ROUNDHAY SCHOOL
All-through education from 4 to 18

Ofsted Outstanding School

Job Application Pack

SIXTH FORM ACHIEVEMENT LEADER

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Job Application Pack

SIXTH FORM ACHIEVEMENT LEADER

Secondary – Permanent - Full time (37 hpw) (Part time applications considered) – Term time only plus 5 days - Scale: C1 point 12 (£21,069 p.a. actual salary depending on skills/experience) - Start: September 2023

The Governors of Roundhay School are seeking to appoint an innovative and enthusiastic Sixth Form Achievement Leader to join our team. The successful candidate will be working with targeted individuals and groups of students to facilitate their academic progress. We are looking for a strong and confident communicator with high expectations of themselves and others, who will put the progress and welfare of young people at the centre of everything they do. We would be happy to accept applications from individuals who are interested in flexible working arrangements, which may be explored further at interview, if shortlisted.

To apply for this position please click on the link below to go to our Vacancies page.

https://www.roundhayschool.org.uk/headteacher-welcome/vacancies

At our Vacancies page you should download the Non-Teaching application form which should be completed in full please. Once complete, please email your application form back to us before the closing date to recruitment@roundhayschool.com.

The application deadline for this position is **9.00am on Monday 5th June 2023.** Please note, we encourage early applications and reserve the right to close this vacancy at any time.

Please remember to detail in your application your experience, the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate. All gaps in employment must be clearly accounted for. Please also be aware that we are not permitted to accept CVs. Further information, policies and guidance are available at our Vacancies page.

For our Ofsted Report:
https://reports.ofsted.gov.uk/provider/28/108076

Roundhay School Statutory Information (including our Safeguarding & Child Protection Policy):
https://www.roundhayschool.org.uk/our-school/statutory-information/

To view our Sixth Form Prospectus:
https://www.roundhayschool.org.uk/sixth-form/applications-admissions/

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ROUNDHAY SCHOOL

EST. 1903

WELCOME

Dear Prospective Applicant

Thank you for expressing an interest in the advertised position at Roundhay School.

We are looking for an enthusiastic and committed colleague who is willing to do ***'whatever it takes'*** to ensure that our amazing pupils get the very best school experience. As one of the first all-through schools, educating children from 4 to 18 with an outstanding Sixth Form of 500+, we are absolutely dedicated to continuing to improve in all areas. Despite our impressive results and history of success, we continue to have unrelenting ambition for the young people we serve, and you will not find the slightest hint of complacency.

Our truly comprehensive community reflects the cosmopolitan nature of Leeds, which we see as a real strength of the school. We also pride ourselves on having a strong ethos and our work is centred around our core values of being ***Responsible, Resilient and Ready to Learn*** and what it means to ***be Roundhay***. We place real emphasis on traditional values of being respectful, wearing uniform with pride, having good manners, and showing gratitude. As a result of this approach, you will find a school which has the highest standards of behaviour, a calm atmosphere, and very positive staff-pupil relationships. We see this as everyone's responsibility and all staff, including those who are not classroom based, help support and uphold these values with our pupils.

Any member of staff joining our school will be offered a very warm welcome and unwavering support in all that you do. We genuinely value our staff and place real emphasis on staff induction, continuing professional development and wellbeing.

Despite our size, we have an incredibly low staff turnover, which is clear evidence that Roundhay School is a remarkable, infectious place to work and learn; staff morale is incredibly high.

If you share our desire to make a difference to the life chances of our pupils and feel that Roundhay School is the right community for you, we would very much welcome your application!

Yours sincerely

Matthew Partington
Executive Headteacher

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What is enclosed in this pack?

- How to Apply
- School Overview
- School Policies
- Important Information
- Job Description
- Person Specification
- Department Overview

Maps are available to download for our Primary and Secondary sites from our website or by clicking on this link Contact - Roundhay School Please note the Secondary Campus entrance is on Old Park Road, and if you use Sat-Nav, please use the post code LS8 1JT.

Our School Policies, Sixth Form Prospectus and Ofsted report are available to download from our website

If you have any questions whatsoever about our vacancies, or about working for us, we would encourage you to contact us via recruitment@roundhayschool.com

We hope you find this information helpful, thank you for your interest in our school.

How to Apply

Submitting an application

To apply for this position please go to the Vacancies section of our website which may be found at https://www.roundhayschool.org.uk/headteacher-welcome/vacancies.

From here you should download the job pack for the vacancy. This clearly sets out the full details of the position as well as the qualifications, skills and experience we require in order for applicants to be shortlisted for this role. Please then download the relevant application form ('teaching' for all teacher roles and 'non-teaching' for all other roles) as directed in the vacancy job pack and complete this in full please. Once complete, please email your application form to us before the closing date to recruitment@roundhayschool.com.

On your application form, you are required to provide full details of your education and employment history, including details of any unpaid or voluntary work. You should evidence your experience, the impact your appointment will make in terms of raising standards at Roundhay School and explain why you are the ideal candidate.

All gaps in employment must be clearly accounted for. Where there are gaps in your employment, please state the reasons why. Please also be aware that we are not permitted to accept CVs. Further information, and guidance is available further on in this document and at our Vacancies page.

If you have a disability that prevents you from completing the application form, please contact the school and we will look at adaptations we may make to assist you.

When will I hear if I have been shortlisted?

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Details of the interview programme will be confirmed after the closing date.

If you have not been contacted within one month of the closing date, please assume you have not been shortlisted. In this case, may we thank you in advance for your interest in this post and wish you the very best for the future. Due to the volume of applicants, we regret that we are unable to give feedback to non-shortlisted candidates.

School Overview

Our Mission Statement

Roundhay School is all about its pupils and we will do ***'whatever it takes'*** to ensure that each one reaches their full potential. We will never put limits on what our pupils can achieve, regardless of background or circumstance. Our focus on developing character, instilling confidence and a love of learning whilst teaching the importance of kindness, manners and respect. We want all our pupils to make a positive contribution to school life and society, continuing to learn and develop for the rest of their lives.

Always responsible. Always resilient. Always ready to learn. Always Roundhay.

Our Pupils

The school population reflects the cosmopolitan nature of modern Leeds. The pupils come from a very wide variety of socio-economic and ethnic backgrounds; more than 27 languages are represented, with around 60% of our pupils drawn from the black and ethnic minorities. This gives the school great strength in its many endeavours and relationships.

'The atmosphere in lessons is very positive and supportive' … 'Learning moves at a lively pace'. Ofsted

We currently have around 2500 pupils in this 4-18 co-educational community comprehensive school, making it one of the largest within Leeds. Our specialist Dyslexia Base, our SEN provision and our 500+ strong and very successful Sixth Form (one of the biggest in the region) are just some of our many strengths.

'Behaviour in lessons is exemplary' … 'Movement around the school is extremely orderly and students show consideration and respect for each other'. Ofsted

In September 2012 we became one of the first 'all-through' schools in the region, growing with a new intake every year. Our first primary cohorts joined up with the secondary aged pupils in September 2019. We have a separate £4.8 million purpose built Primary Campus located just a mile away from the Secondary Campus.

We are proud of our examination success at all key stages. At our Sixth Form, over 35 qualifications (including A Levels, BTECs and Cambridge Technicals) are taught and with excellent achievement we find that the majority of our students are able to progress to higher education including students going to Oxford and Cambridge Universities.

We have the highest expectations of every pupil and strive to achieve high standards in all that we do, both academically and socially.

'The atmosphere in lessons is very positive and supportive. As one student said, "It is cool to want to learn at Roundhay". Students are comfortable admitting that they do not understand a particular point and others often try to help by offering alternative explanations. Students are keen to volunteer ideas and participate.' Ofsted

'Students, from a very wide range of backgrounds, work and socialise together extremely well.' Ofsted

Our Staff

We are fortunate to have highly-committed, professional and friendly staff, who have worked hard and successfully to establish a thriving learning community. Many staff have sent, or currently send, their own children to Roundhay, which is a real vote of confidence.

'Student and staff relationships are extremely good. Students' personal development is exceptional and behaviour is exemplary.' Ofsted

'Teachers have an infectious enthusiasm for their subject which is communicated to the students' … 'Professional development is a strength of the school' … 'The quality of teaching is outstanding'. Ofsted

We also have other pupils who come from families with parents professionally involved in education, which helps to keep us on our toes! We take seriously the professional development of all our staff. As a school, we are heavily involved in Initial Teacher Training and are a strategic partner within a Teaching School Alliance (Red Kite) which involves sharing outstanding practice across four local authorities. School improvement and self-review are central to our drive to raise standards. We have around 270 staff, both associate and teaching, who work very hard as a team to ensure they support both the pupils and each other.

Our Location

The school's two campuses are situated in north-east Leeds, adjacent to Roundhay Park, and are surrounded by highly sought-after owner-occupied houses. The settings can only be described as impressive. The schools' grounds are magnificent; the campuses cover over 30 acres of parkland combined. We also serve some of the most economically and socially-deprived areas of the city, as well as more favoured wards, giving us the rich mix of pupils that makes us a 'true comprehensive'. Currently, around 21% of our pupils are classified as being Pupil Premium children with 15% currently entitled to free school meals.

'Students who attract Pupil Premium funding are monitored very closely' … 'making exceptional progress and closing any attainment gap with their peers at a very fast rate'. Ofsted

'Primary provision is outstanding. Pupils make extremely rapid progress, teaching is outstanding, resources are first-rate and leadership is exceptional.' Ofsted

Our Facilities

We have very good facilities, and since our Secondary Campus was rebuilt in 2004 we continue to invest heavily in ICT and in improving facilities to enhance the learning and teaching experience of pupils and staff alike. We expanded with a £4.8 million purpose built Primary campus in 2012 and a £12 million Pavilion building and artificial pitch on the Secondary site in 2017.

Our School Organisation

Our separate Primary Campus introduces two forms each year and houses upwards of 420 children. The Primary school day starts at 8.55am and ends at 3.20pm.

At our Secondary site, pupils are grouped for registration and for Personal, Social, Health and Citizenship Education in mixed-ability form groups. For teaching purposes, pupils are placed in a variety of groupings as appropriate, including setting and some mixed-ability grouping. Lessons at the Secondary Campus are 50 minutes in length, six per day, although the vast majority are double lessons. The secondary school day commences at 8.20am and finishes at 3.00pm, followed by extra-curricular activities.

Our Pastoral Organisation and Leadership

Each campus (Primary and Secondary) has a Head Of School. At the Secondary Campus Years 7, 8, 9, 10 and 11 are led by Heads of Year, assisted by teams of tutors and overseen by member of the Leadership Team. Our Assistant Headteacher: Director of Sixth Form and her team are supported by Academic Mentors.

There is a strong tradition of support for both pupils and colleagues. Our Academic Support Tutors, Mentors, Behaviour Support workers and Raising Achievement teams have had a powerful effect on the positive implementation of our social inclusion strategies.

'The senior leadership team is very strong and effective'. Ofsted

'The headteacher has the unanimous support of staff in the mission to create an inclusive school where every student is enabled to 'be the best they can be'. He is very accessible to both students and staff.' Ofsted

Our Extra-Curricular Activities

We have a thriving and exceptional programme of music, drama, sports teams, outdoor pursuits, residentials, art events, enrichment days and charity events! Everyone contributes, as we feel that it is a vital part of our role in developing the potential of all our pupils and building a cohesive community.

Our Community Links

The school has excellent links with the communities it serves and actively seeks to widen these. We believe that this vital 'citizenship work' demonstrates our ethos as a school, where courtesy, co-operation and commitment are more than just words!

'High ability students out-perform similar students nationally. Students of all abilities make very good progress in lessons.' Ofsted

School Policies

Full details of all these policies are available on our website or from the school upon written request.

Safeguarding and Child Protection

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and other relevant checks in line with statutory guidance.

We have a designated senior member of the Leadership Team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistle Blowing

Our policy is to ensure that all staff are able to raise concerns about a danger, risk, malpractice or wrongdoing which is in the public interest in the knowledge that that they will be protected from any potential reprisals.

Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and also to protect the wellbeing of all its employees and pupils. The Headteacher and Governing Body regard everyone working at our school as a role model to our pupils. As such, employees should conduct themselves with integrity, impartiality and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Regulation Agency, and the school considers the principles to apply to all staff employed at the school.

Equal Opportunities

Roundhay school is committed to providing an environment free from discrimination, bullying, harassment and victimisation where all members of its community are treated with respect and dignity. The school aims to create a culture of diversity within its community, providing a dynamic working and learning environment, where all members are valued for their contribution.

Smoking Policy

Roundhay School is a no smoking building and site and all staff must adhere to this policy.

Online Safety and Acceptable Use Policy

We encourage the use of ICT across the curriculum. On appointment, staff agree to abide by the above policy.

Important Information

References/Online searches

If you are shortlisted, we will take up references before the interview date. One of your referees must be your current or most recent employer, further information on our reference requirements is provided on the application form. Two satisfactory references must be received before we can confirm any offer of appointment. The information we request will relate to salary, length of service, skills and abilities, suitability for the job, disciplinary record and suitability to work with children. Copies of references or references that are addressed 'to whom it may concern' will not be accepted. On receipt of references, your referees may be contacted to verify any discrepancies, anomalies or relevant issues as part of the recruitment verification process. References coming from a school must always be approved by the Headteacher/Principal.

In line with Keeping Children Safe in Education (KCSIE) 2022 statutory guidance, online searches will also be undertaken on all shortlisted candidates.

Selection Process

As part of the selection process, in addition to assessing your skills and knowledge against the requirements of this role, specific questions will be asked to assess your suitability to work with children. Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. Therefore, interviews will include questions about safeguarding children.

Equality and Diversity

We promote diversity and want a workforce which reflects the population of Leeds. The Equality Act 2010 defines a disabled person as someone with 'a physical or mental impairment, which has a substantial and long-term adverse effect on a person's ability to carry out normal day to day activities'. You no longer have to be registered disabled for this to apply to you.

We ask candidates about any disabilities/health conditions on our application form in order to capture this information for monitoring purposes only, in order to review the fairness of our recruitment. Any information you provide will be kept confidential and not be available to the recruitment panel. You do not have to answer these questions and if you do not, then it will not make any difference to your application. If shortlisted for an interview, we will ask again at that stage for information on any impairments you may have and if these require us to put in place any reasonable adjustments/adaptations to assist your attendance and participation in the interview process.

Validation of Qualifications and Identity

All shortlisted candidates will be asked to bring original certificates of relevant qualifications and identity documents to interview. These will be photocopied and kept on file and, if appropriate, may be confirmed as genuine with the relevant awarding bodies. The copies for the successful candidate will be retained on their personnel file. The copies for unsuccessful candidates will be treated as confidential waste and disposed of appropriately.

Right to Work in the UK

Under the provisions of the Immigration Act 2016 it is a criminal offence to employ anyone who is not entitled to live or work in the United Kingdom. Applicants should expect us to ask for proof of this at interview stage, where you will be asked to bring in specific original documentation to confirm that you are eligible to work within the UK. Photographic proof of identity will also be required. Further detail will be provided should you be invited to interview.

Safeguarding, the Disclosure & Barring Service (DBS) and Self-Disclosure

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and other relevant checks in line with statutory guidance.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. As a result of amendments to this act in 2013 and 2020, some minor offences are now protected (filtered) and should not be disclosed to potential employers, and employers cannot take these offences into account. If you are shortlisted for interview, you will be required to complete a self-disclosure form, providing details of all unspent convictions and those that would not be filtered, and return it to us prior to 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 DBS before your appointment is confirmed. A flow chart with guidance explaining the process for disclosure may be found on the Vacancies section of our website.

Please note it is an offence for candidates to apply for this role if they are barred from engaging in regulated activity relevant to children. Checks will be made for all successful applicants against the Child's Barred List where appropriate. In addition to this, for teaching posts only, further checks will be made against the Teaching Regulation Agency (TRA). All such checks must be satisfactory before any offer of an appointment can be confirmed and before commencement of work can take place. All supply and/or peripatetic staff will be required to produce their worker's ID and other relevant documents when they arrive at school.

Recruitment of Ex-Offenders

We actively promote equality of opportunity for all applicants with the right mix of talent, skills and potential, and we welcome applications from a wide range of candidates, including those with criminal records. We shortlist for interview based on a candidate's skills, qualifications and experience. We are committed to using the DBS (along with other parts of the regulatory system regulating employees in schools) to assess applicants' suitability for all positions of trust. We will only ask an individual about convictions and cautions that are not protected under the amendments to the Rehabilitation of Offenders Act 1974 as outlined above.

Pre-Employment Health Assessment

All appointments are conditional on the satisfactory completion of a Pre-Employment Health Declaration form. Should a candidate declare an existing medical condition on this form, where required we may refer them for an assessment with the Council's Occupational Health (OH) team to determine they are able to perform the duties of the proposed post. The outcome of the OH referral must be confirmed prior to confirming a start date.

Continuous Professional Development

Roundhay is committed to developing and supporting its staff with appropriate training. Staff are inducted into our school community to enable new colleagues to become familiar with the culture of our school and its policies, expectations and procedures

Dress Code

We expect all staff to dress professionally and appropriately for the roles undertaken at Roundhay School. We pride ourselves on the high standards of dress of both our students and staff; these standards are led by our staff whom we expect to set a good example.

Job Description

SIXTH FORM ACHIEVEMENT LEADER

Secondary – Permanent - Full time (37 hpw) (Part time applications considered) – Term time only plus 5 days - Scale: C1 point 12 (£21,069 p.a. actual salary depending on skills/experience) - Start: September 2023

Purpose of the job: To work with targeted individuals and groups of students to facilitate their academic progress. The role will include supporting the study skills of all students through supported study lessons and more specifically those students identified as not achieving their full potential.

Accountable to: The Sixth Form Achievement Manager and Assistant Headteacher / Director of Sixth Form or nominated deputies.

Main duties and responsibilities:

- To provide personalised one to one academic support for individuals/specific groups of KS5 students not achieving their full potential, or at risk of dropping out of Sixth Form
- To develop, record and monitor the impact of academic targets and strategies to facilitate the progress of targeted students
- To support the study skills of all KS5 students through undertaking supervised study lessons
- To liaise regularly with the subject teachers, parents/carers and relevant members of the Sixth Form Team

Other responsibilities:

- To actively support the UCAS process and the wider Sixth Form curriculum including the Community Engagement Programme.
- To support and attend Sixth Form events such as Parents Evenings, Presentation Evening and Recruitment Events
- In agreement, to use some plus days to supervise the Sixth Form study areas during holiday time. To support the day to day running of the Sixth Form in any task as directed by the Director of Sixth Form.
- To work within the school' health and safety policy to safe working environments for staff, students and visitors.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- To engage actively in the performance review process.
- To undertake other reasonable duties related to the job purpose as required from time to time.
- To be aware of, and comply with, policies and procedures relating to child protection, safeguarding, data protection and health & safety ensuring all concerns are reported to a designated person in a timely manner

The postholder must be able to build strong relationships with staff, students and other stakeholders. It is essential that the postholder has the highest expectations of themselves and others, be able to work with autonomy and as part of a team (in line with the priorities set by the Director of Sixth Form).

Conclusion:
The job description and allocation of particular responsibilities may be amended through appropriate consultation from time to time.

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and other relevant checks in line with statutory guidance.

Person Specification

SIXTH FORM ACHIEVEMENT LEADER

Secondary – Permanent - Full time (37 hpw) (Part time applications considered) – Term time only plus 5 days - Scale: C1 point 12 (£21,069 p.a. actual salary depending on skills/experience) - Start: September 2023

In order to effectively undertake the above role (see job description) the following attributes have been identified as important for the postholder to have. These attributes will be identified by means of the application, qualification certificates, interview, references and probation period as appropriate.

Required Attributes	**Essential**	**Desirable**
Qualifications/Training		
• GCSE grades 9-4/A*-C or equivalent in English and Maths.	X	
• A good honours degree.		X
Experience/Knowledge		
• Experience of working with young people aged 16-18.		X
• Experience of successfully working with less motivated/engaged young people.		X
• Knowledge of career and further/higher education opportunities available to young people.		X
• Knowledge of a range of study skills and motivational techniques which would improve student learning.	X	
• Ability to identify potential barriers to learning and jointly engage in creative strategies to overcome these.	X	
Personal Skills/Qualities		
• Ability to communicate effectively with young people and adults at all levels.	X	
• Ability to work proactively, independently and as part of a team.	X	
Safeguarding Children		
• Ability to maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.	X	
• Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children and young people.	X	

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors, and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search, and other relevant checks in line with statutory guidance.

Department Overview
SIXTH FORM

At Roundhay, our Sixth Form experience aims to inspire students to be the best they can be.

We have a thriving and diverse student community of almost 600 students, making us the largest school Sixth Form in Leeds. Over 40% of students join us in Y12 from schools across the region.

Roundhay has a strong and proven academic record, regularly performing in the top 25% of the country for progress. We deliver a wide range of A level and vocational courses in addition to opportunities such as the EPQ, Core Maths and an extensive enrichment programme. Our curriculum offers high academic challenge within a very supportive environment, where students become independent learners who are responsible, resilient, and ready to learn.

Beyond the classroom students are encouraged to develop employability skills and be ambitious for their future career. The majority of our students successfully progress to higher education, where they graduate from universities across the country. We also offer a range of opportunities to explore the world of work through work experience and an insight into apprenticeships and employment.

The Sixth Form Teams includes:

Sarah Billinge – Director of Sixth Form
Rebecca Melville – Assistant Director of Sixth Form
Helen Van Norman – Sixth Form Manager
Nicola Gibbins - Sixth Form Achievement Manager
Stephanie Metcalf – Sixth Form Careers Manager
Laura Williams – Sixth Form Attendance Officer
Kat Robinson – Lead Tutor

We are looking to appoint a committed and enthusiastic Sixth Form Achievement Leader to join the Team and support our continued aim to get the best possible outcomes for all our students.

Sarah Billinge
Assistant Headteacher: Director of Sixth Form