

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE Academic Support Manager

Are you an organised and approachable individual?

Then this will be the job for you.

This post provides a unique opportunity to work within a high-performing and growing 11 to 18 grammar school with a large sixth-form and exceptional students.

We are delighted to have been named “**Secondary School Of The Year**”, “Soaring 57 places in the UK rankings to 77” out of approx 6000 secondary schools (state and independent) in the latest Sunday Times Parent Power Guide.

And for the second year running we are ranked No 2 in the North of England.

SALARY

Range 18-22

£29,269 to £31,364 pro rata

(£25,709.89 to £27,550.14 actual salary)

TERM/ HOURS

8.00am to 4.30pm
Monday to Thursday,

8.00am to 4.00pm on a Friday.

37 hours per week.

Term Time + 5 days.

CLOSING DATE

9am Monday 26th February
2024



HECKMONDWIKE
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

CANDIDATE INFORMATION PACK



HECKMONDWIKE
GRAMMAR SCHOOL

Academic Support Manager

Department Information

About Us:

At Heckmondwike Grammar School, our motivation is for our students to enjoy their school days and to become thoughtful, articulate, confident and responsible members of society. In order to achieve this, we rely on our staff to work closely with students, parents and teachers to provide a supportive community, keeping the well-being of our students at the forefront of everything we do.

The Role:

The Academic Support Manager is a pivotal role, working closely with the Assistant Headteacher for Post-16 to ensure the seamless operation of our Sixth Form. This dynamic position combines academic and administrative support to enhance the overall educational experience for our students.

In terms of academic support, the Academic Support Manager will collaborate with Academic Leaders, Subject Leaders, and teachers to implement targeted strategies for Year 12 and 13 students. This involves one-to-one support, personalised study plans, co-ordination of academic interventions, and evaluating the impact of these initiatives on student achievement.

The role also entails interpreting data from achievement strategies and reporting on the progress of key students.



On the administrative front, the Academic Support Manager will contribute towards the day-to-day running of the Sixth Form, maintaining the calendar, planning events, responding to inquiries, and providing crucial support in drafting and proofreading documents.

In addition, the role extends to the recruitment process, including shortlisting and interviewing prospective students, contributing to wider Sixth Form life, and attending results days to ensure successful recruitment and progression.

With a commitment to confidentiality, discretion, and a passion for supporting student success, the Academic Support Manager is an essential member of our Sixth Form team.

Responsibilities:

Specific responsibilities are set out in a detailed job description.

What will you bring to the role?

- Outstanding communication and interpersonal skills
- Ability to remain calm under pressure
- Demonstrate a high standard of customer service
- Work well as part of a team, as well as on your own initiative
- Honesty and integrity
- A flexible and open attitude to change
- Suitability to work with children

CANDIDATE INFORMATION PACK

In return we can offer:

- Interesting work as a key member of a supportive team
- A learning-centred school where the best possible practice is the priority
- The opportunity to develop personally and professionally
- A vibrant, supportive community of like-minded individuals
- A competitive salary and membership to a Local Government pension scheme

Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality.

We work effectively with our young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go. Excellent relationships between staff and students are the norm, expectations are high and students perform very well as a consequence.

How Should You Apply?

If you are interested in this position then please visit the vacancies section of our website www.heckgrammar.co.uk/vacancies.

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

Further information about the school is available on the school website www.heckgrammar.co.uk

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

Full details regarding our Safeguarding Procedures can be found on our website in the Safeguarding section, alternatively, please contact Recruitment to obtain a copy.



HECKMONDWIKE
GRAMMAR SCHOOL



HECKMONDWIKE GRAMMAR SCHOOL

HECKMONDWIKE GRAMMAR SCHOOL JOB DESCRIPTION

POST TITLE:	Academic Support Manager
SALARY GRADE:	Range 18-22 £29,269 to £31,364 pro rata (£25,709.89 to £27,550.14 actual salary)
CONTRACT TYPE:	Permanent
WORKING HOURS:	8.00am to 4.30pm Monday to Thursday, 8.00am to 4.00pm on a Friday 37 hours per week. Term Time + 5 days
RESPONSIBLE TO:	Assistant Headteacher for Post 16

GENERAL DESCRIPTION

To work closely with the Assistant Headteacher for Post 16 to ensure the smooth running of the day-to-day operation of the Sixth Form by providing high levels of academic and administrative support.

a) Academic Support

- a. To assist and support the Assistant Headteacher for Post 16 to raise standards of student attainment and achievement in the Sixth Form.
- b. Work closely with the Academic Leaders for Year 12 and 13 to plan and coordinate academic support for target students.
- c. Work with target students on a one-to-one basis to assess their needs and draw together personalised study plans.
- d. Work with Subject Leaders and individual teachers to source and collate packages of work for target students to complete in private study periods.
- e. To hold Subject Leaders and teachers to account, to ensure they comply with the schools raising achievement policies and procedures.
- f. Work with Learning Mentors to provide target students with focused academic support in private study periods.
- g. Coordinate and supervise 'Period 6' Sixth Form intervention.
- h. To help supervise the Sixth Form cover periods when required.
- i. To monitor and evaluate the impact of targeted academic support on raising achievement strategies on identified cohorts.
- j. To interpret appropriate data from achievement strategies.
- k. To report on the progress of key students and the impact of the academic support.
- l. To support the pastoral function of the Sixth Form as appropriate and necessary.

b) Administrative Support

- a. Work closely with the Assistant Headteacher for Post 16 to oversee the day-to-day running of the Sixth Form.
- b. Maintain and update the Sixth Form Calendar to ensure all key dates, deadline and events are organised and communicated effectively.
- c. To assist in planning and executing Sixth Form Events, including open evenings, new application interviews and other recruitment events.
- d. Respond to enquiries from students, parents and other stakeholders on behalf of the Assistant Headteacher for Post 16.
- e. Draft and proofread correspondence, emails and documents on behalf of the Assistant Headteacher for Post 16.
- f. Assist in the preparation of reports, presentations and other documents as needed.
- g. Support with the recruitment process by shortlisting and interviewing prospective students.
- h. To contribute to wider Sixth Form life, including student recruitment and UCAS application checks.
- i. To attend both GCSE and A level results days in August, working with the post 16 team to ensure high quality recruitment into the sixth form and progression outwards.
- j. Handle sensitive information with the uttermost confidentiality and discretion.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.



**Academic Support Manager
PERSON SPECIFICATION**

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level. • Good GCSE in English and mathematics. 	<ul style="list-style-type: none"> • Educated to level 3. • Educated to degree level. • Recent leadership training. • Experience of Post-16 education.
Skills	<ul style="list-style-type: none"> • Vested interest in making sure all students make progress and achieve success. • Knowledge of strategies relating to intervention to support academic progress. • Good ability to plan, organise and coordinate projects. • Strong ability to work in a logical and organised way. • Ability to analyse performance data. • Understand the barriers to education that young people face. • Highly effective communication skills. • Confidence to talk to individuals and large groups of students. • Ability to prepare learning resources. • Competent in using ICT. • Capacity to evaluate systems and processes and deliver improvements. 	<ul style="list-style-type: none"> • Good degree of literacy to be able to support students and promote their literacy and oracy. • Knowledge and application of Management Information Systems.
Personal Qualities	<ul style="list-style-type: none"> • Organised and able to help students to organise themselves. • Patient and sensitive to the needs of others. • Kind, caring and compassionate. • Self-motivated and be able to work on own initiative. • Has emotional resilience and versatility when working with students with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline. 	

Experience	<ul style="list-style-type: none"> • Experience of working with young people. • Experience of working with vulnerable children. • Experience of tracking and monitoring progress. • Successful experience of leading, motivating and monitoring others. • Experience of handling and acting upon data. • Experience of student academic support. • Experience of communicating with parents and other stakeholders. • Experience of talking in front of groups of people. • Successful experience of raising achievement. • Experience of planning and coordinating events. 	<ul style="list-style-type: none"> • Experience of holding others to account. • Experience of delivering assemblies/ presentations to groups of people. • Experience of working within a secondary school and/or sixth form college. • Experience of developing and coordinating personalised teaching support and intervention. • Experience of teaching.
Other	<ul style="list-style-type: none"> • Flexible and work as part of a team to achieve a common goal. • Energy, self-confidence and the ability to 'give more' when the occasion demands it. • Ability to contribute to wider school life. • Ability to work under pressure and to meet deadlines. • Ability to maintain a sense of perspective in all working conditions. • Record of good attendance and punctuality. • Ability to maintain appropriate relationships and personal boundaries with students. 	



Ethos, Values & Aims

Ethos

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

Values

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

Aims

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.



HECKMONDWIKE

GRAMMAR SCHOOL

STAFF BENEFITS

Detailed below are some of the benefits that will be available to you when you join us.

Pension

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

Training and Development

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings
- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

Parking

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

Cycle to Work Scheme

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

Health and Wellbeing

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs. Good All Round helps cover everyday health expenses, so paying for check-ups and treatment isn't as much of a worry. Starting from just £2.22 a week, Good All Round gives you money back on a range of health costs including dental check-ups and treatment, glasses, contact lenses, prescription charges and much more.* No medical is needed and dependent children under 18 are covered for FREE.
- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.
- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.

Social Events

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.
- Complimentary staff breakfasts at the end of term.
- Our end of year barbeque for staff is also very popular and a highlight to the end of the academic year.
- There are numerous ad-hoc social events throughout the year.

Extra-curricular Societies

- On a voluntary basis, all staff are encouraged to run extra-curricular societies. Staff who do so are provided with a free lunch for the whole week.

Refreshments

- Free tea, coffee and biscuits provided each day.
- Meals are provided if you attend a parents evening or after school event.