



FROGMORE

COMMUNITY COLLEGE



PROGRESS COACH
CANDIDATE INFORMATION





Welcome from the Co-Principals

Thank you for your interest in working at Frogmore Community College.

It is a great privilege for us to lead the next chapter in the evolution of Frogmore Community College - a welcoming, ambitious secondary school at the heart of the Yateley community. We are a school on a journey of continuous improvement, where raising academic standards goes hand-in-hand with nurturing the personal

growth of every student.

As a proud member of WMAT Trust, we are united behind a powerful shared vision: to raise standards for all by creating an inclusive, high-performing learning environment where every young person is supported to achieve their full potential.

Academic achievement is — and must remain — at the forefront of everything we do. It forms the foundation that unlocks opportunities, broadens horizons, and gives young people the best possible start in life. However, our commitment extends far beyond exam results. We believe education should shape lives, build confidence, and prepare students to thrive in a complex and ever-changing world.

We place equal importance on academic excellence and the development of character, confidence, and wellbeing. Central to this is our staff's dedication to fully engaging in school life, whether through offering clubs, participating in school trips, or building meaningful relationships with our young people.

At the heart of our vision for the future is a strong commitment to professional development. Our twice-weekly CPD sessions provide a platform for sharing and celebrating expertise from within our school and across the multi-academy trust. We are proud that all of last year's senior and middle leadership appointments were internal promotions. In addition to trust-wide career progression opportunities, we offer staff access to subject-specific hubs and professional networks.

We sincerely hope you will consider applying to work at Frogmore Community College. Working in a school is a demanding role, and we are committed to ensuring that the hard work of every colleague is recognised and valued. New members of staff quickly feel a strong sense of belonging and are genuinely cared for as part of the Frogmore community.

We very much look forward to meeting you.

Laura Goulborn & Matt Venton
Co-Principals

Progress Coach

Start Date	ASAP
Contract	Part Time, Permanent
Salary	WMAT pay scale WA3-9 to WA3-12 £24,420 - £26,167 pro rata per annum Actual salary: £16,279 - £17,443 per annum
Hours	27.90 hours per week Monday to Friday 8.45am to 3.05pm (Flexible, part time, job share considered) Term-time only - 39 weeks per year

We are seeking to appoint an outstanding, enthusiastic, and committed Progress Coach to join our dedicated Inclusion Team at Frogmore Community College. This is an exciting opportunity for someone who is passionate about supporting young people to achieve their full potential.

The successful candidate will play a key role in mentoring and supporting students, working with individuals and small groups both in and out of lessons to boost progress across all subjects. You will also support students in class, help manage behaviour, and contribute to creating a positive learning environment. This role is ideal for someone who enjoys working collaboratively and making a real difference to students' lives.

Key responsibilities include:

- Mentoring and tutoring identified students to accelerate progress.
- Supporting students in lessons and liaising with teachers about interventions.
- Coordinating and facilitating provisions for students with EHCPs.
- Promoting self-esteem and motivation through positive relationships.
- Maintaining accurate records and contributing to whole-school improvement strategies.

What we are looking for:

- A good standard of education (including GCSE English and Maths at grade C or above).
- Ability to motivate and encourage students.
- Strong interpersonal and communication skills.
- Competence in using ICT.
- Commitment to safeguarding and promoting the welfare of children.
- A flexible, resilient, and proactive approach.

Previous experience in a similar role, particularly supporting students with medical or physical needs, is desirable but not essential. Full training and support will be provided.

Every Student. Every Potential. Every Success.

Our vision is to raise standards for all by creating an inclusive, ambitious learning environment where every young person is supported to achieve their full academic potential. We are committed to equity, excellence, and the personal development of every student — empowering them with the confidence, knowledge, and skills to thrive in school, society, and life.

We are proud to be part of the WMAT, a Surrey and Hampshire trust comprising ourselves, Weydon School, Woolmer Hill School, Rodborough School, Farnham Heath End School, Eggar's School, as well as many special and primary schools, with more joining soon. The close proximity of these schools offers numerous opportunities for staff collaboration, networking, and career progression. At Frogmore Community College, a key priority is to 'grow from within,' and we are committed to developing and progressing our staff to ensure everyone is supported in achieving their career aspirations.

We place equal importance on academic excellence and the development of character, confidence, and wellbeing. Whether in the classroom, on the sports field, through the arts, or via leadership and enrichment opportunities, our students are encouraged to aim high, embrace challenges, and develop the skills and qualities that will help them succeed — both now and in the future.

Every young person at Frogmore deserves the very best. That's why we are driving rapid and sustained school improvement, placing high expectations, excellent teaching, and purposeful support at the centre of everything we do.

We are proud of our school community and the progress we are making together. Our unwavering commitment to equity, excellence, and care ensures that every young person leaves us not only well-qualified but confident, compassionate, and ready to make a difference in the world.

Further Information

Please visit www.frogmorecollege.co.uk for more information.

If you would like to discuss the post or have a tour of the school before making an application, you would be very welcome.

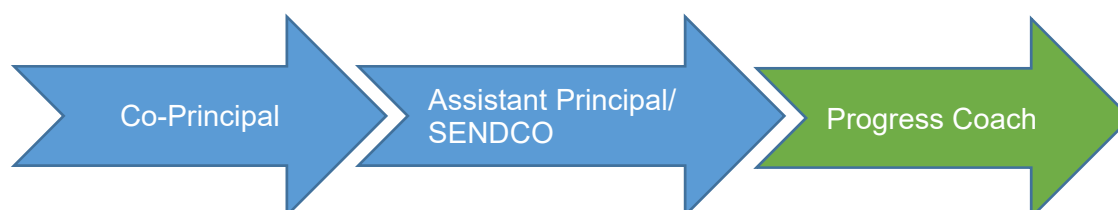
Please contact **Mrs Jenna Edwards-Smith (Assistant Principal/SENCO)** on 01252 408444 or j.edwards@frogmorecommunitycollege.co.uk to make an appointment.

To apply, please complete our associate staff application form, including a statement of application that details your relevant experience and reasons for applying, and return it to the school by the closing date. We reserve the right to close this vacancy early, so please apply as soon as possible to avoid disappointment.

Role Profile for Progress Coach

Role Title	Progress Coach
Role Purpose	<ul style="list-style-type: none"> • Under the direction of the SENCO, Deputy SENCO and Assistant SENCO, work with individuals or small groups of students to support their progress in lessons • Mentor and support identified students in 1:1 or small group tutoring sessions within and outside of the school day to boost their progress in all subjects • Support in various lessons, engaging identified students in their work in support of the class teacher • Coordinate and/or facilitate provisions for students as identified within their EHCP • Communicate with teachers about students' progress in intervention sessions • Support the management of student behaviour within lessons, ensuring there is a positive learning environment for all, using the school behaviour policy • Establish productive working relationships with students, acting as a role model • Challenge and motivate students, promoting and reinforcing self-esteem • Contribute to improving outcomes for all students • Support the Inclusion Team in the completion of administrative tasks, to include regularly updating Progress Coach logs • Work collaboratively within the support staff team and across the school
Reporting To	Assistant Principal/SENCO
Working Time	Full Time – 27.90 hours per week, 39 weeks per year (Term Time only)
Salary/Grade	WMAT pay scale WA3-9 to WA3-12

Organisation



Accountabilities

Accountability	Expectations
Safeguarding, Student Safety and Wellbeing	<ul style="list-style-type: none"> • Be fully committed to safeguarding and promoting the welfare of children • Undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. • To attend all Safeguarding and Child Protection statutory training, as required • Adhere to Safeguarding policies and procedures and the Staff Behaviour Policy, upholding professional standards at all times • Demonstrate empathy and kindness towards students and fellow staff
Operational/ Strategic Planning	<ul style="list-style-type: none"> • Assist in the development of appropriate syllabuses, resources, schemes of learning and teaching strategies for improving student health, safety and wellbeing • Contribute to whole school planning activities, including interventions
Professional Development	<ul style="list-style-type: none"> • Take part in the school's staff development programme by participating in arrangements for further training and professional development • Continue personal development in relevant areas • Engage actively in the Individual Performance Planning process
Quality Assurance	<ul style="list-style-type: none"> • Contribute to the process of monitoring and evaluation in line with agreed school procedures, including evaluation against quality standards and performance criteria. To seek/ • implement modification and improvement where required.
Management Information	<ul style="list-style-type: none"> • Maintain appropriate records and provide relevant accurate and up-to-date information for monitoring purposes
Communications	<ul style="list-style-type: none"> • Communicate effectively with the parents of students, as appropriate • Where appropriate, communicate and co-operate with persons or bodies outside the school • Follow agreed policies for communications in the school
Management of Resources	<ul style="list-style-type: none"> • To assist in the preparation of resources and displays as directed by subject staff or senior leaders when not being utilised for cover • To co-operate with other staff to ensure a sharing and effective usage of resources to the benefit of the school and the students
Health & Safety	<ul style="list-style-type: none"> • In accordance with the provisions of the Health and Safety at Work Act 1974, take reasonable care for the health and safety of yourself and of other persons who may be affected by your acts or omissions at work. Co-operate with the school to enable the school to perform or comply with its duties under statutory health and safety provisions. • All employees are required to participate in the school's accident/incident reporting systems and to comply with procedures and techniques for managing risks.

This Job Profile is intended to provide guidance on the range of duties associated with the role. It may be changed by the Leadership Team to reflect or anticipate changes or to undertake additional duties as required by the Co-Principal's.

Recruitment and Selection Policy

Applicants will be subject to an online search if shortlisted. The search isn't part of the shortlisting process itself, and you will have a chance to address any issues of concern that come up during the search at interview. All appointments are subject to safer recruitment procedures and an enhanced DBS check.

Safeguarding and Child Protection Policy

We recognise our moral and statutory responsibility to safeguard and promote the welfare of all children. We make every effort to provide a safe and welcoming environment underpinned by a culture of openness where both children and adults feel secure, able to talk and believe that they are being listened to. We maintain an attitude of "it could happen here" where safeguarding is concerned.

Equal Opportunities in Employment Policy

WMAT is committed to equality and valuing diversity. It supports practices that promote genuine equality of opportunity for all staff, students and young people. The trust is committed to promoting a positive and diverse culture in which all staff and young people are valued and supported to fulfil their potential irrespective of their age, disability, race, religion, belief, sex or sexual orientation.



Person Specification for Progress Coach

Key: App – Application Form Ref – Reference SP – Selection process. This could include a range of exercises, including an interview.		
QUALIFICATIONS		
Good standard of general qualifications, including GCSE English and Maths at grade C or higher (or equivalent qualification in English)	Essential	App/ Checking at interview
Commitment to further professional development	Essential	App
Further qualification in a related area	Desirable	App
EXPERIENCE, KNOWLEDGE AND SKILLS		
Relevant experience in education	Desirable	App/SP/Ref
Ability to motivate and encourage pupils	Essential	App/SP/Ref
Ability to use ICT	Essential	App/SP/Ref
Ability to provide support to children of a developmental and empowering nature	Essential	App/SP/Ref
Work with due regard to confidentiality	Essential	App/SP/Ref
PERSONAL & PROFESSIONAL QUALITIES		
Self-Awareness: Emotional self-awareness; accurate self-assessment	Essential	SP
Social Awareness: Emotional intelligence; organisational awareness; understanding of appropriate professional behaviours in self and others; excellent presentation and communication skills	Essential	SP
Self-management: Emotional self-control; transparency; adaptability; resilience; initiative; optimism	Essential	SP
Relationship Management: Leadership potential; sense of humour; conflict management; team work and collaboration; warmth	Essential	SP
SPECIAL WORKING CONDITIONS		
School operates a no smoking policy	Essential	SP
To attend any training as deemed appropriate	Essential	SP
Agreement to the Governing Body undertaking a Disclosure & Barring Service check	Essential	SP
Experience of and commitment to effective inclusion and safeguarding strategies and practices	Essential	SP
Work in ways that promote equality of opportunity, participation, diversity and responsibility	Essential	SP



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