



Penryn
College

"Achieving through Challenge"

October 2023

Dear Applicant

Thank you for your interest in the position of Student Progress Officer within the EST (Education Support Team) at Penryn College. We require a Student Progress Officer to play an active part in ensuring that the College's outcomes for students including SEN and behaviour are achieved. To support and facilitate independent learning for identified students this will include working directly with students in the classroom or on a one to one or small group basis.

You will be an active, resourceful and proactive leader in a curriculum access team that delivers responsive and effective support to students, with the ability to build and sustain positive relationships with students and parents to overcome barriers to learning both inside and outside school. You will need experience, knowledge and skills of working with pupils within a learning environment along with a good level of speech, language, SEN, behaviour, SEMH and dyslexia training.

You should have excellent literacy, numeracy and interpersonal skills, evidence of effective working with young people and high expectations for pupil's achievements. Previous manual handling training/experience and personal care are an advantage.

This is a full-time, term time only position, with inset training days and an additional seven days to be worked throughout the year. These seven days will be used for working during the summer holidays for summer school, Stepping Stones day and after school for subject review, learning events, evening meetings and additional administration time.

The hours are Monday to Friday to be worked between 8am and 5.30pm depending on the need of the role. The salary is proportionately reduced in the number of weeks worked during the year. The position is paid for 45.852 weeks per year. The actual annual starting is £18,073 per annum. This role is due to start as soon as possible and is fixed term until 25th February 2024.

The closing date for application forms is Monday 6th November. Interviews will take place during the same week.

Penryn College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicants will be subject to an enhanced DBS check. In accordance with our policies we are unable to process applications without a fully completed application form.

Please return completed application forms along with your covering letter to: vacancies@penryn-college.cornwall.sch.uk or post to: HR Office, Penryn College, Kernick Road, Penryn, TR10 8PZ.

Yours faithfully

G Ohly

Gemma Ohly
HR Manager



Headteacher: Tamsin Schouten

Penryn College, Kernick, Penryn, Cornwall TR10 8PZ

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