

Keswick School



Sixth Form Learning Supervisor (Yr12)

Information Pack

Permanent appointment

37 hours per week (term-time, plus one week)

Closing Date: 10am Friday 21st January 2022



Welcome

If you are reading this information, you will by now have shown some degree of interest in the post on offer and I hope that the enclosed information will encourage you to apply.

Keswick School Academy is a highly successful coeducational 11-18 comprehensive with excess of 1300 pupils on roll. There are 290 students in the sixth form and 52 boarders. The academy has been recognised under a number of designations including; National Teaching School, Leading Edge, Science Specialist, High Performance and Gifted and Talented SSAT Consultant School.

The academy has 86 well-qualified teaching staff. There is a Senior Leadership Team consisting of the Head teacher, two Deputies, three Assistant Heads and a Business Director. Nearly all teaching staff are Form Tutors and work in support of the senior pastoral staff. The academy has a high reputation for pastoral welfare.

We are a happy, friendly school and, even though large in size, we retain a family atmosphere. As a state boarding school, we are quite literally home to 52 students. Staff, students and parents work together in partnership.

We are dynamic and aspirational, have high ambitions, innovate, take calculated risks and do things our own way.

We have staff who go the extra mile and students who actively participate in clubs, societies, sport, music, trips and visits. We have a clear sense of direction, strong values and a passion for learning.

We want someone to share in our desire to provide the best education for our students and be hungry for the success of the school.

Applicants are asked to provide a letter of application no more than two sides of A4, outlining their suitability for the post. Please complete the application form and return both by the closing date.

I look forward to receiving your application.

Simon Jackson MA(Oxon) MEd FRSA
Head Teacher



JOB DESCRIPTION

Job Title:	Sixth Form Learning Supervisor (Yr12)
Responsible to:	Assistant Head (Head of Sixth Form)
Grade:	Grade 4 points 7 to 10 pro rata
Hours:	37 hours per week, term time only and exam results days in August
Job Purpose:	Supervise a Sixth Form study room offering guidance and encouraging independent learning. Provide administrative support to the Assistant Head Teacher (Head of Sixth Form) and the Sixth Form team.

Regular duties include:

- Supervision of students during their timetabled supervised study periods.
- Attendance:
Collection and collation of absence notes and messages, and register student entry.
Production of attendance and punctuality reports for Head of Year 12.
Maintenance and supervision of signing in and out procedures.
Finding students on non-arrival to lessons.
- Study Support Programme:
Extract information from SIMS and prepare spreadsheet for Head of Year 12 after each data return.
Set up a register of students on the programme and monitor attendance.
Set up tracking and target setting documents, including up-dates following data entries / PPEs.
- Distribution and receipt of Year 12 car forms, maintenance of Year 12 Sixth Form car user list.
- Where necessary, supporting with administration of lockers in the Sixth Form Centre.
- Attendance at Sixth Form meetings.
- Provide supervision from 3.30 to 4.30 in an area designated by the Assistant Head Teacher (Head of Sixth Form) for Year 12 and 13 students in the Sixth Form Centre. *(In unavoidable circumstances there may be a small number of KS3 and 4 students if HOS is on detention rota)*
- Provide advice and guidance for students as requested.

Autumn term duties include:

- Promote Y12 Bursary forms and opportunities.
 - Student Files/Timetables:
Receipt and organisation of files from Year 11 on intake and from Year 13 to store.
 - October Review:
Collection and collation of returns for Form Heads and Heads of Year.
Arrangement of October Pastoral review, including letters and replies.
Completion of follow up action points documents from Form Heads/Head of Year 12/13 notes.
 - Work with Year 13 Learning Supervisor in preparation for the Sixth Form presentation evening.
 - Distribute and administer Year 12 work experience documentation.
1. Liaison with CBEC to ensure health and safety checks are carried out;
 2. Liaison with employees to confirm details of work experience visits;
 3. Liaison with parents to ensure necessary permission has been granted;
 4. Liaison with pupils regarding progress of work experience;

5. Liaison with Form Heads and Head of Year
6. Management of database to monitor progress of individual students;
7. Access to database of employers who will accept Keswick students;
8. Photocopying of documents in relation to work experience;
9. Producing letters in regards to work experience.

Spring term duties include:

- Organise Y12 Parents' evening, including seating plan, letters, booking system (with IT) and attend on the evening (*only if it is in person and not online*).
- External Applications:
Contact point for external applicants, creation and maintenance of enquiries spreadsheet.
Be point of contact for external applicants on Sixth Form Information Evening.
Distribution, receipt and collation of external application form responses via Google Forms.
Processing of applications – sending for references to current school, arrangements for Sixth Form Admission interviews, including tour guides and staff allocation.
Along with the Head of Sixth Form and Year 13 Learning Supervisor, maintain the spreadsheet and all admin relating to external Year 12 intake.
- Year 12 Reports:
Run reports – printing working copies for Form Heads and Head of Year 12, enter corrections, complete final formatting, print and collate for distribution.
- Prefect process:
Assign interviewers (with Head of Year 12) and prepare packs for interviews.
Collate return of materials including interview assessment sheets
Set up and maintain the prefect spreadsheet: interview/selection process and roles assigned.
- Trip administration – Year 12 Oxbridge Conference
- Collate administration for Y12 references requested by external educational providers and employers.

Summer term duties include:

- Distribute materials relating to Year 12 'first day' in September.
- Organise Year 12 registration sessions, teambuilding and rooming for first day back.
- Process responses to external acceptance letters and produce class lists for subject leaders.
- Preparing the draft form groups for the new September intake in collaboration with Head of Year 12.
- Trip administration for Newcastle University open day visits.
- Attendance at GCSE results days in August: collection and collation of results from external applicants and other enquires from them.

Other general responsibilities

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.
- To embrace the ethos and values of Keswick School.
- To appreciate and support the role of other professionals.
- To attend and participate in relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

This role requires a degree of flexibility.

PERSON SPECIFICATION		
POST TITLE: Sixth Form Learning Supervisor		
Attribute/Criteria	Essential	Desirable
Professional Qualifications/Training	<i>This will include</i> <ul style="list-style-type: none"> • A good general level of education to at least A-level standard or equivalent • GCSE English and Maths (minimum C grade or equivalent) 	<i>This may include</i> <ul style="list-style-type: none"> • Child Protection Training
Knowledge & Experience	<i>This will include</i> <ul style="list-style-type: none"> • Working with children and young people of secondary age • Knowledge of data protection and safeguarding • Very good ICT skills 	<i>This may include</i> <ul style="list-style-type: none"> • Experience of working in a school environment • Full working knowledge of policies and procedures relating to child protection
Skills & Abilities	<i>This will include</i> <ul style="list-style-type: none"> • Excellent communication and organisational skills • Ability to prioritise tasks, act on own initiative and meet deadlines • Exceptional listening skills • Good numeracy and literacy skills • Ability to operate within agreed legal, ethical and professional boundaries when working with children and young people 	<i>This may include</i> <ul style="list-style-type: none"> • Ability to help students to self-evaluate their independent learning needs and provide advice and guidance on how to do this
Personal Qualities	<i>This will include</i> <ul style="list-style-type: none"> • Ability to build and form good relationships with students, staff, parents and others • Ability to remain calm in all situations • Be approachable as an individual • To have high expectations of what all children young people are capable of achieving • Have a high level of patience and be able to demonstrate understanding 	<i>This may include</i> <ul style="list-style-type: none"> • Evidence of working within a team • Evidence of showing initiative



The Selection Process

Criteria

Essential criteria as identified by the person specification must be met in full. This includes qualifications, experience and any other requirements needed to perform the role in relation to working with children and young people.

To be successful, you will need to demonstrate that you have these skills during the recruitment process.

Assessment of suitability to work with children

During the selection process candidate's suitability to work with children and young people will be tested. This will be by means of specific questioning based on the essential and desirable criteria identified in the person specification as well as specific safeguarding questioning at interview.

Verification

Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-employment check.

Anomalies

Upon shortlisting, any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview.

This may include unexplained gaps in employment history.

Safeguarding

Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

Sources of assessment

- Application form
- Performance at interview
- Verification of qualifications
- Original documents are required to be presented prior to or at interview when they are identified as essential criteria



Equal Opportunities

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It is the intention of Keswick School MAT that no member of its community will suffer unfair discrimination on the basis of their sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed. Whether they are married or in a civil partnership, pregnant or on maternity leave or propose to, have started or have completed a process to change their gender.

Curriculum

All aspects of the curriculum will be developed in ways that avoid the exclusion of particular groups or individuals for other than sound education reasons.

Behaviour

We expect behaviour to always be impeccable. Intimidating or insulting language will not be tolerated.

Staffing

In recruiting staff, Keswick School MAT will ensure that its practices do not discriminate against candidates or potential candidates in ways that are unconnected with their ability to perform the duties of the post.

Since young people see staff as role models every effort will be made to ensure that equality of opportunity is seen to operate at all levels in all areas of staffing.

The Academy and the Community

The academy enjoys an excellent relationship with the local community and its reputation is high in the district and beyond. This is well illustrated by the presence of over 750 day pupils from out of the catchment area who are in attendance.

The academy is well supported by an energetic Local Governing Body.



By Air: Glasgow International 2 hrs 20 mins
Manchester International 2 hrs 10 mins
Newcastle International 2 hrs
Durham Tees Valley 1 hr 50 mins

