



Guilsborough Academy

Guilsborough Multi Academy Trust



Sixth Form Learning Supervisor and Administrator

Candidate information pack

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Letter from the Principal

Thank you for expressing interest in our Academy, particularly regarding the exciting position of Sixth Form Learning Supervisor and Administrator.

I understand the significance of making informed decisions when considering a new opportunity. To help you learn more about us, I encourage you to visit our website at <https://www.guilsborough.northants.sch.uk/> where you can access a wealth of information, including recent newsletters.

For those considering applying, we will be offering tours to provide a firsthand experience of the academy and its values. If you would like to schedule a tour, please reach out to our HR department at hr@guilsborough.northants.sch.uk.

Our Ofsted report, available [here](#), outlines our clear behaviour system and effective safeguarding processes.

While many of our staff members have longstanding tenures, I became the Principal of Guilsborough in September 2020 and was warmly welcomed. The supportive atmosphere among colleagues in their dedication to our students has been a highlight. Positive messages from parents/carers, showcased on our website, further attest to our commitment to ensuring students consistently achieve their potential. Colleagues who have been with us for an extended period often cite the students, their fellow colleagues, and the available training and career development opportunities as reasons for their continued commitment.

I firmly believe that by attracting exceptional staff, prioritizing their well-being, and fostering an environment conducive to their growth, we can continue to provide our students with the high-quality education they deserve.

If you believe that Guilsborough Academy aligns with your aspirations, we welcome your application.

Best wishes for the future.



Simon Frazer
Principal of Guilsborough Academy



About Us

At Guilsborough we believe that learning should be enjoyable and challenging. This belief, combined with the excellent teaching skills, commitment of our staff, enthusiasm and hard work of our students, lies at the heart of our success.

We are passionately committed to the achievement of every individual pupil and to providing high standards of teaching and learning. Our reputation with the local and wider community rests on consistently providing quality education for students of all abilities. Our students' excellent academic achievements can be seen in the national league tables. Every year, our most able students achieve very highly and we encourage and support students to aim for top universities, whilst also providing strong support for alternative routes to higher qualifications post 18. This is supported by our excellent Careers programme.

Guilsborough Academy is committed to a comprehensive intake and accepts students of all abilities. As an inclusive school community, our students come from a wide variety of different social and cultural backgrounds. We aim to challenge all our students to reach their full potential and celebrate their successes. We ensure that those students who have special educational needs are provided with appropriate support, so that they too may reach their potential.

Individual strengths within our students are encouraged and celebrated. We encourage them to explore a wide variety of interests within and beyond the school curriculum. Our aim is to develop thoughtful, kind and considerate adults, who will not only contribute to the academy, but also to the wider community. Students' personal development and happiness are very important to us and our extensive programme of extra-curricular activities, including excellent Music, Drama and Sports provision, supports this process. We expect high standards of behaviour and seek to build strong relationships between staff and students. Considerate and responsible attitudes and behaviour are fostered through a strong Life Skills programme.

We are a small MAT situated in the idyllic Northamptonshire countryside. We are presently comprised of one school: Guilsborough (11-19) Academy. Guilsborough is a "converter" Academy and formed a Multi Academy Trust and is a supportive and friendly academy that aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

The aim of GMAT

Our aim is to pursue and promote sustainable excellence in the provision of 11-19 education for the benefit of our students, staff, parents/carers and the wider community.

The GMAT Strategy

We play an active role in the wider community of educators. We value productive relationships and partnerships that help us to maintain and further develop our expertise, and we also seek opportunities to share our own best practice with others.

We value the work of our Trustees to hold the academy to account and constructively monitor its progress. Intervention must be proportionate and timely to the identified areas of development.

Advert

Contract Type:

- Permanent
- 37 hours per week, 42 weeks per year (term time, plus 20 days).
- Monday to Friday 8:30-4:30pm

Salary:

- Grade G points 8-12, starting point 8.
- £25,992 FTE, actual salary £24,051

Start date:

- As soon as possible

Closing date:

- Monday 25th November 2024 at 9am

How to apply:

To apply, please complete an application form, which can be found on the vacancies page of our website:

<https://www.guilsborough.northants.sch.uk/vacancies>

Completed application forms should be accompanied by a letter of application

Situated in the idyllic Northamptonshire countryside, Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.

Sixth Form Learning Supervisor and Administrator

We are seeking an organised and dedicated individual to join our successful Sixth Form team as a Sixth Form Learning Supervisor and Administrator. The successful candidate will play a pivotal role in supporting our Key Stage 5 students and staff for a successful academic journey.

As the Sixth Form Learning Supervisor and Administrator, you will be the backbone of our Sixth Form operations. This role is essential in creating a welcoming, efficient and effective environment for students, staff and parents alike. From supervising students during study sessions to managing administrative tasks, you'll ensure the smooth daily functioning of our Sixth Form and support our students' educational experience.

We are seeking a dedicated individual to join our committed, enthusiastic, and high-performing team at Guilsborough Academy. Our aim is to create an enjoyable and nurturing working environment for both staff and students, where together we strive to actively engage, learn, and improve.

The successful candidate will possess a passion and enthusiasm to learn and progress in their role. Experience in supporting educational activities and/or administrative tasks within a school would be an advantage, as we encourage colleagues to contribute at all levels, but full training will be provided.

New staff members benefit from a fully supported induction and training programme, including regular mentoring and comprehensive academy-wide training.

Are you intrigued? Do you have the drive and determination to contribute to the further wider development of our Academy? Do you want to work for an organisation that has the wellbeing of staff and students at its heart, alongside fantastic new employee benefits? If so, we would be delighted to hear from you.

Visits to the academy are warmly welcomed. To come and see us in action, please contact our HR team to arrange a suitable time on hr@guilsborough.northants.sch.uk or 01604 740641.

Closing date: Monday 25th November 2024 at 9am

Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and by completing this application form, you confirm that you have read the DBS Code of Practice and the Safeguarding & Child Protection Policy which is available on our website. An enhanced DBS check, two satisfactory references, identity and medical checks are mandatory for all posts within Guilsborough Multi Academy Trust. Our Safeguarding and Child Protection policy is available [here](#). We are also committed to meeting the requirements of disability discrimination and other legislation.

We may close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

Online searches

As part of our rigorous Safer Recruitment process, Guilsborough Academy has adopted the practice of online searches including Social Media for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview. Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s).

Consent to an online search is included in the Guilsborough Academy application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Guilsborough Multi Academy Trust is passionate about its values of Respect, Aspiration, Responsibility and Equality. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints.



Job Description

Post Title	Sixth Form Learning Supervisor and Administrator
Reports to	Assistant Principal
Salary grade	Grade G Point 8
Hours	37 hours per week, 42 weeks per year
Contract type	Permanent
Preferred start date	As soon as possible

RESPONSIBILITIES OF THE JOB

Main Responsibilities:

- To provide organisational and administrative support for the Sixth Form Team
- To support the Director of Sixth Form on the collection and use of data
- To support the Director and Deputy Head of Sixth Form to organise the recruitment and transition of Year 11 students into Year 12
- To provide both Academic and Pastoral support
- To supervise the Sixth Form area during study sessions, providing support and discipline as required to the students.
- To assist in the running of Sixth Form Centre and provision of resources including computers, laptops, displays and reference materials
- To monitor and record the attendance of Sixth Form students. Opportunities to be involved with intervention and support regarding Sixth Form Attendance.
- To provide a wide variety of admin support for Director of Sixth Form and Deputy Head of Sixth Form including external publications, trips, university links, general correspondence, special events and attendance related matters.
- To provide administrative support for all aspects of the transition of students from Year 11 into 12 including co-coordinating entry interviews, induction days, being present on results days and recording of their timetables.
- To provide admin support to the Sixth Form Team and to be present for parents evenings, reviews, open evenings and celebration events.
- To assist in the organisation of Results Days in the summer holidays and be present on GCSE and A Level results day, as well as adjoining days as appropriate.
- To be first point of contact for the Sixth Form Team for outside agencies and parents.
- To liaise regularly with the Pupil Data Administrator to accurately record the starting and leaving details of Sixth Form students and their courses of study to ensure correct data for Census and PLAMS returns.
- To respond to student requests for information and advice, referring to other staff or agencies as appropriate.
- To support the Director of Sixth Form in maintaining high standards across the Sixth form cohort

Other Responsibilities

- To carry out any other reasonable duties as requested in line with the duties commensurate with the post.

Personal Development

- Undertake appropriate & regular training / development to maintain knowledge & improve practice.
- Participate in regular performance management.

- Complete all required mandatory training.

General:

The below responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).

- To promote and safeguard the welfare of young and vulnerable people.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policies
- To supervise students at break and lunch times as part of the duties rota
- To be aware of and work in accordance with the school's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the schools equality policy and Code of Conduct and national regulations such as Data protection and Health and Safety.
- To adhere to GDPR and Data protection regulations, whilst maintaining confidentiality.
- To attend relevant meetings and training sessions in line with their employment contract
- All members of staff are required to participate in the school's appraisal scheme.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

FURTHER INFORMATION

Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people. All appointments made within Guilsborough Multi Academy Trust are subject to an enhanced DBS check, receipt of two satisfactory references, identity and medical checks within Guilsborough Multi Academy Trust. Our Safeguarding and Child Protection policy is available [here](#).

We are also committed to meeting the requirements of disability discrimination and other legislation. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. If a pending charge, conviction, bind-over or caution has been recorded against you, this will not necessarily debar you from consideration for this appointment. For further information please read out Recruitment of Ex-offenders policy which can be found [here](#).

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal or line manager.

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

Person Specification

	<u>Criteria</u>	<u>Essential</u>	<u>Desireable</u>
<u>Qualifications and Experience</u>	GCSEs Grade A* - C in Maths and English	✓	
	Right to work in the UK	✓	
	High level of IT and keyboard skills	✓	
	Sound knowledge of internet usage, emails, Word, PowerPoint, Excel and Publisher.	✓	
<u>Skills and abilities</u>	Good inter-personal skills	✓	
	Ability to be adaptable	✓	
	Proficient in taking detailed minutes	✓	
	Ability to relate to young people	✓	
	Well organised with the ability to work under pressure and meet deadlines	✓	
	Able to work on own initiative and as part of a team	✓	
	Effective communication skills, written and verbal	✓	
<u>Knowledge and Experience</u>	Experience of dealing with people and providing customer service	✓	
	Appropriate level of data protection, security and confidentiality awareness	✓	

Rewarding & Supporting Guilsborough Academy Staff

We value our staff and we are very aware that the positive contribution of all staff is a significant factor in the success and long-term sustainability of our Academy. Without the energy, drive and enthusiasm of our staff, the Academy would not be in the successful place it is today or as prepared to face new challenges in the future. We are committed to developing well-being initiatives to support all of our staff and are able to offer:

- **A dedicated staff Wellbeing Committee.**
- **Refer a Friend payment scheme, plus a welcome bonus for your friend**
- **A £1,000 welcome bonus to all new employees**
- **Access to trained staff Mental Health First Aiders**
- **A developmental and supportive culture for continued professional development.**
The academy strives to deliver personalised pathways and opportunities in order to enhance the growth and development of all staff members.
- **A stunning rural location.**
- **HR Services on site.**
- **Eye Tests.**
Reimbursement on eye tests
- **Free annual Flu Vaccinations for all staff.**
- **Access to 24/7 telephone counselling service for staff and their immediate family via Health Assured**
- **Free access to our Fitness Suite.**
- **Pension Schemes.**
GMAT offers a defined benefit pension scheme which is supported by academy contributions as well as those of the employee. GMAT has two pension schemes, the Teacher's Pension Scheme and the Local Government Pension Scheme.
- **Healthy Eating.**
Our in-house catering firm Innovate offer a healthy range of food at both break and lunch-time. Staff are entitled to a free lunch if undertaking an evening duty.
- **Free and secure Car Parking on site.**
- **PTA.**
We have a very active PTA group that all staff can get involved in if they wish.
- **Employee Benefits Scheme**
 - Car Scheme
 - Private Health Care Options
 - Discounts & Cashback Schemes
 - And much more!



Contact Us

Visit us:

Guilsborough Academy
West Haddon Road
Guilsborough
Northampton
NN6 8QE

Call us:

01604 740641

Email us:

info@guilsborough.northants.sch.uk

Visit our website:

<https://www.guilsborough.northants.sch.uk/>

Follow us on our Social Media

