

November 2025



Penryn
College

"Achieving through Challenge"

Dear Applicant

Thank you for your interest in the position of Educational Support Officer at Penryn College. We require an Educational Support Officer to play an active part in ensuring that the College's outcomes for students including high need SEN and behaviour students are achieved. In order to support and facilitate the wellbeing and progress for identified students this role will include working directly with students on a one to one or small group basis.

You will be an active and resourceful part of an Educational Support team that delivers responsive and effective support to students, with the ability to build and sustain positive relationships with students and parents and to overcome barriers to learning both inside and outside school.

You should have good literacy, numeracy and interpersonal skills, evidence of effective working with young people and high expectations for pupil's achievements.

This is a full-time, term time only position, with inset training days and an additional three days to be worked throughout the year. These three 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 37 per week, Monday to Friday to be worked between 8:15am and 4:30pm, on a rota basis, with a 30-minute unpaid lunch break each day. The salary is proportionately reduced in the number of weeks worked during the year. The position is paid for 44.944 weeks per year. The role is paid on a grade F1 (£24,678) with a starting salary of £21, 272.11 pro rata, per annum.

The closing date for application forms is 5th December 2025 at 9am. Interviews will be the 10th December, am.

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

Becky Withers
HR Manager



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