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Waunfawr
Aberystwyth
Ceredigion
SY23 3AW

September 2025

Dear Applicant,

Thank you for expressing an interest in the post of part-time Sixth Form Learning Coach (2 days per week) at Ysgol Penglais School. This post requires a thoughtful and multi-tasking approach to the working day. 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 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
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**





Sixth Form Learning Coach (Part-time 2 days per week)

Grade 6 scp 7 - 10 £26,403 - £27,694 pro rata 13 hours per week, term time only

We seek to appoint an inspirational Sixth Form Learning Coach to join the Sixth Form Team. The Learning Coach will work with the Sixth Form Team and other staff to support students in achieving their academic and personal best.

The right candidate will thrive on the challenge of working with our staff and young people to ensure that students receive the best support, advice and guidance to develop into mature, ambitious and capable individuals. You will ensure that all students achieve highly and develop in confidence and support them in being prepared to enter life after school. You will be committed to finding inclusive approaches to inspiring students and to improving the life-chances of all our students. We may consider different hours for the right candidate.

This is an ideal opportunity for an ambitious candidate to play a key role in increasing the aspirations and success of our students, thereby contributing to the journey of Ysgol Penglais School in becoming an excellent school.

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

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: 28/09/2025

Interviews: Week commencing 29/09/2025

Job Description –Sixth Form Learning Coach

Job title: Sixth Form Learning Coach
Salary grade: Grade 6 scp 7 - 10 £26,403 - £27,694 pro rata
Hours and weeks: 2 days per week (13 hours), term time only
Accountable to: Head of 6th Form

Core Purpose:

- To support students in achieving their academic and personal best in the 6th form
- To support students with extra and supra-curricular activities

Key accountabilities	Key tasks
To support students in achieving their academic and personal best in the 6 th form	• Review the progress of allocated Year 12 and 13 students, focusing on their learning, attainment, organisation, note-taking, study skills, personal development, revision techniques, career possibilities and support relationships with teachers and parents/carers • Set up and monitor more support for students when needed e.g. when they are falling behind, they are disorganised or they experience mental health problems, with associated exploratory and sensitive discussions, liaising with Lead Learning Coach and Head of 6th form • Use 6th Form monitoring/tracking systems and processes to track student progress • Induction support/transition to 6th Form • Use Unifrog and VESPA resources to support student progression • Use ALPS data to monitor student achievement and target those requiring additional support • Support students from abroad and those with disabilities or social problems to access opportunities in school and in Tertiary Education • Liaise with parents to support students in difficulty for whatever reason by telephone, email and face-to-face • Generally, support students in all aspects of their academic and personal lives • Support teachers in chasing work before and after deadlines • Liaise with teachers and Faculty Leads concerning specific students or teachers who have specific problems with a class • Manage the Sixth Form environment, ensuring a productive working environment in upstairs and downstairs study rooms, and support with ICT / photocopying issues • Attend after school events as required e.g. Open Evening, UCAS
To support students with extra and supra-curricular activities	• Encourage students to apply for a range of appropriate work experience and volunteering opportunities, and monitor to ensure their progress

	• Ensure students engage with SEREN opportunities, liaising with SEREN organisers and accompanying students to workshops and conferences • Support the Head of Sixth Form in planning and delivering Enrichment activities for years 12 and 13
Other	• Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to the Child protection officer • Be aware of and support diversity and ensure equal opportunities • Appreciate and support the role of other professionals • Attend and participate in relevant meetings • Participate in training and other learning activities and performance development as required • Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities • Model appropriate behaviour/ICT expectations • Liaise with all 6th Form staff to ensure good communication/holistic support for students • Undertake other duties commensurate with the status of the post as may from time to time be determined by the Headteacher

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 - Sixth Form Learning Coach

Qualifications	• GCSE Grade C or above in English and Maths (or equivalent) • Degree or equivalent qualification or experience • First aid training/training as appropriate.
Experience	• Experience of working in a school / college / university setting • Experience of working with children or young people
Skills	• Excellent use of ICT • Accuracy and an eye for detail • Good time management skills, an ability to prioritise, be flexible and remain calm under pressure • Good organisational and administrative skills • Understanding of relevant policies / codes of practice and awareness of relevant legislation
Abilities	• Good management of own workload, including the ability to prioritise tasks sensibly • Ability to self-evaluate learning needs and actively seek learning opportunities • Ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities and your own position within these • Ability to relate well to children and adults



Qualities	• A willingness to develop your own professional skills and knowledge by attending appropriate courses/training • A flexible, patient and hardworking approach to working as part of a team • A demonstrable commitment to the safeguarding of students and child protection • A demonstrable commitment to equal opportunities • Excellent attendance and punctuality • Sense of humour
Other	• Commitment to the school's ethos, aims and its whole community

September 2025