

The people behind
the magic.



JOIN OUR TEAM



Post 16 Progress Tutor

Salary: Band F (NJC points 16-19) **Actual Salary:** £23,810 - £25,014 per annum **Pending Pay Award.

Contract: Permanent, term time plus 3 days.

Hours: 33 hours 45 minutes per week Monday to Friday.

Closing Date: Monday 7th September 2026 at 9am.

Start Date: As soon as your notice period allows.

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.



Together
Learning Trust

THE SCHOOL

CHARACTER BUILDING SINCE 1712



Welcome to The Brooksbank School, where we have a rich and long history of serving the community of Elland. We are proud to be the second largest comprehensive high school in Calderdale, with 1700 students who are at the heart of everything we do. Our school has maintained its own sixth form centre, providing our students with continuity and the opportunity to achieve their full potential.

At Brooksbank, we are fully committed to academic excellence and strive to provide the best possible education for our students. Our school consistently ranks highly among the top non-selective schools in Calderdale. However, we also believe that true accomplishment goes beyond academic success. That's why we encourage our students to pursue their passions in the arts, sports, media, and community work, which will shape them into future leaders.

We are excited to share that 2022 marks a new chapter in our school's journey as we joined the Together Learning Trust. This move provides us with the opportunity to further improve our school and continue our mission of providing an excellent education for every student, every day. As part of a committed and supportive staff team, you'll find opportunities here to shine and represent the #spiritofbbs.

We invite you to become a part of our school community, where you will be welcomed with open arms. At The Brooksbank School, you'll find a warm and nurturing environment that encourages personal growth and fosters a sense of belonging. Join us on this exciting journey and be a part of something truly special.



There are increasing numbers of 'success stories' for pupils who now engage successfully with their learning as a result of the support they receive

- OFSTED REPORT 2022

EXPLORE MORE



www.thebrooksbankschool.co.uk



thebrooksbankschool



@thebrooksbank



When schools collaborate, incredible things happen.

Together Learning Trust is a thriving local family of schools. We have three secondary schools, two school sixth forms, five primary schools and a special school, inspiring 5800 young people. We are driven by a shared commitment to providing magical learning experiences for all our children and a belief that all of them can achieve great things.

Exceptional achievement stems from developing world class teaching and learning. Creativity is the core of our values. Our staff are amazing, in both the relationships they forge and the incredible range of opportunities they make possible. We get great results, but we give and expect so much more. We are shaping a generation of future global citizens with the character they need to succeed; with the integrity and commitment to excellence that will enable them to thrive.

Together Learning Trust schools are wonderful places to work. We value and support our team across all our schools, and recognise the ideas, experience and expertise of our staff. Being part of the Trust opens up new opportunities for staff development. The Trust schools work closely together to identify and then implement the best school improvement strategies across its schools. Our aim is to grow great people and talent.

We cherish our staff, support their wellbeing and enable them to flourish. Being part of Together Learning Trust feels special due to the unique nature of the schools and the opportunities it brings for staff, students and communities to collaborate. For everyone involved in our Trust our mission is simple. To **Grow, Excel, and Learn Together.**

What could we do, together?

DAVID LORD, CHIEF EXECUTIVE OFFICER



"Working with such creative, professional and dynamic staff from other schools in the trust has helped make my job much more enjoyable and manageable, whilst reducing workload."

- DAMIAN BALL

Assistant Headteacher, The Brooksbank School

EXPLORE MORE



www.togetherlearningtrust.co.uk

Together
Learning Trust

Post 16 Progress Tutor

Make a Difference to Young People's Futures

Are you committed to helping young people succeed and achieve their full potential? Do you enjoy building positive relationships, providing encouragement and helping students overcome challenges so they can thrive? If so, we'd love to hear from you.

We're looking for a dedicated and supportive **Post 16 Progress Tutor** to join our Sixth Form team. In this rewarding role, you'll play a key part in guiding students throughout their post-16 journey, providing a balance of academic mentoring and pastoral support to help them stay engaged, achieve their goals and develop the confidence and resilience needed for their next steps.

Working closely with students, families, staff and external partners, you'll help create an environment where every student feels supported to succeed. You'll contribute to raising aspirations, promoting wellbeing and preparing young people for progression to higher education, apprenticeships or employment, making a lasting difference to their future.

What the role involves in a nutshell:

- Providing academic mentoring, pastoral support and targeted interventions to help students succeed, attend well and achieve their potential.
- Working collaboratively with families, staff and external agencies to promote student wellbeing, safeguard learners and support progression into higher education, apprenticeships or employment.

What you'll get in return?

You'll be joining a school and Trust which is all about putting staff first – with numerous wellbeing initiatives and social events to enjoy each term!

In addition to this you will benefit from:

- Automatic enrolment to the West Yorkshire Pension Fund.
- A Supportive and forward-thinking Leadership Team.
- Staff development through proactive personal and professional development.
- Working as part of a creative and supportive team who want the best for all students.
- Free Parking.
- Cycle to Work scheme.
- Additional holidays linked to service.
- Eye Care.
- Annual Flu Vaccines.
- Home & Technology Scheme.
- Rewards and discounts.
- GP Online and Prescription Service.
- Your Care Wellbeing Platform & EAP.
- Lifestyle benefits & discounts.

Diverse perspectives and experiences are critical to our success, and we welcome applications from all people from all backgrounds with the experience and skills needed to perform this role.

If our school sounds like a place in which you could really make a difference, then we'd love to hear from you.

ROLE PROFILE | Post 16 Progress Tutor

Accountable to:	Assistant Headteacher
Accountable for:	N/A
Job Family:	Support Specialist
Salary:	Band F (NJC points 16-19)
Hours:	33 hours 45 minutes per week. Term time plus 3 days

CORE PURPOSE

To support the academic achievement, attendance, wellbeing and personal development of sixth form students by providing targeted academic and pastoral support. Working collaboratively with students, parents/carers, teaching staff, pastoral leaders and external agencies, the role monitors progress and attendance, promotes independent learning, safeguards vulnerable students, and supports positive progression to higher education, training and employment.

Committed to delivering high-quality performance every day, the postholder contributes to ensuring that students and schools thrive. Acting as an ambassador for the Trust, they model its values and expected behaviours while maintaining credibility through the consistent application of professional expertise, technical knowledge and high standards of practice.

KEY DUTIES AND OUTCOMES

Each individual task will not be identified within the role profile; Employees will be expected to comply with all reasonable requests to ensure the role delivers the expected outcomes linked to its core purpose and accountabilities.

Student Progress, Achievement and Attendance

- ✓ Monitor student progress, achievement and attendance, provide academic mentoring, coordinate targeted interventions and work in partnership with students and parents/carers to improve engagement, ensuring students remain on track to achieve their potential.

Student Wellbeing, Safeguarding and Pastoral Support

- ✓ Provide timely pastoral support to students experiencing academic, social or emotional difficulties, identify and respond to welfare concerns, and escalate safeguarding matters in line with school procedures to promote wellbeing, safety and successful participation in learning.

Independent Learning, Study Support and Progression

- ✓ Supervise independent study facilities, support the effective use of ICT resources, develop students' study and independent learning skills, and raise aspirations through guidance on higher education, apprenticeships, training and employment opportunities, enabling students to become confident, independent learners prepared for their next steps.

Partnership Working and Student Monitoring

- ✓ Work collaboratively with staff, parents/carers and external professionals to coordinate support, maintain accurate records and monitor student progress, attendance and wellbeing, ensuring effective communication, timely interventions and positive outcomes for students.

Contribution to the Sixth Form and School Community

- ✓ Support the effective operation of the sixth form and contribute to the wider life of the school through tutor support, student induction, meetings, training and administrative responsibilities, while upholding the Trust's values and contributing to continuous improvement.

EXPECTED BEHAVIOURS

All employees are expected to conduct themselves in line with the essential behavioural competencies, including any additional leadership competencies related to their job family level. These competencies are designed to support high performance and provide clear behavioural expectations at every level. Through active engagement with our personal and professional development offering we expect everyone to develop their skills and knowledge in line with our competency framework and the technical competencies outlined in the role profile. For more information on the behavioural competency framework please visit [Competency Framework](#).

PERSON SPECIFICATION

Experience and Qualifications Required	Essential	Desired
Educated to GCSE Grade C/4 or above (or equivalent) in English and Maths.	✓	
Experience working effectively with children and young people.	✓	
Experience working in a school or educational environment		✓
Experience working with safeguarding systems	✓	
Technical Skills Required		
Strong written and verbal communication skills, including producing clear reports, records and correspondence for staff, parents/carers and external agencies.	✓	
Effective communication skills, adapting style and approach to ensure appropriate, positive relationships are built and maintained.	✓	
Confident in the use of Management Information Systems (MIS) and Microsoft Office (Word, Excel, Outlook) to monitor attendance, behaviour, attainment and safeguarding information and maintain accurate records.	✓	
Ability to analyse and interpret student data to identify trends, concerns and underachievement, informing targeted interventions.	✓	
Able to manage competing priorities effectively.	✓	

HOW TO APPLY

Say yes to new adventures.

Could we be a good fit for each other? If you'd like a chat about the role or have any questions ahead of making a formal application, we would be delighted to hear from you. Please contact Rebecca Gvozdenko, our Leadership Co-Ordinator via r.gvozdenko@brooksbank.TLT.school . Please note our school will reopen on Tuesday 1st September, if you have any queries.

If you're ready to apply, please complete our online application fully by clicking [here](#) before the deadline.

SAFER RECRUITMENT

We are committed to safeguarding children, young people and vulnerable adults. All staff and volunteers are expected to behave in a way that supports this commitment and are subject to an enhanced DBS check. Please be aware that it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, we will undertake an online public search in line with guidance from the Department for Education and Keeping Children Safe in Education 2025.