



St. Margaret Ward Catholic Academy Recruitment Pack

Post 16 Progress Lead

Closing Date: Friday 17th July 2026 (noon)

**Interviews: Thursday 13th August
(alternative dates could be considered)**

A Message from the Catholic Senior Executive Leader

Dear Applicant,

Thank you for your interest in the position of Post 16 Progress Lead at St Margaret Ward Catholic Academy which forms part of the St. Gabriel the Archangel CMAT. I am delighted to have this opportunity to introduce myself, to give some details about our Trust and to describe the kind of candidate we hope to appoint to this position.

St Gabriel the Archangel CMAT encompasses 63 schools across multiple local authority areas, with a mission to provide an outstanding educational experience, whilst ensuring long-term sustainability and growth aligned with Catholic educational values.

We are ambitious and seek to secure the very best outcomes for all our learners, developing pathways from Early Years to Post 16 and beyond. Our Catholic ethos is based around nurture and the ambition to drive outstanding achievement – this applies both to our students and our staff who strive to live their lives in the values of our Faith. Through excellent and effective professional development and an extensive pastoral programme, we create an environment which enables staff to enhance their practice and develop professionally.

Parents and stakeholders in our Catholic communities are at the heart of our learning partnerships. Our Directors and Governors are both supportive and challenging and all our staff are committed and dedicated to providing the highest standards of education for all of the children and young people in our academies.

We are looking for a dedicated and enthusiastic professional to join our highly skilled staff and to be integral in delivering outstanding educational experiences to all the young people.

I look forward to receiving your application and meeting you soon.

Yours faithfully,



Ian Beardmore
Catholic Senior Executive Leader



Our Academy



St Margaret Ward Catholic Academy

Our aim is to provide children, from all abilities and backgrounds, with the best possible opportunities for success. We aspire for all students to succeed through excellent teaching, uncompromising standards of behaviour and persistent unconditional care. Through the inspiration we find in the words and example of our three patrons, St Margaret Ward, Saint John Henry Newman and St John Baptiste De La Salle, we aspire to provide an education that produces responsible, compassionate, tolerant, courageous, and non-judgmental young people who live their lives with integrity.

As an Associate Lasallian school, the five core values of a Lasallian education are central to us; Faith in the Presence of God, Respect for all persons, Quality education, Inclusive community and Concern for the poor and Social justice. Inspired by these words of John Baptiste De la Salle; 'Teaching minds, touching hearts, transforming lives', we have developed a challenging knowledge centered academic 'Teaching minds' curriculum and a thorough 'Touching Hearts' curriculum that supports the holistic formation of each child in order to transform lives. Our mission therefore, is to educate their mind and heart and deliver an education for all our young people which will provide them with a broad range of choices and opportunities in the future. We proudly celebrate the high standards our students achieve in examination results, in the arts and in sport.

Academy Location

St Margaret Ward Catholic Academy - Little Chell Lane, Tunstall, Stoke on Trent. ST6 6LZ



Post 16 Progress Lead Job Description

Purpose of the Post

- To support the Senior Leadership Team and existing Post 16 team in raising standards and promoting the vision, ethos, culture and policies of the Academy.
- To have a clear and relentless focus on progress and achievement, which results in improving student outcomes.
- Work alongside the Head of Sixth Form and SLT line manager to respond effectively to resolve barriers to learning and provide academic mentoring which impact on student progress.
- To demonstrate excellent emotional intelligence, communication skills and the capacity to work effectively with young people.
- Able to form mutually respectful relationships with pupils, parents and staff.

Key Duties

- Academic and pastoral mentoring (strategically planned with line manager)
- Whole year group preparation for assessments / study skill and key skill workshops
- University visit organisation
- Play an integral role in the UCAS application process
- Work with external agencies
- Risk of NEET Indicator interventions
- Support Careers Intervention and Guidance work
- Support key processes at key transition points including Taster Day(s) organisation
- Meet with priority students to ensure that barriers to learning are removed where possible
- Support students to attend extra-curricular and enrichment events where appropriate
- Plan and lead extra-curricular opportunities for groups of students
- Liaise with parents, teachers and other professional organisations as needed
- Refer any safeguarding / personal issues to the relevant pastoral leaders / Designated Safeguarding Lead
- Help with the organisation of Alumni events
- Support with evening events such as parents' evening and Post 16 Open evening
- Undertake other responsibilities as relevant

This Job Description is not exhaustive and the postholder may be asked to take on additional tasks that are appropriate to the role.



How to Apply

If you decide to apply for this post, please complete an application form via My New Term. **CVs will not be accepted.** Your supporting statement should be **no more than 1,300 words** and should address:

- Why the post attracts you
- How your experiences and achievements match the job description and person specification.

St. Margaret Ward Catholic Academy will contact all candidates regarding their application and feedback will be given to all unsuccessful shortlisted applicants.

Key Dates

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As part of our shortlisting process, St. Margaret Ward Catholic Academy will carry out online searches of shortlisted candidates. This will help us to identify anything in a candidate's online activity that would not be in line with our Trust's Ethos. Candidates should be prepared to talk about this at interview.

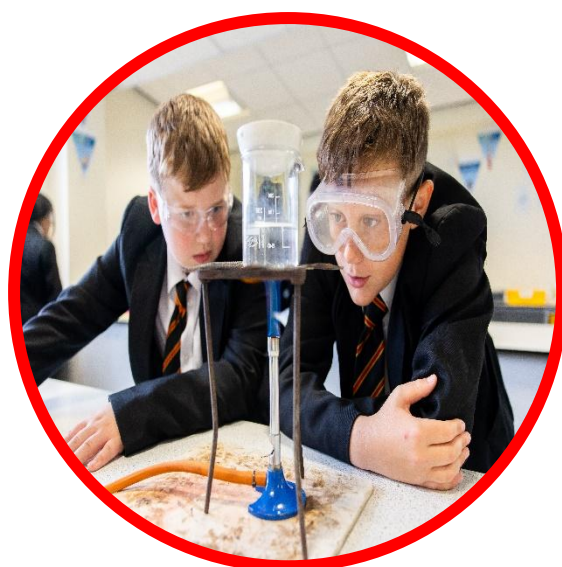
Additional Information

Ofsted Reports: www.ofsted.gov.uk

Information about Staffordshire County Council: www.staffordshire.gov.uk

Information about Stoke City council: www.stoke.gov.uk

A copy of the most recent inspection report, and copies of the Safeguarding and Safer Recruitment Policies can be found on the Academy website: <https://stmargaretward.co.uk/>



Benefits of Joining the St Gabriel the Archangel Catholic Multi-Academy Trust

- Great employer pension scheme (Teachers' Pension Scheme and Local Government Pension Scheme)
- CMAT recognition of national terms and conditions for teaching and support staff
- Valuable access to EAP.
- Family friendly policies including the opportunity to request flexible working, occupational maternity and paternity pay
- Free flu jabs
- A firm commitment to the Education Wellbeing Charter in all our schools

