sup>th</sup> form</li> </ul>
To manage the day to day organisation of the 6 <sup>th</sup> form centre	<ul style="list-style-type: none"> <li>• Oversee and provide administrative and organisational support to the Head of 6<sup>th</sup> form</li> <li>• Provide organisational advice and guidance to the learning coaches and Attendance Officer as necessary</li> <li>• Support staff by providing pastoral expertise and advice as and when required</li> <li>• Create and maintain a purposeful, orderly and productive working environment</li> <li>• Prepare documentation for and liaise with other stakeholders involved in the pastoral care of students both within and outside the school</li> <li>• Prepare documentation for and attend any meetings with staff from Penglais or outside agencies as requested</li> <li>• Deputise in Head of 6<sup>th</sup> form's absence</li> <li>• Develop constructive relationships and communicate with other agencies / professionals</li> <li>• Ensure all documentation regarding students is kept up to date and filed appropriately</li> </ul>
To manage other members in the team to ensure that all pupils receive the same high quality experience	<ul style="list-style-type: none"> <li>• Support a team to ensure all students receive the highest quality of care in the 6<sup>th</sup> form</li> <li>• Hold regular meetings with managed staff</li> <li>• Line manage the 6<sup>th</sup> form Attendance Officer and provide targets to support effective performance management</li> <li>• Undertake recruitment/induction /appraisal/training/mentoring for other staff</li> <li>• Take a role in the recruitment of support staff and in managing associated employment procedures</li> </ul>
Other	<ul style="list-style-type: none"> <li>• Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person</li> <li>• Ensure that the school's Equal Opportunities Policy is implemented within the pupil services team and contribute to its regular review</li> </ul>



	<ul style="list-style-type: none"> <li>• Lead, attend and participate in regular meetings</li> <li>• Attend training where appropriate and exploit other opportunities for continuing professional development</li> <li>• Recognise own strengths and areas of expertise of themselves and the team and use these to advise and support others</li> <li>• Lead and assist in the supervision, training and development of staff</li> <li>• Participate fully in the school's performance management programme</li> <li>• Provide First Aid support as necessary across the school</li> <li>• Undertake other duties commensurate with the status of the post as may from time to time be determined by the Headteacher</li> </ul>
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This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post

### Person Specification - 6<sup>th</sup> Form Manager

Qualifications	<ul style="list-style-type: none"> <li>• GCSE Grade C or above in English and Maths (or equivalent)</li> <li>• NVQ Level 4 or equivalent experience in administration / office management</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Several years' experience of working in an administrative environment at a senior level</li> <li>• Experience of Alps (desirable)</li> <li>• Experience in using Outlook and Microsoft Word and Excel</li> <li>• Experience of working with children or young people</li> <li>• Experience of working in school and of working with SIMS (Desirable)</li> <li>• Experience of leading a team of staff</li> </ul>
Skills	<ul style="list-style-type: none"> <li>• Excellent use of ICT</li> <li>• Accuracy and an eye for detail</li> <li>• Excellent analytical and problem-solving skills</li> <li>• Excellent time management skills, be flexible, and remain calm under pressure</li> <li>• Excellent organisational and administrative skills</li> <li>• Excellent communication with children and adults</li> <li>• Ability to speak Welsh is desirable</li> </ul>
Abilities	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and as part of a team</li> <li>• Ability to organise, lead and motivate other staff</li> <li>• Ability to develop and maintain a rapport with students, staff and parents</li> <li>• Ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities and your own position within these</li> <li>• Ability to plan and develop systems</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> </ul>



Qualities	<ul style="list-style-type: none"><li>• A willingness to develop your own professional skills and knowledge by attending appropriate courses / training</li><li>• A flexible, patient and hardworking approach to working as part of a team</li><li>• Self-motivated, focused and driven</li><li>• A demonstrable commitment to the safeguarding of students and child protection</li><li>• A demonstrable commitment to equal opportunities</li><li>• Excellent attendance and punctuality</li><li>• Good sense of humour</li></ul>
Other	<ul style="list-style-type: none"><li>• Commitment to the school's ethos, aims and its whole community</li></ul>

April 2025