



SIDMOUTH COLLEGE

Leadership Team Assistant



Welcome to Sidmouth College

Dear Applicant

Thank you for your interest in the post of Leadership Team Assistant at Sidmouth College. The College currently has 872 students on roll of whom 119 are in the Sixth Form. The majority of our students are drawn from four local feeder schools, in Sidmouth, Sidbury, Newton Poppleford and Branscombe. The College is in a beautiful setting within the Sid Valley and the East Devon area of outstanding natural beauty.

Our vision is for vibrant and inspirational teaching that raises aspirations; challenges and engages, and prepares every student for lifelong learning. At Sidmouth College learners *believe* they can *succeed*, teachers *inspire* and everyone strives to be the best that they can be.

The College buildings sit within an attractive 13 acre campus and staff take every opportunity to make use of the natural environment on our doorstep to support students' learning and creativity. The vast majority of our 1960s buildings have now been replaced with modern, state of the art facilities, including classrooms, technology workshops and seven new Science laboratories and preparation facilities which create a fantastic modern learning environment.

We were delighted to be again judged as Good in the most recent Ofsted report in May 2022, which recognised our continuous improvement in achieving positive outcomes for all students.

The enclosed job description outlines the responsibilities of the role but put simply the successful candidate must:

- have a clear, well communicated understanding of good, successful teaching and learning
- possess the skills and determination to make a significant difference to the lives of our students
- be relentless in building students' self-esteem and encouraging students to aspire in English

If you have any questions please contact the Business Manager, Mrs Amanda Blackmore, on 01395 514823 or ablackmore@sidmouthcollege.devon.sch.uk

Yours faithfully



Mrs S Parsons
Principal



Introduction

Sidmouth College is a thriving 11-18 community college located in the Devon countryside.

At Sidmouth College the individual is right at the heart of what we do. Students achieve academic success, develop their creativity, excel on the sports field and encounter a multitude of new experiences in a safe and enjoyable environment, encouraged by a team of dedicated and highly experienced professionals. At Sidmouth College we believe that the vibrant learning community, coupled with a culture of high standards and expectations, brings out the very best in every student and establishes abundant possibilities for their future.

Our Ethos—Believe, Inspire, Succeed

- Every learner believes and succeeds in fulfilling their potential and is inspired to lead a happy, healthy and successful life within a challenging and rapidly changing world.
- All learners have access to inspirational teaching that leads to outstanding learning and achievements which continues beyond the classroom.
- All learners have access to a high quality, relevant and appropriate curriculum that fully meets their needs and supports an engaging and inspiring learning experience.
- We inspire learners to believe in the contribution they can make to their learning, the College and the wider community. Learners take responsibility and develop resilience throughout their learning journey with clear support and guidance.
- All levels of leadership are focused on providing a vision, direction and culture in which all are inspired to believe and succeed.

A caring and supportive community

Care, guidance and support are strengths of the College. Students are organised in vertical tutor groups led by a tutor who monitors academic progress, student well-being and student development. Each tutor group is in one of four Houses - Drake, Grenville, Raleigh and Scott. The tutor group meets at the beginning of each day for registration, support and guidance.

The team of tutors is led by a Head of House who maintains a close overview of the work and wellbeing of the students. In addition, the School Counsellor and the Student Development Centre/pastoral team make a valuable contribution.

A stimulating and exciting learning journey

Learning is an adventure to be enjoyed; a journey that stretches, challenges and opens minds. Our stimulating and engaging curriculum delivers exciting opportunities in the classroom and beyond. Our overarching aim is to provide our young people with the skills and qualifications they need to become happy, successful adults with a passion for lifelong learning. Our Key Stage 3 programme aims to raise the ambitions of all students; developing knowledge, skills and understanding and promoting confidence in their abilities. At Key Stage 3 we ensure students experience learning in a wide range of subjects, including the Arts, Technology, Computer Science and Modern Foreign Languages.

In Key Stage 4 students have the opportunity to study a range of personalised pathways, designed to support their individual talents and interests and maximise their achievement and success. At Key Stage 4 all students study a core curriculum of English Language and English Literature, Maths, Chemistry, Physics, Biology, PE and RE in addition to three option subjects.

At Key Stage 5 we offer a wide range of A Level qualifications and the vast majority of students choose three linear subjects, with some choosing to study four.



believe • inspire • succeed

Appointment Information

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This is an exciting opportunity for someone wanting a key role in Sidmouth College. Due to internal promotion we are seeking to appoint a Leadership Team Assistant to coordinate a high quality administrative support to the Senior Leadership Team and Headteacher.

The successful candidate will provide comprehensive administrative support to include some strategic projects and be the first point of contact for members of the senior leadership team.

You will have proven experience of working in a busy administrative working environment with excellent secretarial skills.

This is an exciting opportunity to join a thriving school as part of a successful and supportive Multi Academy Trust and a friendly and supportive team of colleagues.

When completing your supporting statement, please refer to the Job Description and Person Specification and state how your knowledge, skills and experience meet the requirements listed.

Please email Jo Liddle at jliddle@sidmouthcollege.devon.sch.uk with any questions or to arrange a visit.

Sidmouth College is an equal opportunities employer.

Application Process

Closing date: Wednesday 3rd July 2024

Interview date: Week commencing 8th July 2024

Start date: ASAP

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. A copy of our safeguarding policy can be found here: [Safeguarding](#). This role falls under KCSIE regulated activities and, as such, it is an offence to apply for the role if you are barred from engaging in regulated activity relating to children. The successful candidate will be required to undertake an Enhanced Disclosure and Barring (DBS) check. Please ensure you read and understand our Privacy Notice, which can be found on our website, before applying. We make appointments in accordance with our Recruitment and Selection Policy.



Leadership Team Assistant

Post: Leadership Team Assistant

Scale: TWT Grade D £24,702-£27,334 FTE (Actual Salary £20,701-£22,907) (Pay Award Pending)

Hours: 37 hours per week, term time plus non-pupil days
Monday 8.30-4.30; Tuesday 8.30-5.00; Wednesday 8.30-4.30; Thursday 8.30-4.30; Friday 8.30-3.30
(Some flexibility for occasional evening events)

Responsible to: Headteacher

Key purpose of the role	Enable the Trust to realise its mission to 'Transform lives, strengthen communities and make the world a better place by supporting school leaders to provide excellent education.
Your responsibilities	<ul style="list-style-type: none">• Provide an executive support service to the Headteacher including diary management, coordinating communications, organising and minuting meetings• Be the first point of contact for members of the school leadership team, ensuring a timely response to all enquiries. Ensure compliance with Trust processes, procedures and policies.• Organise programmes and logistics for external visitors to the school, including audits and inspections• Assist with the response to Subject Access and Freedom of Information Requests• Work in collaboration with the LGB Governance Officer to facilitate effective communication between the Headteacher, Leaders and the Local Governing Body.• Maintain an up-to-date knowledge of the procedures and processes for safeguarding the welfare of children and actively promote best practice.• Proactively promote the school, leading tours for prospective parents/carers as necessary• Support the wider administration team to offer resilience and provide cover, including assisting with exam invigilation as required• Undertaking any other duties or functions which generally support the work of the Headteacher and other school leaders, as required, including but not limited to being a first aider.• Administration of suspensions, permanent exclusions and complaints
Grading criteria	<ul style="list-style-type: none">• Provide on the job training for colleagues and oversee quality of work.• Establish the best course of action using a range of recognised procedures• Use readily available information or assistance to resolve issues where the outcome may not be straight forward.• Undertake work carried out within clearly defined rules and make decisions from a range of established options• Make decisions which have a material effect on internal operations of their own or other departments.• Responsible for the proper use and safekeeping of materials and security of small sums of money or financial resources.• Work where tasks are interchanged but the program is not normally interrupted.• Has practical skills in a specific area.

Person Specification

Qualifications		<ul style="list-style-type: none"> NVQ3/A Level or equivalent level of administrative experience 	Essential
		<ul style="list-style-type: none"> Minimum GCSE level 4/C in English and Maths 	Essential
Experience		<ul style="list-style-type: none"> Secretarial/administrative experience gained working in a complex, dynamic and confidential environment 	Essential
		<ul style="list-style-type: none"> Experience of school-based information systems 	Desirable
		<ul style="list-style-type: none"> Administration support within the education sector 	Desirable
Key skills		<ul style="list-style-type: none"> Excellent organizational skills with the ability to multi task 	Essential
		<ul style="list-style-type: none"> Excellent written and interpersonal communication skills 	Essential
		<ul style="list-style-type: none"> Attention to detail 	Essential
		<ul style="list-style-type: none"> Good working knowledge of Microsoft office suite, including Word, Outlook, Powerpoint, Forms and Excel 	Essential
		<ul style="list-style-type: none"> Able to fulfil all aspects of the role with confidence and fluency in English 	Essential
Values		<ul style="list-style-type: none"> Ambitious: works hard, has the highest standards and is positive for the future. 	Essential
		<ul style="list-style-type: none"> Selfless: is self-aware and emotionally intelligent to be able to support self and others to thrive. Works selflessly to support the Trust's mission and strategic priorities. 	Essential
		<ul style="list-style-type: none"> Collaborative: builds strong relationships and networks. 	Essential



