

CANDIDATE INFORMATION PACK



Heckmondwike
Grammar School

JOB TITLE Sixth Form Student Support Coordinator

Are you an organised and approachable individual?

Then this will be the job for you

This post provides a unique opportunity to work within a high-performing and growing 11 to 18 grammar school with a large sixth-form and exceptional students.

We are delighted to have been named Secondary School of the Year for Academic Excellence 2025, Ranked No 1 in the North of England - The Sunday Times Schools Guide 2025

If you are interested in this position then please visit the vacancies section of our website www.heckgrammar.co.uk/vacancies.

Completed applications should be sent by email to: recruitment@heckgrammar.co.uk.

SALARY SCP 3-7 £24,027 – £25,584 pro rata
£21,105.32 to £22,472.99 actual salary

TERM/HOURS 37 hours per week.
8.00am to 4.30pm Monday to Thursday
8.00am to 4.00pm Friday

Term Time only, plus 5 days

We are committed to supporting flexible working and welcome applications from candidates seeking part-time or flexible arrangements.

For the right candidates, we may also consider splitting the role into two part-time positions.

CLOSING DATE 9am Monday 2 June 2025

Interviews scheduled to be held during w/c 9 June 2025

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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HECKMONDWIKE
GRAMMAR SCHOOL

Sixth Form Student Support Coordinator

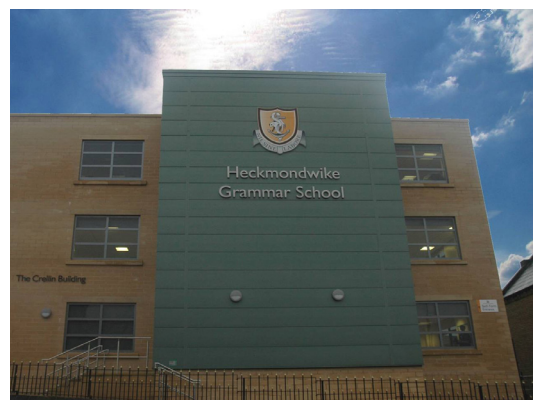
About Us:

At Heckmondwike Grammar School, our motivation is for our students to enjoy their school days and to become thoughtful, articulate, confident and responsible members of society. In order to achieve this, we rely on our staff to work closely with students, parents and teachers to provide a supportive community, keeping the well-being of our students at the forefront of everything we do.

Key Responsibilities

Transition & Recruitment

- Plan and coordinate **Post-16 transition** in collaboration with senior staff.
- Maintain and lead the **Sixth Form Recruitment Calendar**.
- Organise and coordinate **external recruitment events**, including assemblies and careers fairs.
- Lead key Sixth Form transition events:
 - **Year 11 Taster Day (December)**
 - **Sixth Form Experience Day (June)**
 - **Year 12 Induction Trip**
 - **Internal recruitment events** (assemblies, subject information stands)
- Lead the **House and Integration Student Committee** to promote student engagement.
- Oversee the **Year 12 Buddy System**, ensuring smooth peer mentoring.
- Organise and run **Year 12 Transition Network Meetings**.



Student Support & Wellbeing

- Work closely with the **Pastoral Leader** to support student behaviour, attendance, and well-being.
- Conduct **daily lesson attendance checks**, enforcing sanctions for truancy where necessary.
- Monitor and manage **late arrivals**, conducting mid-week and end-of-week checks.
- Oversee **morning registration (8:45 – 9:10)** at the school reception.
- Deliver **AIM** sessions for targeted students under the direction of Academic Leaders.
- Supervise student access and conduct in the **JCC (study centre)**, ensuring a safe and productive environment.
- Manage **laptop distribution** and ensure appropriate use of school resources.
- Utilise **CCTV monitoring** where appropriate to maintain student safety.

Who We Are Looking For

The ideal candidate will be:

Organised and proactive, with experience in student support or pastoral care.

A strong communicator, able to engage with students, parents, and staff.

Confident in handling student behaviour and maintaining a positive learning environment.

Tech-savvy, comfortable using attendance systems and digital resources.

Passionate about education and student development.

Experience in a school or Sixth Form setting is desirable but not essential.

Why Join Us?

- Be part of a **high-performing and supportive Sixth Form team.**
- Opportunities for **professional development and training.**
- Work in a **dynamic and student-focused environment.**
- Make a real impact on students' **academic success and well-being.**

Safeguarding Statement:

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.

Full details regarding our Safeguarding Procedures can be found on our website in the Safeguarding section, alternatively, please contact Recruitment to obtain a copy.

Protection of children:

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.



HECKMONDWIKE GRAMMAR SCHOOL

JOB DESCRIPTION

JOB TITLE: Sixth Form Student Support Coordinator

SALARY: SCP 3-7 £24,027 – £25,584 pro rata
(£21,105.32 to £22,472.99 actual salary)

HOURS OF WORK: 8.00am to 4.30pm Monday to Thursday
8.00am to 4.00pm Friday
Term Time only, plus 5 days

37 hours per week

RESPONSIBLE TO: AHT – Post 16

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Main Duties

A. Pastoral and Student Support Duties

1. Provide a welcoming, supportive, and structured environment in the Jo Cox Centre, ensuring a calm, focused, and productive atmosphere for all students.
2. Build strong, positive relationships with students, offering pastoral support and encouragement to help them manage their personal development and well-being.
3. Supervise and monitor students in the sixth form study areas, registering attendance and following up on absences, including liaising with parents where necessary.
4. Work closely with the Sixth Form Pastoral Leader, Attendance and Health Officer, and other staff to ensure students are engaged and supported.
5. Support students on a one-to-one basis to help them set personal goals, identifying barriers to success and developing strategies to overcome them.
6. Encourage and promote resilience, motivation, and a growth mindset in students, fostering a culture of aspiration, responsibility, and self-discipline.
7. Provide guidance on effective time management, organisation, and personal development strategies, including the development of student resources where appropriate.
8. Act as a key point of contact for students who may require additional emotional or personal support, referring concerns to the Post-16 Pastoral Leader as needed.
9. Ensure student conduct, dress code, and identification badge policies are upheld, supporting students to meet expectations in a respectful and supportive manner.
10. Play an active role in safeguarding, ensuring all child protection policies are implemented appropriately and reporting any concerns to the relevant safeguarding lead.
11. Control and monitor access to the Jo Cox Centre, ensuring only authorised students and staff enter, playing a leading role in safeguarding within the Sixth Form environment.
12. Be a visible and approachable presence in the Sixth Form, creating a safe and inclusive environment where every student feels valued and supported.
13. Supervise the safe and orderly movement of students in and out of study areas, ensuring a calm and structured routine.
14. Coordinate and supervise break duty and lunchtime duty to ensure student safety, welfare, and appropriate conduct during these times.
15. Provide first aid assistance as required, ensuring students receive appropriate care and support in line with school procedures.

B. General Duties

1. Maintain high expectations for student behaviour, engagement, and well-being, ensuring that no student is overlooked or left behind.
2. Support the wider Sixth Form Team in promoting student attendance, conduct, and overall progress.
3. Assist in the organisation and promotion of Sixth Form activities, including outreach and transition events for prospective students.
4. Support the administration of Sixth Form processes, including attendance tracking, data entry, and other administrative tasks as required.
5. Contribute to the overall ethos and values of the school, fostering a culture of respect, inclusion, and aspiration.
6. Challenge and report any discriminatory or prejudicial behaviour, ensuring an inclusive and supportive environment for all students and staff.
7. Assist in maintaining a safe and healthy school environment by adhering to Health and Safety policies and procedures.
8. Undertake any additional duties reasonably requested by the Headteacher or their representative to support the effective running of the Sixth Form.
9. Actively promote and uphold the school's safeguarding responsibilities, ensuring vigilance in protecting students from harm, neglect, and abuse.

This role is pivotal in ensuring that all Sixth Form students feel supported both personally and emotionally, helping them to achieve their potential in a structured and nurturing environment.



Sixth Form Student Support Coordinator : Person Specification

	Essential	Desirable
Qualifications	GCSE's (with a minimum grade C or above in English and Maths).	- Further qualifications (i.e, A Levels, Btec Level 3/ Degree). - Recent child protection training/ qualification.
Skills	- Strong commitment to student well-being and personal development. - Highly effective communication skills. - Confidence to talk to individuals and large groups of students. - Ability to set and uphold high expectations for behaviour. - Confidence to give students instructions and direct students as needed. - Qualified first aider, or be willing to undertake training if not already qualified. - Proficiency in using technology for administrative tasks and record keeping. - Awareness of barriers that young people may face in education.	- Good degree of literacy to be able to support students and promote their literacy and oracy. - Understand the barriers to education that young people face. - Understanding of post-16 education/ A Levels
Personal Qualities	- Organised and able to help students to organise themselves. - Patient and sensitive to the needs of others. - Kind, caring and compassionate. - Self-motivated and be able to work on own initiative. - Has emotional resilience and versatility when working with students with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.	Passion for education, mentorship and helping students achieve their academic goals.

Experience	• Experience of working with young people. • Successful experience of leading, motivating and monitoring others. • Experience of communicating with parents and other stakeholders. • Experience of talking in front of groups of people.	• Experience of working within a secondary school and/or sixth form college. • Experience of working with vulnerable children. • Experience of tracking and monitoring progress. • Successful experience of raising achievement. • Experience of handling and acting upon data.
Other	• Flexible and work as part of a team to achieve a common goal. • Energy, self-confidence and the ability to 'give more' when the occasion demands it. • Ability to contribute to wider school life. • Ability to maintain appropriate relationships and personal boundaries with students.	• Participated in residential or educational visits. • Ability to work under pressure and to meet deadlines.



Ethos, Values & Aims

Ethos

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

Values

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

Aims

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.



STAFF BENEFITS

Detailed below are some of the benefits that will be available to you when you join us.

Pension

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

Training and Development

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings
- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

Parking

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

Cycle to Work Scheme

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

Health and Wellbeing

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs. Good All Round helps cover everyday health expenses, so paying for check-ups and treatment isn't as much of a worry.
- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.
- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.

Social Events

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.
- There are numerous ad-hoc social events throughout the year.