



West Hatch High School

a Specialist Business and Enterprise School

"THE BEST THAT I CAN BE"

Headteacher: Mrs V Schaefer BA (Hons), MA, PGCE (Cantab), MCCT

Sixth Form Administrator and Study Centre Supervisor

25 hours per week (8.30am to 1.30pm)

39 weeks per year (Term time plus 1 week CPD)

Scale 5, points 9 - 11 - £25,119 - £26,421 (pro rata + £988 Fringe)

Actual Salary £15,123 - £15,877

Required September 2024

Are you prepared to work hard with exceptional young people and staff who are committed to going the extra mile?

We are seeking to appoint an outstanding innovative Sixth Form Study Centre Supervisor and administrator to work in the Sixth Form area and support our students on their journey through Sixth Form.

We offer the following benefits:

- Newly built sports hall with fully fitted gym available for staff use,
- Swimming pool available for staff use,
- Banked cover/TOIL scheme allowing staff to build time to take some term time days off,
- The Headteacher is passionate about staff workload and wellbeing and holds regular wellbeing meetings with staff,
- Minimal marking expectations,
- Additional CPD day to allow staff to mark mock internal examinations,
- All our teachers are provided with laptops and staff are welcome to work where and when they wish outside of school hours,
- We offer a significant number of paid development opportunities within departments and also across the school.

For more detailed information, please see the additional information pack.

At West Hatch we believe in building strong relationships with students and going the extra mile to support students' successes both in and outside of school.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in the commitment. This appointment is subject to an enhanced DBS check and positive references.

Further details about this post and an Application Form are available by visiting our School website at www.westhatch.net

If you require additional information, please contact recruitment@westhatch.net

Closing date: Monday 16th September 2024 at 12pm

Early applications are encouraged as we will review applications as we receive them; and applicants may be contacted before the closing date.



West Hatch High School

JOB DESCRIPTION:

Sixth Form Administrator and Study Centre Supervisor

Responsible to: Headteacher

Line Manager: Sixth Form Pastoral Co-ordinator

Purpose of Post:

To provide administrative support to the Sixth Form and support the development and promotion of the school.

Main Areas of Responsibility:

- To support students in their individual learning, in small groups or as a whole group
- To ensure supervision of sixth form students not in lessons, setting high standards and expectations
- Undertake administration relating to the sixth form

Duties:

- Ensure the maintenance of good order and discipline when students are engaged in activities outside of lessons, particularly in the Sixth Form Study Centre.
- Be responsible, as a member of staff, for promoting and developing the school ethos of learning.
- Maintain registers for students attending supervised study sessions.
- Ensure and promote the Sixth Form Study Centre as an environment of quiet private study.
- Be proactive in addressing student attendance and behaviour in Study Centre/Common Room
- Assist in the development of materials, systems and activities to ensure that students make the best use of their supervised study sessions.
- Liaise with subject leaders to maximise learning opportunities for students in study periods.
- Work collaboratively with all members of the pastoral and inclusion team to help support students.
- Liaise with teaching staff, parents/carers, outside agencies, administration staff, and others, as and when required.
- Compile and implement contact with students and parents via texts through Parent Mail.
- Administration work for Sixth Form to include, Oyster, NUS, UCAS card administration, ID badges and lanyards
- Assist with events for Sixth Form to include, organisation of Year 13 Prom, support of Year 13 Leavers Day
- Administration support for KS5 AHT and Head of Sixth Form

- Distribute agendas/ minutes of KS5 meetings with tutors, SLT and other designated staff
- Maintain all pupil based records including archiving
- Organise and support Sixth Form Pastoral Co-ordinator including (but not exhaustive); Open Evening, Induction, Taster Days, Y12/13 Parents Evenings
- Support and attend Enrolment day, with administrative support where necessary
- Reconcile 6th form attendance registers, and monitor attendance in liaison with the Sixth form team. Take 6th form registers in the event of absent or unavailable staff.
- Provide pastoral support when needed, liaising with staff, parents and students
- Create, maintain and update weekly the 6th form Central tracker including attendance, punctuality, and conduct.
- Ensure all promotional display material is up to date and enhances the appearance of the 6th form centre
- Keep and maintain records of cancelled 6th form lessons to share with the 6th form team
- Maintain/ timetable supervised study and registers for all 6th form students
- Input SLASC data, generating Guided Learning hours for each student.
- Maintain and update alumni network

Professional standards:

- Carry out your role in a professional, positive and proactive manner.
- To undertake any reasonable instruction.
- Deal courteously with colleagues, pupils, parents and the public.
- Come to work suitable dressed, in accordance with the Schools Dress Code.
- Maintain strict confidentiality with regard to issues relating to pupils, parents, other staff and school business
- Set a good example to students.
- Be supportive at all times of the school's aims and ethos.
- Work as part of a team to support the team and school objectives.
- Be familiar and comply with school policies as set by the Governing body.
- Aim for high standards of punctuality and attendance.
- Effective time management & planning
- To work flexibly, undertaking tasks as directed, commensurate with the grade of the post.

These duties are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of their job, skill or grade.

The needs of the school are constantly evolving and all job descriptions are reviewed annually and subject to change to meet the needs of the school.

June 2024

PERSON SPECIFICATION

General heading	Detail	Examples
Qualifications & Experience	Specific qualifications & experience	Experience of administrative work in a busy school environment Educated to NVQ Level 3 or equivalent
	Knowledge of relevant policies and procedures	Knowledge of general school policies and procedures
	Literacy	Good reading and writing skills
	Numeracy	Ability to count and undertake calculations
	Technology	Ability to use photocopier Ability to use word processor and basic databases
Communication	Written	Ability to complete forms, write routine letter
	Verbal	Ability to exchange verbal information clearly and sensitively with children and adults
	Languages	Overcome communication barriers with children and adults
	Negotiating	Ability to consult with colleagues
Working with children	Behaviour Management	Understand and implement the school's behaviour management policy
	SEN	Understand and support the differences in children and adults and respond appropriately
	Curriculum	Understanding of the learning experience provided by the school in relation to the role
	Child Development	Understanding of the way in which children develop in relation to the role
	Health & Well being	Understand the importance of physical and emotional wellbeing Ability to support children who may be unwell
Working with others	Working with partners	Understand the role of others working in and with the school
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with other adults in the school Ability to work on own
	Information	Ability to provide timely and accurate information

Responsibilities	Organisational skills	Good organisational skills Ability to work accurately with attention to detail
	Line Management	Ability to lead and motivate a team
	Time Management	Ability to manage own time effectively
	Creativity	Ability to follow instructions
General	Equalities	Demonstrate a commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Demonstrate a clear commitment to develop and learn in the role Ability to effectively evaluate own performance