



**FORT PITT**  
GRAMMAR SCHOOL

# **Sixth Form Manager**

**Candidate Application Pack**

A **Beyond** ACADEMY  
SCHOOLS TRUST

## Contents

## Page

Message from the Headteacher	3
About Fort Pitt	4-5
Welcome from our Chief Executive Officer	6
About the Beyond Schools Trust	7
Job Description	8-10
Person Specification	11
Terms & Conditions	12
Benefits	13
The Recruitment Process	14-15
Advert	16
Our location and living & working in Medway	17

**“A caring and supportive ethos permeates the school. Relationships are exceptionally strong between pupils and staff. Pupils behave extremely well. They are polite, articulate and considerate.”** *(Ofsted October 2022)*



## Message from Nicky Archer, Headteacher

Thank you for showing an interest in the role of **Sixth Form Manager** here at Fort Pitt Grammar School. This is a really important appointment for us and the successful applicants will be integral in ensuring our high educational standards and expectations are met.

Recently described as a “**remarkable place to learn**” (Ofsted 2022), Fort Pitt is also a wonderful place to work. Our staff are proud to work here and we have strived to ensure workload and the wellbeing of staff is a key priority.

Our aim is a simple one; to be the best school in the country, and by that we mean that all of our students receive a better education here than they would if they went to any other school in the whole country. Fort Pitt is a vibrant and dynamic school with high expectations and great ambitions for all of our students.

As a grammar school, academic rigour is part and parcel of our teaching, and we believe that the biggest factor influencing students’ success is the quality of the learning experience they receive both in and out of lessons. We are looking for an outstanding person with the drive, tenacity and commitment to help ensure that student wellbeing is a key focus for the school moving forward.

As a school our popularity continues to grow year upon year, and as a result there will of course be future promotion opportunities for the right candidate. At Fort Pitt the happiness of students and staff is central to what we do. This application pack will only give you a little flavour as to what ‘we are all about’ but it gives a good indication. I believe in all of us working together to ensure the best outcomes for the young people we have been entrusted with. They get one chance to get it right, so it is vital we help them every step of the way. I do expect everyone to work hard, but I also want people to enjoy themselves whilst doing so!

You will find further information on Fort Pitt Grammar School in this pack, on our website, and via our social media channels; visits are also encouraged and warmly welcomed. If you wish to visit please contact my PA **Mrs Mary Burling**, on **01634 842359** or [headteacher@fortpitt.co.uk](mailto:headteacher@fortpitt.co.uk).

I truly believe that Fort Pitt is a fantastic place to work and hope that having read the information, you agree and decide to make an application.

I look forward to meeting you.

Yours sincerely,



**Nicky Archer**  
**Headteacher**



## About Fort Pitt

At Fort Pitt, our values run through everything we do, and reflect our culture of ensuring our girls' happiness is at the heart of all our decisions; they are a set of core beliefs devised by both students and staff, which we feel encapsulates what we wish our students to strive towards during their seven years with us.

# FORT PITT VALUES



Fort Pitt opened as a grammar school in 1984 and is one of the remaining 163 out of 3109 secondary schools. Prior to this it was the first technical school for girls in the country and opened in 1926 serving the communities of Rochester and Chatham. Our history is deep rooted in the local area with its oldest building dating from 1853 when it was a military hospital during the Crimean war and Florence Nightingale's first teaching hospital. Visited three times by Queen Victoria and Prince Albert, the buildings, estate and school continue to be of national historical significance.

**The school's values of 'aspirational, resilient, collaborative, respectful and successful' pervade all aspects of school life. (Ofsted October 2022)**





We are not a 'super-selective' school and accept any student who has passed the Medway 11+ test. We do not rank students according to test scores when awarding places, differing from most other grammar schools. Our oversubscription criteria are very inclusive. The Trustees and Governors are committed to keeping the entry criteria as they are so that more students, including boys, have the opportunity to benefit from a grammar school education at KS5, even if they did not have this opportunity at KS3 and KS4.

We are known for having a strong supportive ethos providing an individualised approach to both pastoral care and academic support. We have a thriving Sixth Form, which became co-educational in September 2013. The school is comprised of five forms of entry in Years 7, 8, 9 and 10 and four in Year 11. The Fort Pitt community is comprised of six houses: Aderin, Angelou, Attenborough, Kahlo, Mandela and Turin. House names were put forward through surveys from both staff and students, and decided through a whole school vote.

At the centre of all that we do is high-quality learning and teaching, whilst maintaining the wellbeing of both staff and students. We have worked tirelessly to ensure teacher workload is as balanced as possible, and that everyone can focus their skill and time on delivering excellent lessons.

Most importantly, Fort Pitt is a supportive, caring, nurturing, challenging and fun place to study and work.



In addition to this we are members of the Beyond Schools Trust, a Trust with a strong belief in the value of lifelong learning, and one that fully prepares children, so they have the skills, knowledge, values and character to be successful in the world beyond our doors. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a happy, supported and motivated team create the best environment and opportunities for students to achieve their full potential.



# Welcome from our Chief Executive Officer

## Welcome to Beyond Schools Trust

We are an ambitious organisation of 5 schools, serving the educational needs of nearly 4,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the Southeast of England.

We employ around 600 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 70 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in this plan, we set out to develop a Trust that fully prepares children, so they have the skills, knowledge, values, and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organization, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and opportunities for students to achieve their full potential.



**Andrew Minchin - CEO**



# About the Beyond Schools Trust

## Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

## Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



## Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be. We will work tirelessly to support them to reach their potential.



**Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ**



**01634 888115**



**[www.beyondschoools.co.uk](http://www.beyondschoools.co.uk)**



**[hello@beyondschoools.co.uk](mailto:hello@beyondschoools.co.uk)**



# Job Description – Sixth Form Manager

## Overall Responsibility

- To support the Head of Sixth Form to ensure excellent levels of student progress and attainment within the year groups
- To support the Head of Sixth Form to facilitate and develop all students' personal development, confidence and esteem

### Supporting students and parents

- Manage, organise and oversee the Sixth Form study and common areas during the school day
- Monitor, intervene, praise and sanction student conduct within the Sixth Form study areas and common rooms
- Track & monitor student attendance and contact students, parents/carers and tutors to promote excellent attendance
- Lead on the Sixth Form admissions process ensuring all administration and protocols are followed
- Lead on the 16-18 bursary scheme ensuring all administration and protocols are followed
- Support Heads of Sixth Form on public results days
- Promote the general progress and well-being of students in Year 12 and 13
- Follow all safeguarding protocols to protect the welfare of all young people
- Promote the Fort Pitt Values

### Supporting the Sixth Form Team

- Support the Heads of Sixth Form to ensure all Sixth Form students are supported pastorally and academically
- Support the Heads of Sixth Form to communicate with students, parents/carers and any outside agencies
- Support the Heads of Sixth Form with the UCAS application process and to lead on all UCAS administration
- Support the Heads of Sixth Form in collecting and presenting student progress data
- Support the Heads of Sixth Form in facilitating the student enrichment programme

### Wellbeing

- Monitor and promote excellent student attendance
- Support the Sixth Form Team to celebrate student success
- Uphold rigorous safeguarding processes
- Support students' mental and physical wellbeing

### Team

- Work collaboratively with the Sixth Form team
- Liaise with Student House leaders
- Support and attend Sixth Form evenings and events
- Support and attend Sixth Form specific assemblies
- Be a team player within the larger support team network to help during busy/emergency situations





## **Generic duties relevant to all members of staff**

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

### **Equality and Inclusion**

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

### **Safeguarding**

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

### **ICT**

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR. All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

### **Health and Safety**

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.



### **Teaching and Learning**

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

**This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Head of People. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.**



# Person Specification

Qualifications	
<b>Essential</b> <ul style="list-style-type: none"> <li>• GCSE level including English and Maths</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Evidence of further training</li> </ul>
Experience	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to challenge and motivate students</li> <li>• Ability to inspire stakeholders</li> <li>• Ability to work as part of a successful team</li> <li>• Initiative</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Involvement in extra-curricular activities</li> </ul>
Professional Knowledge and understanding	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to listen and foster positive relationships</li> <li>• High levels of emotional intelligence</li> <li>• Awareness of child protection and safeguarding</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Successful record of working in a school setting</li> <li>• Up-to-date knowledge of current educational developments</li> </ul>
Skills and Attributes	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Ability to enthuse and engage students</li> <li>• Ability to work successfully as part of a team, sharing good practice</li> <li>• ICT and computing skills</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Experience of raising student aspirations and ambitions</li> </ul>
Personal Qualities	
<b>Essential</b> <ul style="list-style-type: none"> <li>• Drive, grit, innovation and creativity</li> <li>• Enthusiasm, positivity and a sense of humour!</li> <li>• Honesty, integrity and a desire to put students at the heart of all you do</li> <li>• A willingness to 'get stuck in' and help make the school exceptional!</li> <li>• Commitment to inclusion, diversity and equality</li> </ul>	<b>Desirable</b> <ul style="list-style-type: none"> <li>• Ability to be reflective, adaptable and self-critical</li> <li>• Ability to empathise</li> </ul>

**Beyond Schools Trust** is committed to safeguarding and protecting the welfare of children and young people as its number one priority. The commitment to robust recruitment, selection and induction procedures extends to organisations and services linked to the Trust.



## Summary of Terms & Conditions

<b>Start date:</b>	To start as soon as possible
<b>Contract Type:</b>	Full-time permanent
<b>Place of Work:</b>	Fort Pitt Grammar School Fort Pitt Hill, Chatham, Kent ME4 6TJ
<b>Hours &amp; days of work:</b>	37 hours per week, Mon-Friday, term-time plus 1 additional week Monday-Friday 08:00-16:00 - includes a 30-minute unpaid lunch break.
<b>Salary:</b>	Trust salary scale, point 12-19 £24,496 to £27,852 Full time salary Pro rata this equates to £20,976 - £23,850
<b>Holiday:</b>	Entitlement of <b>25</b> days annual leave rising to <b>29</b> days after five years of service – this, together with bank holidays is included in your annual salary as no entitlement to take holiday on a term time only contract
<b>Induction Period:</b>	This post has a 6-month induction period.
<b>Pension:</b>	Membership of the Local Government Pension for support staff
<b>Notice period:</b>	One month to be worked during term-time
<b>Car insurance:</b>	Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability



# Benefits

<b>Benenden Healthcare:</b>	Non-contributory membership of Benenden Healthcare Scheme.
<b>Continuing Professional Development:</b>	A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.
<b>Staff Wellbeing:</b>	Whole Trust approach to well-being.
<b>Pension Scheme:</b>	Support staff with a contract of more than 3 months will be automatically enrolled in the <b>Local Government Pension</b> . Contribution bandings are based on actual salary. Contribution rates from 1 <sup>st</sup> April 2022 are as follows:

<b>Annual Salary Rate</b>	<b>Member contribution Rate</b>
Up to £14,400	5.5%
£14,401 to £22,500	5.8%
£22,501 to £36,500	6.5%
£36,501 to £46,200	6.8%
£46,201 to £64,600	8.5%
£64,601 to £91,500	9.9%
£91,501 to £107,700	10.5%
£107,701 to £161,500	11.4%
£161,501 and above	12.5%

<b>Other Benefits:</b>	Two-week, half-term break in October
<b>Family Friendly Policies:</b>	The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.
<b>Cycle Scheme:</b>	The Trust is a member of the Cycle to Work Scheme.
<b>Car Parking:</b>	Free onsite parking
<b>Catering:</b>	On site catering at affordable prices
<b>Employee Discounts schemes:</b>	Details available upon joining





# The Recruitment Process

**Closing date:** Monday 27<sup>th</sup> March @ 12 noon

**Interview date:** To be advised

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.***

To apply please complete an application form which can be found on the Trust's website - [Our Vacancies | Beyond Schools Trust](#) Completed application forms should be returned by the closing date to [headteacher@fortpitt.co.uk](mailto:headteacher@fortpitt.co.uk)

If you wish to discuss the role, please contact **Mrs Mary Burling** on **01634 842359** or [headteacher@fortpitt.co.uk](mailto:headteacher@fortpitt.co.uk)

## The application form

Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

## Right to work in the UK

Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

## Safeguarding

Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

## CV

We do not wish to see your CV so please do not include it.

## Cover letter

A cover letter can be provided, though not essential. Do keep to a maximum of one page.



**Supporting Statement**

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

**References:**

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

**Additional skills:**

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

**Equal opportunities monitoring:**

This will be kept separate from your application and used only for monitoring purposes by the HR department

**Special arrangements:**

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

**Retention of Personal Information:**

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available on [Our Vacancies | Beyond Schools Trust](#)

**Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

**Criminal Convictions:**

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.



## Sixth Form Manager



<b>Salary:</b>	Trust scale, point 12-19 £24,496-£27,852 Full time Pro rata this equates to £20,976-£23,850 per annum
<b>Hours:</b>	37 hours per week, term-time plus 1 additional week
<b>Start date:</b>	As soon as possible
<b>Location:</b>	Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ
<b>Closing date:</b>	Monday 27 <sup>th</sup> March 2023 @ 12 noon
<b>Interview date:</b>	To be advised

We are seeking to appoint a self-motivated and enthusiastic individual to become an integral member of our successful and happy Sixth Form team. We need someone who can build excellent relationships with our students and ensure that every individual achieves the very best they can.

### To be successful at Fort Pitt, you will:

- Provide exceptional support and challenge to ensure our students make outstanding progress
- Embrace our supportive & warm ethos and culture
- Be a team player but also have the initiative to work independently
- Be willing to get stuck in and offer support to the wider support team
- Enjoy working with young people and have a good sense of humour!

### In return, we will offer you:

- a happy school where all students are enthusiastic and keen to learn
- an incredibly supportive group of colleagues and leaders
- Non-contributory membership of Benenden Healthcare
- Membership of the Local Government Pension Scheme
- a two-week October half term
- Flexible working conditions

Please visit [Our Vacancies | Beyond Schools Trust](#) for a full job description and application form. Completed application forms should be returned by the closing date to [headteacher@fortpitt.co.uk](mailto:headteacher@fortpitt.co.uk)

Visits to the school are strongly encouraged. For further information and to arrange a school visit, please contact **Mary Burling on 01634 842359** or [headteacher@fortpitt.co.uk](mailto:headteacher@fortpitt.co.uk)

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications***

### Safeguarding commitment

Beyond Schools Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share in this commitment. All post holders in a regulated activity are subject to appropriate vetting procedures and a satisfactory "Disclosing and Barring Service (DBS) Enhanced check".

### Equality & Inclusivity Statement

At Beyond Schools Trust we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.



## Our Location

### Fort Pitt Grammar School

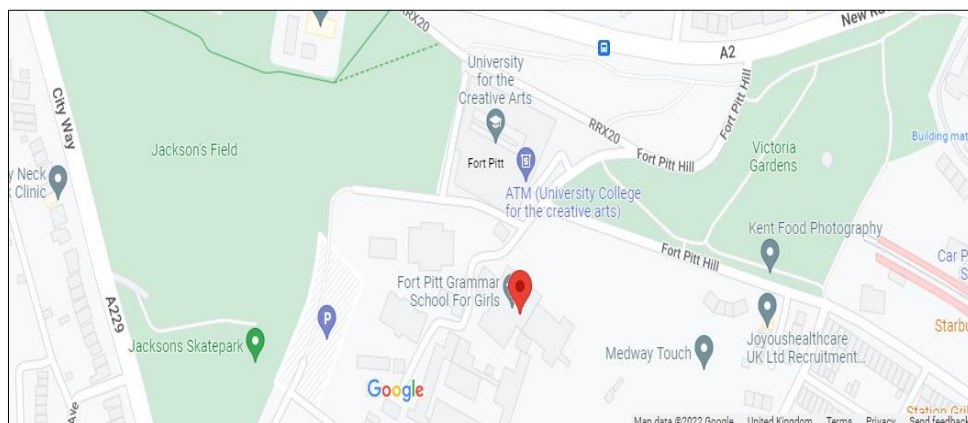
Fort Pitt Hill  
Chatham  
Kent  
ME4 6TJ

Tel: 01634 842359

Email: [office@fortpitt.co.uk](mailto:office@fortpitt.co.uk)

Website: [www.fortpitt.co.uk](http://www.fortpitt.co.uk)

what3words: <https://w3w.co/sofa.land.mime>



## Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

"Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent."

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites. Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and it is home to 4 universities.

