



September 2026

Dear Applicant,

Thank you for expressing an interest in the in the post of Sixth Form Attendance and Support (maternity cover) at Ysgol Penglais. You will be joining the school at a very exciting time as we live our vision for Penglais.

'Ysgol Penglais 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 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 240 students, achieving excellent results again this year.

By joining Ysgol Penglais, 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



YSGOL PENGLAIS VISION:

Striving for Excellence

Ysgol Penglais is a happy, ambitious, diverse and high-achieving school where everyone is respected and valued. We are a kind, inclusive community where everybody cares for each other. As students develop, they all become fluent, capable communicators who can think critically, creatively, and problem-solve. We are all proud to be part of a Welsh community and celebrate all cultural backgrounds. In a fast-changing world, students and staff accept challenges, continually grow and develop, and are prepared and confident to embrace the future.



YSGOL PENGLAIS

VALUES

Being respectful and kind

Being ambitious and resilient

**Developing independence,
confidence and responsibility**

**Celebrating diversity
and success**

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

Sixth Form Attendance and Support – Maternity cover

(Level 3 Grade 6 scp 7 – 10 £27,274 - £ 28,608 pro rata, 20 hrs per week, term time)

We seek to appoint a Sixth Form Attendance and Support who will play a key role in ensuring Sixth Form students are supported in the best way possible throughout their journey in Years 12 and 13 and to ensure that attendance levels are monitored closely.

You will enjoy working with staff and students and be extremely organised, efficient and an excellent communicator.

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 in becoming an excellent school.

Ysgol Penglais 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 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 is an equal opportunities employer.

Closing date: 27/09/2026

Interviews: To be confirmed

Job Description – 6th Form Attendance and Support

Job title: 6th Form Attendance and Support
Salary grade: Level 3, Grade 6 scp 7 – 10
Hours and weeks: 20 hrs per week, term time
Accountable to: 6th Form Manager

Core Purpose:

- To be responsible for the accurate recording of students' attendance in the 6th form and support the 6th form manager in improving attendance of students, including taking responsibility for the Education Maintenance Allowance (EMA)
- To support the general administration and management of the 6th form

Key accountabilities	Key tasks
To be responsible for the accurate recording of students' attendance in the 6 th form	• Oversee day-to-day attendance, working closely with parents and students to improve attendance, especially when there is a cause for concern • Provide daily absence lists • Provide lists of all students who have missed school for three consecutive days without a good reason • Monitor students 'at risk' register for priority / vulnerable students daily • Present evidence on school attendance notice boards or through staff email accounts • Investigate reasons for absence exploring any underlying cause either at home or in school • Analyse, identify and report patterns of non-attendance to 6th Form Manager • Present reports on findings from analysis • Work with class teachers and the 6th form staff to agree and implement strategies needed to re-engage students with emerging or persistent attendance problems • Undertake and amend standard letters regarding percentage attendance notification, reasons for absence letters and lateness, and send to parents as and when necessary • Organise, or help to organise, attendance meetings in conjunction with school procedures, creating agenda for particular meetings and presenting minutes of meetings and agreed actions, including any individual plans, in accordance with specific school policies and practice • Be responsible for administrative work relevant to the Education Maintenance Allowance (EMA) and supporting students and parents with this process • Contribute to the planning, development and organisation of attendance systems/procedures/policies

	• Manage and develop manual and computerised record/information systems on an ongoing basis • Analyse and evaluate complex data/information and produce reports/information/data as required
Other	• Carry out administrative work delegated by the 6th Form Manager • Contribute to and work with the 6th Form Team to ensure best outcomes for students • 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 • Ensure that the school's Equal Opportunities Policy is implemented within the student services team and contribute to its regular review • Attend and participate in regular meetings • Attend training where appropriate and exploit other opportunities for continuing professional development • Recognise own strengths and areas of expertise and use these to advise and support others • Assist in the supervision, training and development of staff • Participate fully in the school's performance management programme • Provide First Aid support as necessary across the school and oversee students with First Aid needs • 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 - 6th Form Attendance and Support

Qualifications	• GCSE Grade C or above in English and Maths (or equivalent) • NVQ 3 or equivalent qualification or experience in relevant discipline
Experience	• Experience of development, management and operation of administrative systems • Experience in using Outlook and Microsoft Word and Excel • Experience of working with children or young people • Experience of working in school and of working with SIMS (Desirable) • Experience of working with outside agencies
Skills	• Ability to use ICT effectively • Accuracy and an eye for detail • Good analytical and problem-solving skills • Good time management skills, an ability to prioritise, be flexible and remain calm under pressure • Good organisational and administrative skills • Good communication with children and adults
Abilities	• Be willing to work supportively with students with a variety of Additional Needs • Ability to work collaboratively with colleagues in school and from partner agencies • Good management of own workload, including the ability to prioritise tasks sensibly

	• Ability to work on own initiative • Ability to work constructively and flexibly as part of a team, understanding school roles and responsibilities and your own position within these and support students from a range of year groups • Ability to self-evaluate learning needs and actively seek learning opportunities
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 • Self-motivated, focused and driven • A demonstrable commitment to the safeguarding of students and child protection • A demonstrable commitment to equal opportunities • Excellent attendance and punctuality
Other	• Commitment to the school's ethos, aims and its whole community • Be a consistent and approachable support to all students in the school

Sept 2026