

St Margaret Ward Catholic Academy
Part of the St Gabriel the Archangel Catholic Multi Academy Trust

Little Chell Lane, Tunstall

Stoke-on-Trent, ST6 6LZ

Tel: 01782 883000

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NOR: 1131 (including 86 in the Sixth Form)



Post 16 Progress Lead
Required for 1st September 2026

37 hours per week
Term Time + 6 days

Salary Scale: Level 7 (SCP 17-22)
Actual Salary £27,903 to £30,929

St Margaret Ward Catholic Academy is a very popular, oversubscribed and thriving 11-18 school serving the Catholic community of the North of Stoke on Trent and Staffordshire. The staff are united in their unwavering commitment to our young people and fostering within them a desire to learn and become the very best versions of themselves that they can be.

We are seeking to appoint a motivated and dedicated Progress Lead to support our excellent existing Post 16 team in further raising standards and improving student outcomes. The successful candidate will play a key role in driving academic progress, particularly through mentoring, targeted interventions and collaboration with staff, parents, and external agencies.

Key Responsibilities:

- Provide academic mentoring and lead targeted intervention programmes
- Analyse student data to identify those students needing additional support
- Prepare students for assessments and develop study skills
- Organise enrichment opportunities, including university visits
- Work with staff, parents, and external agencies to remove barriers to learning
- Support careers guidance, transitions, and extra-curricular activities
- Play an integral role in the UCAS application process

We are looking for someone with excellent communication skills, strong emotional intelligence, and a passion for supporting young people to succeed.

The Academy are committed to the safeguarding and welfare of children and young people and expects all of its employees to share this commitment. This post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Amendment Order 1986 and, as such, it will be necessary for a Submission for Disclosure to be made to the Disclosure and Barring Service to check for any previous convictions. Shortlisted candidates will be subject to an online/social media check in line with Keeping Children Safe in Education, September 2025.

Potential candidates are welcome to visit the school by appointment, by contacting Mrs K McGough (Academy Manager) on 01782 883037.

All applications should be made via the MyNewTerm recruitment platform.

Closing Date: Friday 17th July 2026 (9.00am)
Interviews are scheduled to take place on Thursday 13th August
(alternative dates could be considered)