



**RAINHILL  
HIGH SCHOOL**



**RainhillSixth**

CANDIDATE

# RECRUITMENT PACK

SIXTH FORM STUDENT SUPPORT and  
STUDY SUPERVISOR



## LEARN THINK CONTRIBUTE CARE



RAINHILL  
HIGH SCHOOL



# WELCOME FROM THE PRINCIPAL



Thank you for your interest in Rainhill High School. I hope you find this information pack helpful. If you would like to know more about us before you apply please see our website [rainhillhighschool.org.uk](http://rainhillhighschool.org.uk) or alternatively contact [jobs@rainhillhigh.org.uk](mailto:jobs@rainhillhigh.org.uk)

Our school has a long and strong record of academic success and the destinations that our students move onto are strong. Our continued focus is on raising the aspirations, achievements and confidence of all our students to ensure they have the best life chances; that all of our students leave us ready to take on the world with conviction and self-assurance. We make no apologies for having the highest expectations of all our students.

Our curriculum is ambitious. Students are expected to work hard, and this is complemented by our excellent pastoral care, support and guidance. You will find the staff here are determined to support academic achievement but also provide a wide range of enrichment and extra-curricular activities both within and beyond the classroom, ranging from trips to New York to football teams in school; all of which are important in building the confidence, resilience and experiences of every child.

Our school's mission is 'In Pursuit of Excellence' in everything that we do and our core values; Learn, Think, Contribute, Care, embody our determination to ensure that all our students receive a first-class education that enables them to take their place in society with confidence. We are a popular and high achieving school on the edge of Merseyside with a very strong reputation locally and significantly oversubscribed.

I am very proud of the continued success of Rainhill High School.

**Mrs J Thorogood**

Principal

## SIXTH FORM STUDENT SUPPORT & STUDY SUPERVISOR

### Role Overview

**DIRECTLY RESPONSIBLE TO:**

Senior Assistant Principal  
Sixth Form

We are looking to appoint a Student Support & Study Supervisor who can support post 16 learners towards achieving their goals, ensuring they are being prepared for the next stage of education, training or employment and that high quality destinations are being accessed.

**COMMENCING:**

As soon as possible

This will involve pastoral concerns, including those related to attendance, punctuality, motivation, and attitude to learning, to promote a positive and caring culture.

**CONTRACT:**

Fixed term

You will be expected to;

**CLOSING DATE:**

Wednesday 5<sup>th</sup> February 2025  
9am

- Work as part of a team under the leadership and management of the Senior Assistant Principal Sixth Form, to support the attainment of annual key performance indicators (which include recruitment, retention, attainment, progress, Gatsby and destinations).
- To supervise students working in the Study Area, ensuring this is quiet and productive environment
- Lead on employer engagement for all RH6 learners, including the placement of students on work-experience

**INTERVIEW DATE:**

Tuesday 11<sup>th</sup> February 2025

Prospective candidates can  
Visit the school by prior  
appointment by calling  
01744 677205

Previous experience of working in an educational setting would be an advantage but not essential.

This full time position is offered on a fixed term contract until 31<sup>st</sup> August 2025.

**Please return application  
forms to;**

[jobs@rainhillhigh.org.uk](mailto:jobs@rainhillhigh.org.uk)

Stephenson Trust is based in Rainhill, Merseyside and is currently a single school in a multi academy trust. We have several external partners, including Hope University, Ambition Institute, The Fowler Education Faculty, SSAT, Rainbow teaching school hub and the educational endowment fund. We are now seeking to expand in the next couple of years with those who share our desire to provide an excellent education.

If you believe you have the skills and dedication to meet our standards, Rainhill High is the school for you.



***“Staff felt that leaders are supportive of their well-being and cognisant of their workload”***  
**OFSTED**

***“When I started I thought the school was massive and that I would get lost every day  
but you soon find your way, I really enjoy it here”***

**Year 7 student**

***“I go to Zoology club to learn about animals and how to look after them.  
The school has loads of opportunities for you to get involved in”***

**Year 8 student**

***“My teachers are all really helpful,  
if you get stuck they help you to understand”***

**Year 9 student**

***“Leaders follow up on any concerns quickly and effectively”***  
**OFSTED**



# JOB DESCRIPTION



**Post:** Sixth Form Student Support and Study Supervisor

**Grade:** NJC SCP 7-11 £23,031 - £24,877 actual pa

**Contract:** 37 hours per week, Term Time only + 3 weeks (last 3 weeks in August)  
Fixed Term until 31<sup>st</sup> August 2025

**Responsible to:** Senior Assistant Principal Sixth Form

## **Purpose of the Post**

- Support learners towards achieving their goals, ensuring they are being prepared for the next stage of education, training or employment and that high quality destinations are being accessed.
- Effectively address learner issues and concerns, including those related to attendance, punctuality, motivation, and attitude to learning, to promote a positive and caring culture. This includes reporting safeguarding concerns to the school's designated safeguarding lead as appropriate.
- Provide high quality administrative service support for the effective function of RH6 and FEFA
- Lead on employer engagement for all RH6 learners, including the placement of students on work-experience
- To supervise students working in the Study Area, ensuring this is quiet and productive environment
- Work as part of a team under the leadership and management of the Director of Sixth Form, to support the attainment of annual key performance indicators (which include recruitment, retention, attainment, progress, Gatsby and destinations).

## **Specific Duties and Responsibilities:**

1. Oversee that accurate attendance records are made and then follow up on all absences in conjunction with Sixth Form Admin Assistant.
2. Liaise with students and parents / carers in respect of attendance and punctuality issues
3. Supervision of students during their study periods and working alongside the Sixth Form team to ensure that students are maximizing their opportunities for academic success by using their study periods effectively.
4. Conduct one-to-one meetings with all allocated learners throughout the academic year, hold focused conversations, deploy appropriate interventions and target setting to address under-performance and/or further development. This includes contact and/or meetings with parents / carers and other stakeholders as applicable.
5. Ensure the timely completion of any tasks expected of the role through effective time management.
6. Ensure all allocated students log their work experience and non-group enrichment activity and attend careers guidance sessions.
7. Support Learner Voice activity, ensuring learners participate in Learner Voice processes. Administer learner questionnaires and achieving allocated KPIs in relation to the proportion of qualifying learners completing.
8. Address learner behaviour concerns such as lateness in a timely manner in accordance with RH6 policies and procedures, deploying appropriate interventions and recording actions taken and completing behaviour plans if relevant.
9. Consistently apply RH6 standards, encouraging positive behaviour to promote high expectations of all learners and supporting the development of a RH6 culture which is free from bullying, harassment or discrimination.

10. Work with learners to build resilience and find solutions to individual challenges, directing them to relevant RH6 support services, if appropriate.
11. Identify and support internal and external activities and events which provide opportunities for students to further develop their skills, knowledge and social responsibility.
12. Work with curriculum colleagues and student services on the identification and support of 'at-risk' students, implementing appropriate interventions and student support strategies.
13. Monitor progression of learners and provide support with UCAS and other internal/external applications.
14. Use technology effectively to enable independent learning.
15. Take part in internal quality assurance processes and self-assessment process.
16. Maintain strong links with curriculum staff to ensure effective communication of key messages.
17. Promote high participation in personal development activity for all learners, particularly those from disadvantaged backgrounds, to ensure all benefit from opportunities and experiences.
18. Ensure up-to-date and locally relevant career guidance is accessed to provide information about potential next steps, promoting progression to high quality destinations.
19. Participate in the development of internal and external partnerships to enrich personal development sessions to enable learners to develop knowledge and skills beyond the qualification.
20. Use progress information to highlight underperformance to target timely, appropriate intervention strategies.

#### **General Duties**

- To prioritise own workload, work to pre-determined deadlines and to comply with relevant legal requirements.
- Participate in parents' evenings, school liaison work, meetings with parents and employers as required.
- Assist in admissions activities such as open events, learner experience days and employer engagement events.
- To provide advice and guidance to staff and others to undertake administration procedures.

#### **Additional Duties**

- To be willing to be trained as, and to be one of the school's First Aid Officers
- To undertake such additional duties as are reasonably commensurate with the level of this post, as directed by the Senior Assistant Principal Sixth Form /Chief Finance and Operating Officer.

#### **Review of Performance**

Performance Management reviews will focus on the post holders' responsibilities. There is recognition that however good we are at our jobs, we should embrace the notion of 'continuous improvement'

#### **Generic responsibilities:**

- To work consistently to uphold school's aims and standards.
- To work in a co-operative and polite manner with all stakeholders.
- To work with students in a courteous, positive, caring and responsible manner at all times.
- To take an active and positive role in the school's commitment to the development of staff, and their annual review procedures.
- To uphold all school policy and procedure towards safeguarding and promoting the welfare of children and young people.
- To be aware of GDPR regulations and responsibilities
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To seek to improve the quality of the school's service.
- To present oneself in a professional way that is consistent with the values and expectations to the

school. The appearance of all staff should at all times be supportive of school policies for the students, e.g. professional, and appropriate, appearance at all times including when out of school, e.g. trips, CPD etc.

The post is subject to a satisfactory Disclosure & Barring Service check.

The details contained within this job description reflect the content at the date it was prepared. However, it is inevitable that, over time, the nature of the job may change. Existing duties may no longer be required, and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult the postholder/s at the appropriate time.

# PERSON SPECIFICATION

Criteria	E/D	
<b>Qualifications</b>		
Good standard of education up to GCSE or equivalent - Excellent literacy and numeracy skills	E	A/I
At least Level 3 qualification in relevant subject area	E	A/I
<b>Knowledge and Experience</b>		
Knowledge and IT experience of Microsoft Office systems	E	A/I
Ability to demonstrate experience of mentoring learners	E	A/I
Previous recent experience working within an Education or Youth setting	D	A/I
Comprehensive experience within a Learning Support Environment	E	A/I
Understanding of the range of needs of learners in an educational setting	E	A/I
Able to demonstrate a commitment to and awareness of the importance of Safeguarding	E	A/I
<b>Skills and Abilities</b>		
Ability to determine priorities and make decisions, supported by excellent organisational skills.	E	A/I
Excellent communication and interpersonal skills	E	A/I
Ability to manage multiple tasks in a fast-paced environment	E	A/I
Demonstrate a good level of IT competence. Must be able to navigate the Internet and Intranets as well as being willing and able to learn how to use new IT packages and systems	E	A/I
Ability to work independently and as part of a team in order to deliver individual and team objectives	E	A/I
Identifies opportunities to improve and develop existing practices.	E	A/I
Proactive, self-motivated and committed to continuous personal and professional development	E	A/I
Able to connect with young people in both group and one to one situations and display empathy	E	A/I
A commitment to the RH6's culture which places people at the centre of everything we do	E	A/I
A commitment to the established ethos of the organisation as a partnership between learners, staff, governors, employers, parents and other stakeholders	E	A/I
The promotion of high professional, moral and personal standards in all aspects of the organisation, subscribing to the Nolan Principles	E	A/I
The continuous pursuit of high standards and excellence in all services provided by the organisation.	E	A/I
A commitment to ensuring that all members of the organisation are valued, motivated and encouraged.	E	A/I
<b>Commitment to Equal Opportunities</b>		
Ability to understand and demonstrate commitment to equality and diversity	E	A/I

E =

E = Essential element of the role D = Desirable element of the role A = Assessed via the application form I = Assessed at Interview T = Task

## GUIDANCE FOR COMPLETING YOUR APPLICATION FORM

Your application form should be submitted to the school by email to the school's job vacancies email address provided, or by hard copy to the school postal address. Your application consists of two parts; the application form and the optional Equal Opportunities form.

Your application form will be used to measure you against the essential criteria as identified on the person specification. This is your opportunity to sell your skills, abilities and experience. It is important that you read the job description and person specification carefully and ensure that your application is tailored to the role you are applying for. You may also wish to submit a covering letter outlining how your career to date has prepared you for the post.

Take time to check your application form to ensure that you have completed all sections. Also check for any spelling and grammatical mistakes.

The Equal Opportunities form will be used to assist in monitoring the effects of the school's equal opportunities policy in recruitment and selection and will help us to develop and improve.

If you are applying for a post that includes working with children or vulnerable adults, please include the date that you left secondary education. We may contact any of your previous employers to confirm information provided in your application.

**Section 6:** This is your opportunity to demonstrate to the shortlisting panel how you meet the essential criteria of the person specification. Use specific examples and evidence of your skills, abilities and experience to demonstrate how you meet the criteria.

**Section 7:** Please provide details of two referees, one of whom must be your current or most recent employer. Referees cannot be relatives or people writing solely in the capacity of friends. If you are applying for a post which involves working with children or vulnerable adults and you are not currently working with children or vulnerable adults, but have done so in the past, please provide details of the most recent employer of this type of employment.

**Section 14:** In line with the statutory guidance document Keeping Children Safe in Education (2023) the trust will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview.

You are required to sign the form to confirm that the information you have provided is accurate and true. Providing false or misleading information could result in your application being rejected, a conditional offer being withdrawn or lead to disciplinary proceedings which may result in dismissal. If you send your application by email, it will be deemed that you have signed the declaration. You will be required to sign a copy of your application form if you are invited for interview or if you are offered the post subject to further checks.

Application forms should be returned to [jobs@rainhillhigh.org.uk](mailto:jobs@rainhillhigh.org.uk)

Please note it is our policy to retain all application forms for unsuccessful applicants for a period of six months, after which time they are securely destroyed.

Click here for [Non-Teaching Application Form](#)



# OUR PARTNERS



Founded in 2015 by former Liverpool and England striker, Robbie Fowler, The Fowler Academy's results are impressive. Receiving glowing reports from OFSTED and Pearson qualifications, The Fowler Academy were awarded 'Most Inspirational Post 16 Provider in 2019's Educate Awards and were shortlisted in the 2021 TES Awards, as best national provider and have recently moved to their new home, the former first team training ground for Liverpool FC, Melwood.

Partnerships with the LFC Foundation and Rainhill, The Fowler Academy's blended offer of football and post 16 education is both exciting and innovative, ensuring excellent outcomes for students.

