

Bishop Justus CE School

www.bishopjustus.bromley.sch.uk

Application Pack

Sixth Form Manager

Required: Immediate Start





Sixth Form Manager

Bishop Justus Church of England School is seeking to appoint an Sixth Form Manager to assist with the day to day administrative and secretarial duties of the Sixth Form department.

The purpose of the role is to work with students to support academic engagement and progress, including managing workload and reducing barriers to effective study.

This is also to manage the operational aspects of the Sixth Form, from maintaining communication with students in the study centre to organising all events.

Our ideal candidate will:

- Have a flexible attitude;
- Good communication skills;
- A confident telephone manner;
- Good IT skills, use of Microsoft Office required;
- Good time management skills and the ability to prioritise tasks;
- Excellent attention to detail; and
- A good sense of humour.

In return, we offer:

- A happy community committed to the professional development of all colleagues;
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.

As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



THE APPLICATION PROCESS AND TIMETABLE

CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- **Closing date for applications:** 9th January 2025

We reserve the right to withdraw the vacancy, should we find a suitable candidate

SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

INTERVIEWS

Candidates will be invited for interview.

- **Interviews:** 17th January 2025

APPOINTMENT

All candidates will be contacted following interview.

- **Appointment to commence:** Immediate start

APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to recruitment@bishopjustus.bromley.sch.uk.

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.



JOB DESCRIPTION

DETAILS

Job Title: Sixth Form Manager

Aquinas Grade: A7

Hours: Full time (36 hours per week), 40 weeks per year

Contract: Permanent

Accountable to: Key Stage Director

The purpose of the role is to work with students to support academic engagement and progress, including managing workload and reducing barriers to effective study.

This is also to manage the operational aspects of the sixth form, from maintaining communication with students in the study centre to organising all events.

SPECIFIC RESPONSIBILITIES INCLUDE

SUPPORT FOR THE SIXTH FORM STUDENTS

- Oversee students during self-study in the Sixth Form to ensure a purposeful learning environment in line with school policy and have a presence around school.
- Manage Sixth form study-self times ensuring students are following study routines and that the study centre environment is conducive to effective independent study.
- Maintain a positive working environment in Sixth Form study areas.
- Facilitate home-school communication, being main point of contact for Sixth Form students experiencing difficulties.
- Monitor student behaviour, maintain accurate records adhering to the school's systems and manage interventions where appropriate
- Lead Level 3 Impact supports for students who need extra guidance with study routines and managing workloads.
- Communicate with Sixth Form tutors and teaching staff in relation to pastoral and progress related student issues, where appropriate.
- Liaise with external agencies as appropriate.
- Reward positive action and achievement in line with school policies and procedures.
- To develop opportunities to encourage student voice which includes working closely with student leadership team
- Encourage students to adopt good working practices and an appropriate attitude towards the Sixth Form and the School.
- Liaise and meet with parents, as appropriate
- Provide administrative support for the Student Bursary Scheme (in the absence of the Sixth form administrator).
- Leading the UCAS process, ensuring the students and staff are fully informed and supported as required.
- Responsible for ensuring Tutors are moving applications through each day to completion at a steady rate.
- Managing the process of second and third stage checks.



SUPPORT FOR THE KEY STAGE DIRECTOR

- Assist the Attendance Officer with monitoring attendance and punctuality, monitoring lessons and checking the study hub and silent study centre.
- Help creating identity and promoting positive ethos.
- Provide support for the Sixth Form as directed by the Key Stage Director/Co-Ordinator.
- Coordination of student led programmes e.g. mentors, Sixth Form readers, Primary liaison.
- Managing Sixth form events including PPE's, Open Evening and Taster Sessions.
- Managing the sixth Form calendar and other events including induction, recruitment and other day-to-day activities.

SUPPORT FOR THE CURRICULUM/TEACHING STAFF

- Be initial point of contact in relation to student issues.
- Participate in school lead events such as Core RE, visiting external speakers, Induction Evening.
- Ensure all staff receive essential information to enable them to provide best provision for Sixth Form students.
- Be available to subject teachers to support student behaviour and attitudes to learning under the guidance of the Subject Leader and Key Stage Director.

SUPPORT FOR THE SCHOOL

- Help the Examinations Officer preparing and organising students for PPEs and formal examinations.
- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware and support difference and ensure all Sixth Form students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of Sixth Form students out of lesson times, including before and after school and at lunchtimes as requested.
- Accompany teaching staff and Sixth Form students on visits, trips and out of school activities as required.

At Bishop Justus School staff are expected to work in line with the school's Ethos.

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.



PERSON SPECIFICATION

SIXTH FORM MANAGER

QUALIFICATION AND EXPERIENCE	Essential or Desirable
Working in an administration role.	E
Working as part of a team.	E
Handling confidential information.	E
Have English and Maths GCSEs.	E
Safeguarding training.	D
Data protection training.	D
First Aid trained.	D
Handling complaints and concerns from parents and other key stakeholders.	D
Working within a school environment.	E

SKILLS AND ABILITIES	Essential or Desirable
Demonstrate a high degree of literacy skills, including accuracy and sound use of grammar and punctuation in the presentation of written material.	E
Prioritise their workload and complete all tasks required of them.	E
Communicate with people over the phone in an appropriate and engaging manner, effectively answering any questions.	E
Demonstrate an organised and effective approach to handling a demanding workload.	E
Have integrity and maintain confidentiality at all times.	E
Excellent knowledge of Microsoft Office applications.	D
Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community.	D
Ability to communicate effectively with a wide range of people.	E

[e] PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	Essential or Desirable
The ability to work as both part of a team and independently.	E
The ability to maintain successful working relationships with colleagues.	E
High levels of drive, energy and integrity.	E
Dedicated to promoting their professional development and achieving desired qualifications.	E
Able to plan and take control of situations.	E
Capable of handling a demanding workload and successfully prioritising work.	E
A good team player, with the ability to also work on their own initiative.	E
Willing and able to work flexible hours and across a range of work areas to meet	E



A knowledge of health and safety, and equal opportunities in the workplace.	D
The ability to build effective relationships throughout the organisation to inspire trust and confidence.	E



Benefits of Working with Aquinas

LEASE AN ELECTRIC VEHICLE...

We have joined the Octopus Energy Scheme to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car. Available to eligible staff.



octopus
electric vehicles

TREATING YOU AS A PROFESSIONAL...

Aquinas is committed to national and local agreements affecting employment as contained in the Burgundy Book (Conditions of Service) for teachers and Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes salary scales; period of notice and end of contract; maternity, paternity and adoption leave; leave of absence; and annual leave.

HELPING YOU STAY RELAXED...

Working with us gives you discounted access to a range of leisure activities. CSSC is an exclusive membership for public sector employees. For less than £5 a month, families and individuals can save much more on a range of pursuits including...



- Free entry to English Heritage sites for you and your family;
- Discounts on cinema tickets including all top chains;
- Discounted days out, trips and theme parks;
- Subsidised sports training and entry into select events;
- Free health and wellbeing portal for courses, classes & content;
- Savings with online and high street retailers, on local and national gym memberships, restaurants and more.

LOOKING AFTER YOUR WELL-BEING...

We believe well-supported, valued colleagues with a clear and shared purpose are best placed to provide for the emotional well-being of children in their care. Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family

health assured