



**ALEC REED
ACADEMY**
PROUD TO LEARN



**APPLICATION PACK FOR THE ROLE OF
SIXTH FORM LEARNING & PROGRESSION
MANAGER**

CLOSING DATE
15th February 2026

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APPLICATION PACK SIXTH FORM LEARNING & PROGRESSION MANAGER



**ALEC REED
ACADEMY**
PROUD TO LEARN

WELCOME

TO THE ALEC REED ACADEMY

WELCOME MESSAGE FROM OUR PRINCIPAL & CEO, PHIL COSBY



Our Learning

We're delighted you're considering joining our vibrant, diverse, and forward-thinking community in the heart of Northolt, where you'll be part of an all-through school, educating pupils from Nursery to Sixth Form. Our Primary Phase is a cornerstone of our success — nurturing curiosity and laying strong foundations for lifelong learning. This unique structure fosters collaboration and professional growth across all key stages.

Our mission is simple: unlock potential and inspire excellence—in students, staff, and the wider community. We provide an environment where everyone feels valued, supported, and empowered to succeed.

We invest in our people with extensive professional development, clear career pathways, and a workplace that champions innovation, wellbeing, and achievement.

This application pack introduces our values, vision, working environment, and the benefits of joining our team. We hope it gives you a clear sense of who we are and what we stand for.

We look forward to the possibility of welcoming you to our Academy community.

Warm regards,

Phil Cosby
Principal & CEO

KEY VALUES

"PROUD TO LEARN"

Our motto is at the heart of what we aim to achieve within the academy. To us, a sense of social and moral responsibility is as important as academic success. We model and promote behaviour which treats and respects all people as unique, valuable individuals.

A strong feature of the academy is our focus on three core, guiding principles: Respect, Honesty and Kindness. These positive values and attitudes are a necessary prerequisite for success and we encourage our students to demonstrate these in school, at home and in the wider community. They are central to our daily expectations of students.

As an all-through academy for ages 3–19, we offer a seamless learning journey that nurtures confidence, resilience, and ambition. In our Primary classrooms, respect and kindness underpin every interaction, fostering a safe and joyful environment where young learners thrive.

Our aim is simple: to inspire a love of learning, encourage high aspirations, and prepare young people to become responsible, compassionate citizens who contribute positively to society. By working together—students, staff, and families—we create a community where excellence is not just expected, but achieved.



RESPECT

HONESTY

KINDNESS

At ARA, we believe that a first-class education is the right of every child and we take immense pride in being a truly inclusive academy where every student feels welcomed, valued, and supported. Our purpose is to create an environment where every child can thrive, exceed expectations, and develop the confidence, skills, and cultural capital needed to lead a fulfilling life. We reject the notion that intelligence is fixed or that prior attainment creates a glass ceiling; with the right support, every child can achieve more than they imagined.

Everything we do is driven by our commitment to make the academy a better place for the children we serve, and this vision is lived and breathed daily by every member of staff and our trustees. By providing an education that empowers choice and agency, we ensure that our students leave us not only with academic success but with the resilience and ambition to shape their own futures.



PRIMARY PHASE – A FOUNDATION FOR LIFELONG SUCCESS



At Alec Reed Academy, our Primary Phase is the cornerstone of our all-through provision. We believe that the early years and primary education set the stage for every child's future success, and we are proud to offer a nurturing, ambitious, and innovative environment for pupils aged 3–19.

Our Vision for Primary Education

We aim to develop confident, compassionate learners who are ready for the challenges of secondary education and beyond. Through high expectations, innovative teaching, and strong partnerships with families, we ensure every child leaves our Primary Phase equipped with the skills, knowledge, and character to succeed.

What makes our primary phase exceptional?

- **Inclusive and Aspirational:** Every child is valued and supported to achieve their full potential, regardless of background or starting point
- **Rich, Creative Curriculum:** We deliver a broad and balanced curriculum that inspires curiosity, creativity, and a love of learning, complemented by outdoor learning opportunities through our Academy Fields project
- **Strong Foundations in Literacy and Numeracy:** Our approach ensures mastery of core skills while fostering confidence and independence
- **Specialist Facilities:** Primary pupils benefit from purpose-built spaces, vibrant outdoor areas, and access to our Academy's state-of-the-art resources, including performing arts studios and sports facilities
- **Exceptional Pastoral Care:** Our dedicated team prioritises wellbeing, resilience, and personal development, creating a safe and joyful environment where children thrive
- **Seamless Transition:** As part of an all-through school, our pupils enjoy continuity from Nursery to Sixth Form, supported by shared expertise and collaborative teaching across phases.

SECONDARY PHASE – SHAPING CONFIDENT, SUCCESSFUL PEOPLE

- Our Secondary Phase is a vibrant, ambitious, and forward-thinking community where students are challenged, supported, and inspired to achieve their very best. We offer a broad and engaging curriculum delivered by dedicated subject specialists who are passionate about nurturing curiosity, confidence, and academic excellence. Our classrooms, laboratories, creative arts spaces, and specialist facilities—including our outstanding sports, STEM, and performance environments—provide students with the tools and opportunities to excel both inside and beyond the classroom.
- High expectations underpin everything we do: our students are encouraged to take pride in their learning, behave with integrity, and contribute positively to Academy life. Strong pastoral care ensures every young person is known, valued, and supported, creating a culture where students thrive both academically and personally. As a result, our Secondary Phase continues to strengthen year on year, with a clear upward trajectory and a shared commitment to securing exceptional outcomes for all learners.
- Whether it's through academic stretch, leadership opportunities, enrichment programmes, careers guidance, or our inclusive approach to personal development, our Secondary Phase empowers students to become confident, resilient, and well-prepared for the next stage of their educational journey.



**SCAN
ME!**



Our Latest Unique Projects

Academy Fields & Outdoor Education



At Alec Reed Academy, learning doesn't stop at the classroom door. Our Academy Fields project transforms education through nature, creativity, and sustainability.

Thanks to a £1 million investment from our sponsor, the late Sir Alec Reed; and an RHS Chelsea Flower Show Garden, we've created an inspiring outdoor environment that enriches every child's experience.

What makes Academy Fields unique?

- **Outdoor Learning Hub:** We are working towards a dedicated space for science, environmental studies, and hands-on projects that spark curiosity and critical thinking
- **Sustainability in Action:** A place where pupils will be able to grow food, care for orchards, and learn about biodiversity—developing life skills and environmental responsibility
- **Creative Exploration:** Art, storytelling, and performance activities will take place in natural settings, encouraging imagination and confidence
- **Wellbeing & Resilience:** Outdoor learning promotes physical health, mental wellbeing, and teamwork, helping pupils thrive socially and emotionally
- **Community Engagement:** Families and local partners will be invited to share in the benefits of this green space, strengthening our ties with the wider community.

Our Vision

Academy Fields is more than a garden—it's a living classroom where children connect with nature, develop practical skills, and discover the joy of learning in the great outdoors.

Reed



**ALEC REED
ACADEMY**
APPRENTICESHIP
PROGRAMME

Reed Employability Hub

Expert Advice

- Careers guidance tailored to your goals.
- Job profiles and pathways that match your interests.
- Support to help you plan your next steps.

Job Search Support

- Smart strategies to help you find the right role.
- Apprenticeships, volunteering, and more ways to gain experience.

Your Employability Hub Offers:

Training and Development

- CV tips, soft skills, and what skills that employers really want.
- Access to training to boost your

What Makes the Hub Unique

Our Employability Hub:

Preparing Students for Life Beyond School

At Alec Reed Academy, we believe education should go beyond academic achievement – it should empower every student to thrive in life after school. Our new Employability Hub is a cornerstone of this vision. Designed as part of the Impactful Futures initiative sponsored by Reed, the Hub provides a comprehensive careers and employability programme that equips students with the confidence, skills, and aspirations to succeed in higher education, training, or employment. This is not just about guidance; it's about transformation – breaking down barriers and ensuring that every student, regardless of background, can realise their full potential.

Impact and Ambition

Our ambition is clear: to create a generation of confident, resilient, and ambitious young people who are prepared for life in a global society. For the Principal, this initiative offers an exciting opportunity to lead a school that is shaping futures – not just for our students, but for the wider community.

Key Features:

Comprehensive Careers Programme

Aligned with Gatsby Benchmarks and national guidance

Real-World Connections

Workplace visits, university partnerships, and employer engagement

Personalised Support

Tailored mentoring and guidance for all students, especially those from disadvantaged backgrounds

Cultural & Global Enrichment

Visits to museums, theatres, and international experiences to broaden horizons

Super-Curricular Opportunities

Masterclasses, seminars, and guest lectures to inspire academic excellence

Apprenticeship Guidance

Structured support for Year 13 students applying for apprenticeships.

Exceptional Facilities – A Building Designed for Excellence



Architectural Brilliance:

Our award-winning building, designed by Foster + Partners, combines cutting-edge design with functionality. Bright, open spaces and collaborative zones create an inspiring environment for teaching and learning.

Performing Arts & Media Hub:

A professional 300-seat theatre for productions and assemblies, an industry-standard recording studio, and a digital media suite for creative innovation.

Creative Studios:

Three dedicated art studios and four DT studios, a gallery exhibition space to showcase student and staff creativity.

Specialist Learning Areas:

Fully equipped science laboratories, enterprise zones for project-based learning, and modern classrooms with integrated technology.

Sports & Wellbeing:

A Community Sports Centre, four-court sports hall with climbing wall, outdoor tennis courts, and expansive Academy Fields for outdoor learning. Staff enjoy free access to a fully equipped fitness suite and multi-gym before and after school.

Technology Everywhere:

High-speed wireless connectivity and advanced ICT systems support flexible working and innovative teaching methods.

Primary & Early Years Spaces:

Our Primary Phase benefits from purpose-built halls, vibrant outdoor learning areas and dedicated creative spaces designed to inspire younger learners.



PROFESSIONAL OPPORTUNITIES



Join a Team that invests in it's staff – every step of the way

At our Academy, every new staff member receives a comprehensive induction and tailored training to ensure a smooth start. We are committed to continuous professional development, offering structured opportunities for growth and career progression. From high-quality training programmes to mentoring and development initiatives, we create a culture that empowers staff to achieve their full potential. Primary leaders enjoy tailored CPD, including early literacy strategies, phonics mastery, and curriculum innovation for KS1 and KS2.

Investing in Your Expertise

We prioritise professional growth through six dedicated Professional Development Days each academic year, featuring dynamic programmes that address key priorities and build expertise across all roles. These days are complemented by a calendar of twilight sessions, offering flexible opportunities for staff to deepen their knowledge and collaborate beyond the school day. Both formats encourage teamwork, allowing subject and phase-specific groups to focus on areas that matter most to them and the Academy. This structured approach ensures every member of staff has access to meaningful, targeted development that drives excellence and innovation.



Professional Development

The most effective professional development takes place on a daily basis through the high level of support staff receive from their line managers and other Academy staff. Each subject area and Phase is led by a Year Lead, Curriculum or Subject Leader who reports directly to a member of the Academy Leadership Team. In this way, new staff are able to work with members of management at all levels through challenge partners and purposeful team meetings.



Early Careers Programme

Our Academy offers a first-class Early Careers Teaching (ECT) programme to give new teachers the best possible start. Weekly training sessions provide opportunities to share experiences, collaborate with peers, and learn from experienced colleagues. Led by specialists across the Academy, these sessions focus on practical strategies and subject expertise, supported by personalised mentoring and regular feedback. This programme builds strong foundations for teaching excellence while fostering a supportive, collaborative community from day one.

YOUR WELLBEING, OUR PRIORITY

STAFF BENEFITS

- Inner London Pay Scales
- Generous pension contributions (Teacher's Pension Scheme or Local Government Pension Scheme)
- Extensive free onsite parking
- Free use of our State of the art Fitness Suite
- Ongoing CPD programme
- Cycle to Work Scheme
- Free eye tests
- Reimbursement for yearly professional subscriptions and fees
- Subsidised meals
- Family-friendly policies (Including generous paid dependents' entitlement and religious observance leave)
- Employee assistance programme



**Discretionary
Leave**



Fitness Suite



Rewards



**Family-Friendly
Policies**

FACTSHEET

Founded in 2003 by the late Sir Alec Reed, Alec Reed Academy (ARA) is a thriving all-through Academy for pupils aged 3–19, serving the Northolt community in the London Borough of Ealing. The Academy opened in 2005 with modern, spacious facilities designed by Foster + Partners and has since expanded significantly. Today, ARA offers education from Nursery through Post-16, alongside an Adult Learning Centre and Community Sports Centre. We also share our site with John Chilton School, which provides specialist education for children with physical and medical needs.

Current Profile

- School Roll: Over 1,600 pupils across Nursery, Primary, Secondary, and Post-16 phases.

Our Provisions:

- Nursery (104 places, 30-hour provision)
- Primary (3FE)
- Secondary (6FE)
- Post-16 provision
- Community Links: Adult Learning Centre, Community Sports Centre, and partnerships with local businesses and organisations.

Community Sports Facilities

- State-of-the-art amenities include a 3G floodlit AstroTurf pitch, climbing wall, gymnasium, dance studio, MUGA, and a 187-seat theatre, serving both students and the wider community.

Academic Performance

- Ofsted: 'Good' in the last two inspections (2018 and 2023).
- Strong progress measures across all key stages, with Post-16 students achieving high value-added scores and excellent outcomes in A Levels and vocational qualifications.
- Continued focus on raising standards and expanding Post-16 provision.

Student Profile

- High levels of diversity:
 - 60% of students speak English as an additional language.
 - Above-average proportion of students with SEND support and Education Health Care Plans.
- Pupil Premium: Currently 48% of students
- Inclusive ethos with strong pastoral systems and robust behaviour management.

Location

- Alec Reed Academy is located in Northolt, West London, close to the A40 and M25.
- Transport Links: 20-minute walk or short bus ride from Northolt Tube (Central Line); Greenford Tube connects to National Rail.
- Community: Northolt offers urban convenience with quick access to central London and proximity to green spaces and towns such as Marlow and Beaconsfield.

Ethos & Values

Our mission is to prepare children for adult life by:

- Delivering high-quality education and fostering lifelong learning.
- Promoting confidence, ambition, and personal worth.
- Building strong partnerships with families and the local community.
- Upholding values of hard work, honesty, respect, and care for others.

Staff Testimonials



A great place to work with lots of friendly people. My first week here was well planned and gave me the opportunity to meet and shadow relevant co-workers. Everyone was really kind and helpful in offering up their time and knowledge on school policies and structure, staff responsibilities, showing me around. It was overwhelming but I feel that my introduction was relaxed, yet thorough, which really helped me to settle into my new role.

Home Attendance Liaison Officer



All staff were so welcoming and friendly when I joined ARA. I love the fact that every day is different and very rewarding in my role.

SaFE Worker



The academy is fantastic at supporting your professional development and progression. Myself and many others have been encouraged to apply for ambitious roles and responsibilities within the academy, as well as continuing our development through courses, such as an NPQSL.

Lead Practitioner – English Cross-Phase Links and Aspiration Programme



I was really impressed by the school when I came for my interview and induction because I felt as though there was a focus on the important things that matter most to students and staff. I also feel that the compassionate approach that underpins how staff interact with students is in line with my own beliefs. All the staff have been so supportive but also really honest about the challenges and what they are doing to keep improving the school.

Geography Teacher



Stay updated with our Weekly Principal Vlog's on YouTube or read our seasonal newsletters for the latest news!



Dear Candidate,

Thank you for your interest in the Sixth Form Learning & Progression Manager position at Alec Reed Academy. Working alongside sixth form students is an incredibly rewarding experience, offering the chance to support young adults at a pivotal stage in their personal and academic development. Their energy, curiosity, and ambition create a vibrant environment where every day brings fresh perspectives and new opportunities to make a meaningful impact. This role presents an exciting recruitment opportunity for anyone passionate about guiding the next generation—helping students build confidence, explore future pathways, and develop the skills they need to thrive beyond sixth form.

Alec Reed Academy is a vibrant and diverse all-through school serving a community full of aspiration and potential in West London. While our context includes areas of high deprivation, our students demonstrate strong ambition, resilience, and pride in their learning. We are equally proud of our staff, whose commitment and professionalism have contributed to our continued improvement and our 'Good' Ofsted outcomes over the past two inspections.

One of the unique strengths of Alec Reed Academy is that all business services operate entirely in-house—from HR and Finance to IT, Buildings, Hospitality, and Hygiene. This integrated model ensures consistent, responsive, and personalised support for staff, enabling quick resolutions, seamless collaboration, and a working environment where people feel valued and well supported. Our culture is built around respect, honesty, and kindness, and this is reflected in the way we work together every day.

Our HR team provides a comprehensive generalist service to support all staff across the Academy. We handle the full range of HR activity, including recruitment, onboarding, safer recruitment compliance, absence administration, HR systems management, employee relations support, policy guidance, staff induction, and day-to-day advice to managers and employees. Working collaboratively across all departments, we ensure a responsive, efficient and people-centred HR function that underpins the smooth running of the Academy.

The Academy continues to invest in staff development, leadership capacity, and high-quality facilities. We benefit from strong governance, financial stability, and a clear improvement trajectory that we look forward to celebrating in our next inspection.

If you would like to discuss the position confidentially or require further information before applying, please contact the HR Team at hr@alecreedacademy.co.uk.

We reserve the right to hold interviews in advance of the closing date should a favourable application be received.

We look forward to hearing from you.

Phil Cosby
Principal & CEO

Advertising the role of **SIXTH FORM LEARNING & PROGRESSION MANAGER**

Salary: from SF1.1 £29,728 per annum

Closing date for completed applications: 15th February 2026

Interviews will be held: 16th February 2026

'All staff were so welcoming and friendly when I joined ARA. I love the fact that every day is different and very rewarding in my role.'
SaFE Worker

We have the exciting opportunity to work collaboratively with experienced staff in a high quality and well-resourced environment in the role of Sixth Form Learning & Progression Manager. We are based in West London/Ealing. This position is to commence as soon as possible.

The role is to work Monday to Friday from 8.30am to 4pm (finishing at 5pm on one day for training) on a term-time only basis plus professional development days. Salary starts from £28,803 per annum (this has already been pro-rated) and is dependent on experience.

Skills & Experience needed:

- The role of Sixth Form Learning & Progression Manager requires applicants to have experience of working with young people, establishing successful relationships with them, experience of enforcing behaviour management and knowledge of study skills and Sixth Form qualifications
- Applicants must possess GCSE Grade C or above in English and Mathematics and be educated to A-level standard (or equivalent)
- Have excellent organisational and administrative skills, the ability to carry out instructions, work with minimum supervision and equally to work under pressure

What we have to offer you:

- An Ofsted 'Good' school and an exciting place to work
- The chance to work with exceptionally committed colleagues who have high expectations of students
- A welcoming school in West London/Ealing with great Trustees, where staff feel valued
- Employer's pension contribution of over 19%
- Increased job security in a public sector role compared to private sector with generous holidays
- New free on-site state of the art fitness suite, access to Blue Light Card and Costco membership for all staff, cycle to work scheme
- Free on-site parking, subsidised meals and family friendly policies including paid dependents entitlement.

Commitment to safeguarding:

- ARA is committed to encouraging equality, diversity and inclusion among our workforce, and eliminating unlawful discrimination
- The aim is for our workforce to be truly representative of all sections of society and our customers, and for each employee to feel respected and able to give their best.

How to apply:

- Come and visit us for a personal tour if you like, or you could visit the 'Work For Us' section of our website for more information and an application form: www.alecreedacademy.co.uk
- If you prefer to talk, our HR department would love to chat: 0208 8414511.

Closing date for completed applications: Sunday 15th February 2026 at midnight

Interviews will be held w/c 16th February 2026

We reserve the right to hold interviews in advance of the closing date should a favourable application be received

ARA is committed to the protection and safety of our learners. The successful applicant will be required to undertake an enhanced criminal record check via the Disclosure and Barring Service and Social media check prior to commencing the role.

Judged as Ofsted Good in 2023



You're welcome to visit us for a personal tour, or explore the "Work For Us" section on our website for more details and an application form.

Prefer to chat? Our HR team would be happy to speak with you—just call.



www.alecreedacademy.co.uk/



020 8841 4511



Bengarth Road, Northolt,
Middlesex, UB5 5LQ

JOB DESCRIPTION

SIXTH FORM

LEARNING & PROGRESSION

MANAGER

Line Manager: Assistant Principal - Head of Key Stage 5

Role Purpose:

The main purpose of the job is to support all students in the year group to make at least expected measures of progress across their curriculum areas.

Key Responsibilities:

- To achieve outstanding examination outcomes across all key stages
- Set high standards and promote a purposeful, disciplined and thriving learning environment within the year group
- Put into practise the agreed CYP referral programmes and interventions that minimise under achievement by those students that show indications that they are at risk of failure to make expected measures of progress
- Ensure that student successes are fully recognised and celebrated within Sixth Form

To support outstanding student Behaviour for Learning and the resulting positive impact on student attainment

- Get to know all students in Sixth Form as well as possible through closely monitoring both BromCom as well as visiting tutor groups on a weekly if not daily basis
- Be available for students throughout each scheduled student break time, lunchtime, prior to form time and after school when not involved in other duties, detentions or meetings
- Conduct analysis of data on student Behaviour for Learning on a weekly basis and complete a weekly year group report/analysis and send to Sixth Form staff. Report/analysis to contain the following:
 - o Achievement points
 - o Individual student behaviour concerns and current information/interventions and support
 - o Names of the most vulnerable students – social care involvement etc (confidential)
 - o Attendance concerns and any relevant actions
 - o Students on daily monitoring
 - o Students on tutor report
 - o Students referred to CYP Exclusions
 - o New starters
 - o Students off role

To run effective systems to support the day to day pastoral management of Sixth Form

- Ensure to safeguard and promote the welfare of children and young people, and follow the Academy's policies and the staff code of conduct
- Provide feedback to students in relation to progress, Behaviour for Learning, attendance and punctuality etc. Establish constructive relationships with parents/carers, exchanging information, facilitating their support for their child's attendance, access and learning and supporting home to school community links
- Inform Assistant Principal – Head of Key Stage 5 Heads of Year 12 and 13 of any curriculum management concerns regarding students
- Liaise with the Assistant Principal – Head of Key Stage 5 and then communicate with parents of students at risk of exclusion/underachievement as a result of poor Behaviour for Learning, on at least a fortnightly basis
- Keep accurate records of all communication with parents/carers and any other pertinent information relating to students within Sixth Form Communicate effectively with staff over student issues
- Maintain regular contact with all parents/carers over Sixth Form issues
- Lead on parental engagement in regard to parental attendance to Parents Evenings /meetings etc
- Take steps to prevent bullying and support victims of bullying
- Investigate and act on all relevant incidents
- Actively support the use of Restorative Justice
- Monitor attendance and punctuality (including attendance and punctuality to class and any truancy) and review on a weekly basis – include this information in the weekly year group report/analysis
- Be the first port of call for students needing to visit the medical welfare officer during the school day
- Monitor, in partnership with the medical welfare officer, the healthcare plans of students with medical conditions in the year group
- Liaise with other schools to support new starter placements and student transfers
- Ensure that new starters to the year group are successfully inducted by:
 - o Providing a student 'buddy' to assist the new starter to settle in
 - o Communicate information to staff through the weekly Sixth Form report/analysis
 - o Conduct a progress check following a two week 'settling in' period and share this information through the weekly Sixth Form report/analysis
- Take a lead role in supporting the reintegration of those who have been absent
- Strive for consistency

To promote the wider personal development of students and support the transition from KS4 to Sixth Form

- Assist in the personal development of students towards, values, attitudes and behaviours of a type necessary to take full advantage of the educational opportunities and learning processes offered to them by the Academy
- Ensure all students are aware of the wider learning and development opportunities available to them through clubs, societies etc
- Support Sixth Form with additional student initiatives eg charity events, activity days, trips, Sports Day and form time activities
- Support with Parents Evenings and the Options Pathways process at KS4 to Sixth Form



In addition the Sixth Form Learning & Progression Manager will:

- Support with distribution of examination results on results day and with Year 11 to Year 12 enrolment in August
- Support the Assistant Principal – Head of Key Stage 5 to ensure maximum retention from Year 11 to Year 12 throughout the academic year and on results day
- Provide timely and effective operation of administrative support to the Assistant Principal – Head of Key Stage 5; and Leadership Team when required
- Promote a positive working environment for students, ensuring that behaviour is in line with the Academy's Behaviour Policy
- Under the direction of the Assistant Principal – Head of Key Stage 5 and in conjunction with the Marketing & Communications Officer, produce the Sixth Form Course Brochure and Prospectus
- Co-ordinate:
 - Bursary payments
 - UCAS support to Assistant Principal – Head of Key Stage 5 including the administration and guidance for students
 - Volunteering Programme
 - Enrichment
 - Liaison with work experience co-ordinator
- Support with distribution of examination results on results day and with Year 11 to Year 12 enrolment in August
- Support the Assistant Principal – Head of Key Stage 5 to ensure maximum retention from Year 11 to Year 12 throughout the academic year and on results day
- Co-ordinate the arrangements for interviews for internal and external candidates

Adapt intervention to the strengths and needs of all students through timely CYP/Multi-agency/other agency referrals

- Make appropriate referrals to internal and external agencies on issues affecting learning and progress including issues affecting emotional, social, mental and physical (including sexual) health
- Lead on all Safeguarding issues within Sixth Form and refer these where necessary following liaison with the Academy Safeguarding Officer
- Collect and supply work for any student excluded from the Academy
- Arrange and develop 1:1 mentoring arrangements with students and provide support for distressed students individually or in small groups
- Attend and participate in meetings
- Participate in training and other learning activities
- Recognise own strengths and areas of expertise and use these to support others

Other

- Maintain confidentiality at all times in respect of Academy-related matters and to prevent disclosure of confidential or sensitive information
- Be present at the start of all internal and external examinations and to contact any late comers/non attenders
- Oversee supervisory duties in accordance with the published duty schedule
- Follow all Academy policy procedures
- Any other reasonable duties, administration or services required

Key Measures of Success

- Outcomes at end of Year 11 or Year 13
- Termly progress rates across all year groups to be at least in line with expected progress measures
- Parental attendance at Parents Evenings and Progress Days
- Retention rates (mobility)
- Attendance and punctuality measures each year
- The completion and successful communication of the weekly year group report/analysis
- The regular and effective use of the CYP referral process
- The correct wearing of uniform by students in the year group

Review

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that over time the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibilities entailed. Consequently, the Academy will expect to revise the job description from time to time and will consult with the post holder at the appropriate time.

JOB DESCRIPTION (CONTINUED)

SIXTH FORM LEARNING & PROGRESSION MANAGER



SIXTH FORM LEARNING & PROGRESSION MANAGER Person Specification

Knowledge, Qualifications and Experience

Essential:

- GCSE Grade C or above in English and Mathematics (or equivalent)
- Educated to A-level standard (or equivalent)
- Experience of working with young people establishing successful relationships with them
- Experience of enforcing behaviour management with young people
- Excellent organisational and administrative skills
- Excellent working speed and ability to prioritise
- Experience and excellent knowledge in using Microsoft Office package
- Knowledge of study skills and Sixth Form qualifications
- Excellent communication and interpersonal skills

Desirable:

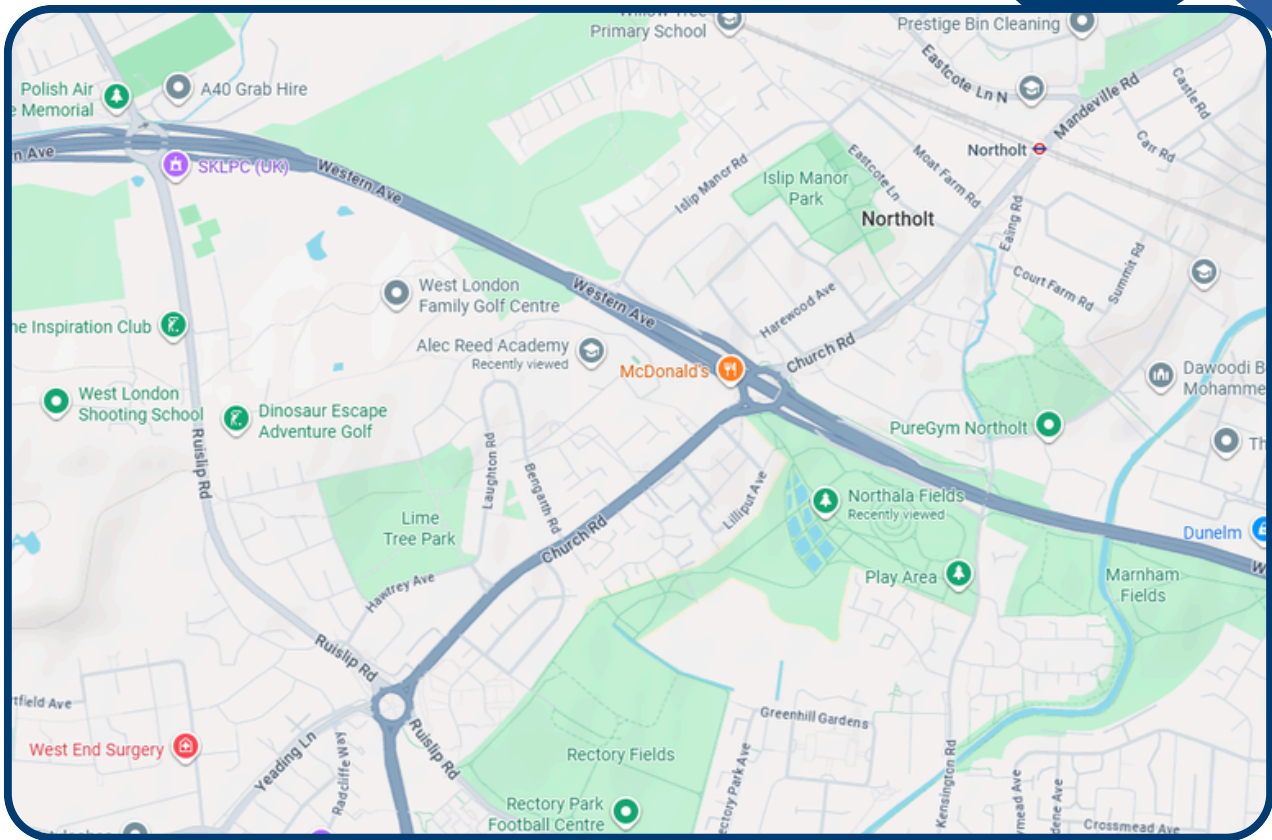
- Previous experience in an educational environment
- Experience of SIMs / Bromcom

Abilities and Interests

- Ability to work in a way that promotes the safety and wellbeing of children and young people including having an awareness of the safeguarding requirements of the Academy along with Child Protection Policy
- Ability to develop and maintain successful professional relationships with students, staff and parents/carers
- Ability to inspect and monitor reports; and take action to remedy any problems identified
- Ability to work constructively as part of a team, understanding Academy roles and responsibilities and their own position within these
- Ability to carry out instructions and work with minimum supervision and equally to work under pressure
- A demonstrable commitment to equality of opportunity
- Ability to work hard under pressure while maintaining a positive and professional attitude
- Adaptability and contributor to changing circumstances and new ideas
- A flexible and proactive work ethic
- A strong commitment to one's own professional development
- A willingness to become involved in wider Academy initiatives and activities



Contact Us



020 8841 4511

Bengarth Road, Northolt, Middlesex, UB5 5LQ

HR@alecreedacademy.co.uk

... Or visit our website

www.alecreedacademy.co.uk

