



Sixth Form Co-ordinator RECRUITMENT PACK

Full-time position

MPS1-UPS3

(£30,000 - £46,525)

+ 1 SEN POINT - £2,539

+ TLR 2.1 - £3,214

Welcome to Hednesford Valley High School

Dear Applicant,

Thank you for your interest in the position of Sixth Form Co-Ordinator at Hednesford Valley High School. I am delighted that you are considering applying for a position at our school.

This is a superb and exciting opportunity for an ambitious, enthusiastic and resilient teacher to join our extended leadership team to implement our ambitious and exciting vision for our Sixth Form. To support the ethos of the school, applicants should be student-centred and have a high level of emotional intelligence to ensure students and staff are supported and nurtured. This ethos is embodied in our school values – *Teamwork, Respect, Independence, Confidence, Kindness and in our mission statement, “Ready to Learn”, “Ready for Life”*.

Hednesford Valley High School is a proud member of Staffordshire local authority. Set in the backdrop of Cannock Chase, an area of outstanding national beauty, we are a maintained secondary generic special needs school supporting 194 students from years 7-14 with a wide range of additional needs. We offer a rich and stimulating education comprised of a knowledge-rich curriculum, diverse cultural and extracurricular opportunities, and a strong pastoral support system. All children and young people are welcomed in our inclusive community, and all are challenged to be the best they can be. We are based over two sites. Students in years 7-11 are educated at our main site on Stanley Road and our Sixth Form is based at our Sixth Form Centre at Cannock Chase High School, approximately one mile from our main site.

Our successful applicant will join a growing team of amazing students and outstanding staff. Our Sixth Form currently hosts 39 students, 3 Teachers, 3 Teaching Support staff and a Sixth Form Administrator/Mentor. Our Sixth Form is based in a dedicated centre at Cannock Chase High School. Our mission statement “Ready to Learn”, “Ready for Life” is enshrined in our curriculum and support at Sixth Form. As well as a vibrant curriculum that enhances the learning from Key Stage 4, students also develop wider life skills through a mixture of college, volunteering and work experience.

Further information is available on our website [Hednesford Valley High School - Home \(hvh.staffs.sch.uk\)](http://hvh.staffs.sch.uk)

Hednesford Valley High School is passionate about diversity and inclusivity and welcomes applications from applicants with skills and experiences to fulfil the requirements of the job description and whose values and qualities reflect those in the person specification.

If you have the skills, experience and attributes we are looking for, we encourage you to apply and very much look forward to meeting you.

Visits to the school are warmly welcomed. If you would like to arrange a visit or to discuss the role in more detail, please do not hesitate to contact Louise Fox via email at l.fox@hvh.staffs.sch.uk

Yours sincerely



Stephen Stokes
Headteacher
Hednesford Valley High School

SIXTH FORM CO-ORDINATOR JOB DESCRIPTIONS

PURPOSE OF ROLE

The Sixth Form Co-Ordinator is responsible for the management of the Sixth Form, ensuring high standards and day-to-day operations. The postholder will monitor the academic and personal progress of all sixth form students, fostering high aspirations and facilitating achievement. They will establish and maintain a culture that promotes success for all students in the sixth form. We firmly believe that with the appropriate support, encouragement, and opportunities, all young people have the potential to succeed in both education and life.

MAIN RESPONSIBILITIES AND TASKS

- Develop a strategic view for the cohort which supports the vision, ethos and policies of the school
- Work to build a Sixth Form identity as a cohesive group through collaborative activities, events, permitted social media and notice boards in common areas and classrooms in the sixth form.
- Use National, Local and School data effectively, to monitor standards of attainment and progress and attendance across the whole year including vulnerable groups.
- Liaise with the Senior Leadership Team to facilitate meetings, secure the interventions and monitor the impact
- Ensure that parents/carers are well informed about the curriculum, targets, student progress and attainment within the cohort via parent consultations, reports and regular conversations and meetings with students, tutors and parents
- Ensure students and parents are prepared for milestones and transition points by co-ordinating calendared information evenings and guidance sessions
- Promote high expectations and secure standards in terms of student behaviour, well-being and safety
- To develop and co-ordinate non-qualifications, SMSC and enrichment programmes to complement academic study and ensure Modern British Values are understood
- Ensure that all students in Sixth Form are allocated a tutor/mentor and have regular contact with them
- Work closely in the development of Sixth Form Pedagogy with the Senior Leadership Team, Form Tutors and Sixth Form teaching staff working with the year groups
- Lead and secure success by ensuring the effective implementation of the school development plan, policies and procedures
- Provide a significant presence around the school at all times throughout the day taking responsibility for the conduct of the Sixth Form throughout the school
- Contribute to school publications e.g. school's prospectus, newsletters, clubs and sport events

SIXTH FORM CO-ORDINATOR JOB DESCRIPTIONS

- Organise and lead weekly Sixth Form assemblies
- Induct new students as appropriate
- Share good practice and experience as the Sixth Form Co-ordinator with colleagues
- Work flexibly to support the Headteacher and Senior Leadership Team
- Any other relevant duties as requested by the Headteacher

LEADERSHIP AND MANAGEMENT

- Work with teaching and support staff to raise academic achievement across the key stage
- Lead, support and hold to account the relevant form tutors
- Lead and develop the pastoral provision across the sixth form, including the development and monitoring of tutor time programme and activities
- Promote and support the ethos and values of the school
- Oversee analysis of pupils' pastoral data, including behaviour, attendance and punctuality and take action where necessary
- Be proactive in the social, emotional and academic wellbeing of students, in collaboration with other staff members and other external agencies as appropriate
- Work in partnership with the DSL on safeguarding for the sixth form
- Work in partnership with the Assistant Headteacher (QoE) to ensure the curriculum meet the needs of students
- Work in partnership with the Assistant Headteacher (QoE) to ensure processes are in place to ensure high quality teaching and learning takes place
- Work in partnership with the Assistant Headteacher (QoE) to ensure processes are in place to support staff as required
- Take the lead role in overseeing sixth form parent/carer evenings and other parental events

Purpose

CULTURE AND ETHOS

- Develop a climate of high expectations for all students in the key stage
- Work with the pastoral team and wider staff to establish and maintain strong and consistent routines for the school day, so that there is a positive climate for learning in every classroom and the school is calm and orderly
- Take a leading role in setting high standards for behaviour and conduct for all students, and hold staff to account for the consistent and fair application of these standards
- Contribute to the development and entrenchment of clear systems for behaviour that enable students to reflect on and learn from their s and develop their ability to make good decisions.

SIXTH FORM CO-ORDINATOR JOB DESCRIPTIONS

CULTURE AND ETHOS

- Foster a strong sense of school community and ethos among both staff and students.
- Work with external agencies as appropriate to support students
- Act as a positive role model to staff and pupils, exemplifying and communicating the highest expectations of behaviour, attendance and punctuality.
- Establish positive working relationships with parents and carers of sixth form students and communicate regularly with them.
- Track and support vulnerable individual students and groups within the sixth form.

OTHER

- To promote the aims, values and ethos of the school and uphold the trust Data/GDPR policy.
- To adhere to all school policies and procedures.
- To participate in any appropriate meetings with colleagues and parents/carers.
- To participate in performance management arrangements with the school.
- To attend training courses as required and lead by example on CPDL.
- To observe and promote equalities across the school.
- To be responsive to school needs, demonstrating speed of response through own actions and proactively adopting a solution-focused approach to leadership and management
- To carry out any other duties appropriate to the post as required

No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required

Safeguarding

School is committed to keeping children, young people and vulnerable adults safe. The post holder is responsible for promoting and safeguarding the welfare of the children, young people and vulnerable adults for whom she/he is responsible for or comes into contact with.

Health & Safety

The post holder will be responsible for his/her own health and safety. All duties and responsibilities must be carried out in line with the specific requirements detailed in the school Health & Safety policies.

Policies & Procedures

The post holder will be accountable for ensuring that he/she is aware of relevant school policies and that all duties and responsibilities are carried out in line with the appropriate policies and procedures.

SIXTH FORM CO-ORDINATOR JOB DESCRIPTIONS

Other Conditions

Equal Opportunities

School is committed to Equal Opportunities and expects all staff and volunteers to recognise and value differences and to treat everyone with dignity and respect.

Variation to Job Descriptions

Due to the changing customer demands, duties and responsibilities are likely to vary from time to time and the School therefore retains the right to amend job descriptions to reflect changing requirements.

Note 1:

The content of this job description will be reviewed with the post holder on an annual basis in line with the School's performance and development review policy. Any significant change in level of accountability that could result in a change to the grade must be discussed with the post-holder and the relevant trade union before submitting for re-evaluation



PERSON SPECIFICATION

	DESCRIPTION	ESSENTIAL (E) DESIRABLE (D)
Qualifications	Holder of qualified teacher status	E
	Holder of a degree	E
	Holder of a higher degree or professional qualification	D
	Commitment to further professional training	E
Knowledge, Skills and Experience	A good sense of humour	E
	Examples of behaviour that align to the school's values and beliefs	E
	Knowledge of SEND and experience of teaching/supporting students with SEND in a mainstream or special school setting	E
	A clear vision for Teaching and Learning in line with the school values	E
	Ability to teach a range of subjects and accreditations	E
	Excellent communication and presentation skills	E
	Competent user of ICT to enhance learning	E
	Evidence of teaching highly effective lessons over time	E
	Developing high quality learning strategies and monitoring student progress to raise achievement and attainment	E
	Use of assessment and attainment information to improve practice, raise standards and engage students as partners in their learning	E
	Ability to plan and resource effective interventions to meet curricular objectives	E
	Have high emotional intelligence to support students and staff	E
	Ability to support staff, using a transactional approach of leadership	E
	An enthusiastic and effective leader and manager	E
	Experience of leading a team and/or working to support the significant success of others	E
	Evidence of successfully leading and sustaining whole school initiatives	D
	A proven track record of providing excellent academic and pastoral support	D
	Evidence of managing behaviour successfully and implementing strategies to ensure a consistent approach to behaviour management is taken throughout a department	E
	Experience of quality assurance and the ability to successfully challenge and support staff as required	E
	Ability to critically reflect on personal performance and have the honesty and integrity to accept professional challenge and support	E
	Experience of holding difficult conversations with parents/carers	E
Other Requirements	Willingness to drive the school minibs	D
	The ability to remain discreet when privy to confidential information	E
	Commitment to safeguarding and promoting the welfare of children and young people	E

PERSON SPECIFICATION

	DESCRIPTION	ESSENTIAL (E) DESIRABLE (D)
Other Requirements	Committed to the wider school life and willing to engage in a range of extra- curricular activities, that may take place outside of the school day	E
	Willingness to undergo appropriate checks, including enhanced DBS checks	E
	Willingness to undertake further training	E
	Have a willingness to demonstrate commitment to the school's values and behaviours	E
	Committed to Equality, Diversity & Inclusion,	E



WHAT CAN WE OFFER YOU:

Hednesford Valley High School recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- Excellent working environment.
- A supportive ethos and concern for the well-being of all colleagues
- Termly “Deep Work” days to support your role.
- Continued professional development opportunities.
- Pay progression and recognition of continuous service.
- Generous local government pension scheme.

Access to comprehensive and flexible Employee Assistant Programmes which include:

- Cycle to Work Schemes
- Online gym classes
- Health and wellbeing support and advice e.g., Men’s Health, Wellbeing Action Plans, Better Sleep, Relaxation and Meditation, Understanding Menopause.
- Financial advice services
- Thing Well, fast track counselling service.
- Physiotherapy
- Eye-sight testing
- Retail discounts in supermarkets, high street shops, restaurants and days out.
- Free car parking
- Free staff tea and coffee

APPLICATION PROCESS

Applying for the role

Application is by completion of the Application form which is available on the school website: www.hvh.staffs.sch.uk/vacancies please note that CVs are not accepted.

The application form should be accompanied by a personal statement of suitability of no more than two sides of A4. The application form and personal statement, should demonstrate how you meet the requirements set out in the person specification. Please ensure specific examples are included. Please email your application form and letter to Louise Fox l.fox@hvh.staffs.sch.uk

For shortlisted candidates, references will be sought ahead of the interview process. Please provide details of two people who can provide you with a professional reference, one must be from your current employer. Email addresses must be professional emails and not personal emails. If you work in a school the reference must be from your Headteacher. Please also advise them that you have given their name and that they may be approached to provide a timely reference. Shortlisted candidates may be subject to online social media checks

Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role. One of our interview panel members is trained in Safer Recruitment, ensuring a safe and secure recruitment process for all candidates.

Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

Additional Information

For further information please email Emma Perry – Assistant Headteacher - e.perry@hvh.staffs.sch.uk

Hednesford Valley High School is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the school expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

We reserve the right to close this vacancy early if we receive sufficient applications for the role.

KEY DATES & INFORMATION

Vacancy Closing Date: 10:00 am on Friday 26th April 2024

Applications received after this date will not be considered.

Interviews: Friday 10th May 2024

Start Date: 1st September 2024

If you do not hear from us by Tuesday 7th May 2024 your application has been unsuccessful, and no further correspondence will be issued. Candidates who are shortlisted will be informed by telephone/email.

Selected candidates must be available to attend interview on the dates shown below. Further details of the interview process and arrangements will be provided to those shortlisted.

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