



**SIXTH FORM AND
CAREERS
SUPPORT
MANAGER
CANDIDATE
BRIEFING PACK**

SEPTEMBER 2024



“Staff feel that their workload is supported well and say that they are proud to work at the school... they have every reason to be proud”
-OFSTED 2022

Part of



**ACTIVATE
LEARNING**
EDUCATION TRUST

WELCOME FROM THE HEADTEACHER OF THEALE GREEN SCHOOL

Thank you for your interest in the post of Sixth Form and Careers Support Manager at Theale Green School. This is an exciting position for a candidate that has a passion for education with a focus on high quality learning. Theale Green School is the fastest growing Secondary School in West Berkshire and we are looking to welcome a colleague to join our leadership team who has aspiration and a can-do attitude.



Theale Green School is a very special school, anyone who visits our school immediately recognises this and can sense the family-feel welcome. We are delighted this was recognised in our Ofsted report May 2022 **“pupils are proud of their school. All pupils spoken to said they would recommend it. Pupils feel safe and happy”**. We are a school in the heart of a community, with incredible staff, students and families all striving for the same thing: to see students become successful young adults.

Theale Green School is going through a period of sustained growth thanks to the substantial improvements in the Quality of Education and Student Experience we have embedded over the last five years. This was identified by Ofsted **“the curriculum is ambitious, well considered and carefully constructed”**. Students are enthusiastic about learning and are encouraged to explore their natural curiosity about the world they live in. Students achieve strong outcomes as they progress through our school, and go on to outstanding destinations when they leave us, with many being the first in their families to go to university – truly “Transforming Lives Through Learning”. Our students benefit from a rich, broad and balanced curriculum with excellence and aspiration at its core. This develops employability skills and deepens their understanding, opening doors to future successes. Students are empowered to think, to act confidently, and with professionalism: this allows them to compete to be the candidate of choice in the world renowned, local companies’ workforce. This position would build on this strength and support our students to their next exciting phase of development.

Theale Green School has a strong reputation in the local community, and many of our staff choose to send their own children to our school. In 2024, our ability to work together to support each other feels more important than ever, and this year will see us go from strength to strength as we continue to grow and provide a high quality student experience.”

We are looking for the right candidate with a strong knowledge of secondary school education and how this links in to career opportunities who will be able to strengthen the pathways for our students futures. The successful candidate will continue to be aspirational in their approach and continue to ensure that every student can flourish academically and personally in an aspirational and supportive environment. Student and staff well-being is at the heart of our work. A focus on professional development, including employability skills, enables students and staff to achieve personal growth in their aspirational career pathways.

If you are an ambitious and aspirational manager looking for a role in an Ofsted rated Good school which provides opportunity for growth and collaboration, then we look forward to receiving your application.

Charlotte Badarello
Headteacher

WELCOME FROM THE CEO OF ACTIVATE LEARNING EDUCATION TRUST

Since joining Activate Learning Education Trust (ALET) in April 2018, Theale Green School has gone from strength to strength; evidenced by more parents and children selecting Theale Green School as their first choice, incredibly positive parental feedback and strong outcomes for students.

We're also incredibly proud and delighted that the school is recognised by Ofsted as being a Good school which is testament to all the hard work and positivity that has taken place, and which will we will grow on going forward.



As a new member of staff, you will be joining Activate Learning Education Trust at an exciting time as we embark on the next stage of our journey and will work alongside other leaders to support the delivery of our Strategic Plan 2021 – 2025.

The next stage of our development will see the Trust grow in student numbers; stage one of this growth will be through over-subscription in each school, and by further growth with like-minded schools joining our Trust to deliver our vision of transforming lives through learning.

During the period of this strategic plan, we will be working with our talented and dedicated staff body to become the employer of choice; this will see high retention and strong recruitment across all schools, thus providing our students with the best education provision, where we develop their skills, attributes and ability to learn for life.

We will also look back from 2025 and recognise our Trust as leading the way in developing our students, through working with a growing number of employer partners to provide our students with the skills and attributes required for successful future careers and life.

During this time, we will see our Trust move into becoming a more outward facing organisation within our communities, education sector and employer partners. Everything we do aims to transform lives through learning. Our Trust thinks differently by focusing on preparation for successful lives and careers; we just happen to deliver qualifications. At Theale Green School, we recognise the importance and value of our role which is one of privilege and responsibility that requires us to be dedicated. We expect staff to demonstrate our Attributes of being Professional, Aware, Confident, Resilient and Enterprising. Want to join us?

If you would relish this challenge and appreciate the invitation to become a key member of a successful, forward-thinking MAT, we would very much welcome your application.

Joanne Harper

CEO, Activate Learning Education Trust

If you would like to visit the school or if there are questions that the pack does not answer for you, we will happily answer them. Please contact Anita McIntyre, HR Manager on 0118 930 8510 or via email at amcintyre@thealegreen.w-berks.sch.uk

SIXTH FORM AND CAREERS SUPPORT MANAGER

Location: Theale Green School, Church Street, Theale RG7 5DA

Salary Range: Scale point 5 (12 – 17) (FTE £26421 - £28770)

Hours: Full time (37 hours per week Monday to Friday) term-time + 8 days to include some evening events and summer A level results days)

Start date: As soon as possible

This is an exciting position for a candidate that has a passion for education with an industry focus. We are looking to welcome a colleague to join our Sixth form and pastoral staff who has aspiration and a can-do attitude.

The Sixth Form and Careers Support Manager role is integral to the raising of standards and improving the educational experience of students at Theale Green School.

Theale Green School is part of the Activate Learning Education Trust consisting of six secondary schools. Our purpose is to be “School of Choice for the Community”, which we have continually proved over the last four years with significant growth in student numbers, and improved outcomes. We pride ourselves in equipping our students with the skills needed for their future careers and lives. There is an opportunity for potential candidates to visit the school and meet Charlotte Badarello, Headteacher. Please contact Anita McIntyre HR Manager on 0118 930 8510 or via email at amcintyre@thealegreen.w-berks.sch.uk to arrange a visit to the school and conversation with Charlotte.

For more information visit: <https://www.thealegreen.w-berks.sch.uk/> and <http://www.alet.org.uk/>

Closing date for applications is: 9am on Thursday 10th October 2024

Interviews will take place on: Tuesday 15th October 2024

As an Activate Learning Education Trust school we are committed to safeguarding and promoting the welfare of children and young people. Any post within the Trust is subject to an enhanced Disclosure and Barring Service check.

ACTIVATE LEARNING EDUCATION TRUST

WHO ARE WE

Activate Learning Education Trust (ALET) is a Multi-School Trust (MAT) established by Activate Learning in 2015. We transform lives through learning by providing exciting and innovative education for young people by looking at how we learn as well as what we learn.

Activate Learning is the sponsor for Activate Learning Education Trust, which is run with the support of a number of industry and academic partners.

OUR VISION

“TRANSFORMING LIVES
THROUGH LEARNING”

OUR MISSION

To ‘transform lives through learning’ by igniting confidence, expanding opportunities, energising the community and generating prosperity. Through **Our Learning Philosophy** and core values of empowerment, enterprise, connectedness and transformation, we will provide our students and staff with a safe and supportive environment in which to thrive and become independent learners.

OUR VALUES

EMPOWERMENT

ENTERPRISE

CONNECTEDNESS

TRANSFORMATION



CURRICULUM

Our curriculum provides a rich, broad and balanced learning experience for all students across all years.

We see our curriculum as being holistic, with our resources carefully planned to flow seamlessly from the moment students join us in Year 7 until the point they leave us at the end of Year 11 or 13.



Our intention is to fulfil all the requirements of the National Curriculum and beyond, and to cater for the needs of students of all abilities. All students in years 7 – 13 study Relationships, Sex and Health Education (RSHE) to enable our students to grow up healthy, happy, safe, and able to manage the challenges and opportunities of modern Britain.

In Years 7 to 9 students follow a rich, broad, and balanced curriculum. These classes are taught by subject specialists to ensure a successful learning experience. Students begin their GCSE option choices in year 10, and these choices mark the transition towards the all-important final assessments in Year 11.

We offer a broad curriculum opportunity in our Sixth Form, including both vocational and A level courses. A curriculum enrichment programme, including P.E. and RSHE, is followed, standards are high and students are expected to be committed to their studies.

ETHOS

At Theale Green School, we believe that aspiration is the preserve of every young person and destinations should never be limited based on historical experience. We all adhere to the principle that developing our talents, valuing our education and achievements, expanding our cultural horizons and respecting others, will prepare us for contributing well to our society.

We value a close working relationship with both parents, whose feedback is important to us, and with our broader community whose support is highly appreciated. We know, and are grateful, that the community has much to offer us, and we aim to offer much in return. We are privileged that our school sits at the heart of a community which supports the success of its young people without exception. By then prioritising the quality of teaching and learning, relationships, behaviour and aspirations, we achieve our Mission.



Our Mission

Theale Green School is the School of choice for our community

Our Values of:

Progress – we welcome challenges and persist when work is hard

Hard work – we make effort and a good impression in the workplace

Respect – we are polite and respectful to everyone, central to every conversation and interaction at Theale Green School



JOB DESCRIPTION

Reporting to: Head of Sixth Form

Key Responsibilities

- **Job purpose**

To assist the Sixth Form team with promoting the very highest standards of behaviour and self-respect, so that all students aim high and therefore make excellent progress during their time at Sixth Form. Additionally, this role involves helping oversee the careers provision throughout the school, maintaining and growing networks with external organisations that will provide opportunities for all students to experience a range of careers and activities to support their personal development.

Main duties and responsibilities

Support for Students

- Engage and establish relationships with all students in the year groups and to become accepted as a person to whom they can turn for guidance and mentoring
- Use student data to identify students that are underachieving and need support, and to guide both staff and students accordingly
- Assist in the promotion of extra-curricular activities and to encourage participation in enrichment and events. This will include the supervision of the MOOCs programme
- Work with the year teams to support students to overcome barriers to learning both inside and outside the school
- Support students with post-18 progression i.e. with UCAS applications, and applications for apprenticeships
- Coordinate with outside organisations and individuals to provide opportunities for enrichment/careers for students
- Oversee all aspects of communication relating to the sixth form, including on the school website and various social media platforms with the goal of promoting the sixth form to the wider school and the local community
- With the support of the Head of Sixth Form and Activate Learning Team, plan and oversee the calendar for 11-18 careers provision ensuring all students have access to both informed careers advice and the opportunities to explore the world of work through a range of external opportunities. This will include the School Careers Fair, options evenings, Employer Insight days, HE fairs etc.
- Organise and manage the year 12 Work Experience Programme (in conjunction with the Head of Sixth Form)
- Collaborate with other Heads of Year regarding the delivery of a planned programme of lessons and activities for careers education as appropriate, including developing employability skills
- With the Support of the Activate Learning Team, build links with business, industry and the professions, and arrange regular input from these areas to provide information on employment and training opportunities
- Collation and analysis of post-event feedback from both students and business partners
- Liaising with the SENDCO regarding careers provision for SEND students and tailoring it to meet their individual needs – creating study support sessions for current 6th form and Year 11

- Pastoral provision for Years 12 and 13 including supporting year 12 through transition into Sixth Form

Other:

- Attend parents evenings and parent meetings and other school functions
- Provide support on Y11 and Y13 results days
- Undertake supervisory duties as required - 2 x First Aid
- Attend relevant meetings to provide feedback on student progress and achievement.
- Support the tutors and year team with the UCAS process.
- Assist in the day to day smooth running of the year team
- Work with Tutors and the MIS team to ensure the accurate recording of registers to help ensure excellent levels of attendance and punctuality within the year group.
- Monthly attendance and behaviour reporting
- Assist with the monitoring of punctuality and promote an ethos of the importance of excellent attendance and punctuality
- Support the Academy Behaviour Policy both by providing rewards and sanctions and monitoring the use of them within the year group
- Assist with Student Panels
- Communicate with parents and carers as appropriate
- Take part in assemblies and celebrations within the year group that are designed to develop awareness and understanding of social, moral, spiritual, cultural aspects of education as well as local, national and global issues
- Promote the highest standards of behaviour and dress within the year groups.
- Ensuring adherence to Gatsby Benchmarks and related termly reporting on Compass +
- Production of careers update for the weekly parent bulletin
- Developing relationships with local businesses to provide optimal careers advice and work experience opportunities for students
- Organising and facilitating careers workshops run both on and off site by business partners
- Participation in West Berkshire Careers Network meetings
- Management of post-GCSE events for Year 11 students - Sixth Form Open evening and taster days, apprenticeships talks and visits by local colleges to ensure students are informed of all available options
- Supporting external applicants to Sixth Form through application, induction and integration processes
- Responding to queries from parents
- Organising incoming speakers for enrichment talks
- Ensuring a strong network of communication via external links such as LinkedIn

Group/Employee responsibilities

Professional Conduct

All employees are expected to:

- Follow TGS 's Appraisal Policy
- Make the most efficient and effective use of human, financial and material resources
- Be aware of and responsive to the changing nature of TGS, adopt a flexible and pro-active approach to work and contribute to a range of cross-site initiatives to facilitate the delivery of key business objectives
- Participate in TGS developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post
- Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area
- Ensure compliance with all TGS policies, procedures and regulations and assist in the implementation of decisions
- Give good notice of any absence in line with the schools Absence Management Policy
- Adhere to general standards of conduct embodied in TGS policies
- Provide an education service which actively promotes equality of opportunity and freedom from discrimination, demonstrating that TGS encourages the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the organisation
- Work within any legislation to which TGS is bound by law
- Make the most efficient and effective use of resources being aware of budget implications
- Responsibility to promote and maintain a safe and healthy environment for yourself, all other staff and students
- Responsibility to respect TGS Community and abide by the Equality policy
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures
- To provide the service in accordance with the Trust's Vision, Strategic Plan and Service Improvement Plans
- To demonstrate and promote ethical behaviour appropriate to that which would be expected by our stakeholders
- To work in a flexible manner and to be willing to undertake other duties as reasonably requested

Person Specification

QUALIFICATIONS AND EXPERIENCE	Essential or Desirable
Education to GCSE/A Level	E
Enhanced DBS	E
Experience of sixth form education	E
Degree	D
Understanding and current knowledge of UCAS, apprenticeship programmes and further education	D
Experience of working with secondary school students	D
Be trained in or be able to train in first aid skills	D

TECHNICAL COMPETENCIES AND SKILLS	
Ability to relate well to young people	E
An understanding of the role of professional working in the school environment	E
Tact and diplomacy in all interpersonal relationships with the public, students and colleagues at work	E
Evidence of good organisational skills	E
Good interpersonal & communication skills	E
Ability to write clear and concise reports, good IT and keyboard skills	E
Ability to work as part of a team, to work with minimal supervision and to maintain confidentiality	E
Commitment and contribution to equal opportunities policy	E
To have self-motivation and personal drive to completed tasks to the required timescales and quality standards	E

BEHAVIOURAL SKILLS

Ability to communicate effectively with students, staff, parents and external agencies/parties	E
Patient and persistent	E
Enthusiastic with a positive and optimistic outlook and a sense of humour	E
Passionate about bringing the best out in both adults and children	E
Personal attributes; positive, enthusiastic, tolerant, committed to excellence, respectful, enjoys hard work	E
High level of interpersonal skills with the ability to maintain a positive profile with pupils, staff and parents	E

