



# CANNOCK CHASE HIGH SCHOOL

A C H I E V E M E N T F O R A L L

Required as soon as possible.

## Progress Centre Inclusion and Mentoring Officer

37 hours per week term time

Salary: Grade 7 (FTE salary £30,024 – £33,699, pro rata £26,072 - £29,263)

**Purpose:** Cannock Chase High School is a vibrant and ambitious learning community. We are seeking to appoint an Inclusion and Mentoring Officer with an excellent ability to form positive professional supportive relationships with students that have been previously permanently excluded and will be attending the Progress Centre. You will be responsible for the co-ordination of all new referrals made into the Progress Centre.

**Responsibilities:** You will be line managing the Progress Centre Pastoral Support Officer. You will plan and initiate re-integration to a mainstream school, to implement a successful package to enable Progress Centre students to activate and realise their potential. You will have a solution focused attitude and will liaise with colleagues across the school to resolve any challenges effectively and efficiently.

The successful candidate will be part of the Student Services Team and will contribute to developing excellent provision in the Progress Centre as well as providing high quality support for Progress Centre students and all stakeholders in, around and outside of school.

You will have experience of working with students demonstrating challenging behaviour or dealing with disadvantaged circumstances. You will be able to communicate effectively with staff and external agencies, and use Microsoft Office based systems. You will be able to prioritise your workload and work in a busy school environment. We are looking for someone who is dedicated and hard-working and will put the needs of all students and the smooth running of the school at the heart of what they do.

Cannock Chase High School is an 11–19 mixed comprehensive school with around 1100 students on roll. Students and staff are warm, open and supportive to one another and proud of their school. We were judged as 'Good' in our most recent Ofsted inspection and behaviour was described as 'exemplary'. Mutual respect is a key feature of our relationships here.

Please refer to the following documentation, when completing an application for this post:

1. Application Guidance Notes;
2. Job Description and Person Specification.

A successful application will include:

1. A completed School Application Form;
2. A Letter of Application (of no more than two sides of A4), outlining how your skills and experience to date meet the requirements of this post.

Cannock Chase High School is committed to safeguarding and promoting the welfare of young people. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) clearance.

The job description and person specification are available from the Headteacher at the school or via the website <https://www.cannockchasehigh.com/about-us/jobs-at-cchs>. All applications must be on the school Application Form (which is also available from the school or via the website), CVs alone are not acceptable. Completed applications are to be e-mailed to Iain Turnbull, Headteacher, at [headteacher@cannockchasehigh.com](mailto:headteacher@cannockchasehigh.com).

**Closing Date: Monday 22 September 2025, 9.00am (interviews to be held later that week)**

Headteacher: Mr I Turnbull, BEd (Hons), NPQH

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INTEGRITY

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RESPONSIBILITY

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RESILIENCE