



GUMLEY HOUSE
SCHOOL FCJ

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Application Pack

Sixth Form Study Supervisor & Administrator

(Fulltime (36 hours), term time only plus two weeks (40 weeks), pro rata)

We are seeking to appoint a proactive, reliable self-motivated colleague as study Support Supervisor in our outstanding Sixth Form study centre.

Required from
January 2023

Salary Scale:
Scale 5 Point 11-15 (£27,357 - £29,214), pro rata

Gumley House School FCJ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



STEPHEN BYRNE
Headteacher



www.facebook.com/gumley.house



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www.instagram.com/gumley.house



www.gumleyhouse.com/LinkedIn



Thank you for your interest in joining our school community here at Gumley House.

If you spend a day at Gumley House you'll understand what '*ethos*' means. Our school *really* is distinctive in the way it delivers an innovative and impacting education for our students.

I am very proud to be the Headteacher of Gumley House School and it gives me great pleasure to welcome you to our school. Thank you for taking the time to visit our school website and to explore more about joining our hardworking and caring community. I hope the information you find in this pack provides you with all the information you need about our Gumley Family.

Gumley is a Catholic school and Sixth Form Centre committed to academic excellence and firmly rooted in the tradition of the Faithful Companions of Jesus. We are a happy and high-achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

We firmly believe that a serene and happy student is one who will succeed at study, and our pastoral programme is directed to that end. Our school motto is 'Vive ut Vivas', which means 'Life in all its fullness'. That's what we want for every single young person we serve. We want every person who joins Gumley to enter into a relationship with the Christ who demands excellence whilst demonstrating compassion and forgiveness when necessary.

Please do not hesitate to contact the school at any point on your journey of discovering more about a career at Gumley.

With every best wish,



Founded 1841

180 years of outstanding Catholic education

Gumley is a school with a long tradition of educating girls (and boys in the Sixth form) to make a difference to our world. The school was established in 1841 by Marie Madeleine d'Houet, foundress of the Faithful Companions of Jesus (FCJ) an international society of Catholic sisters working in many parts of the world. In the UK there are five FCJ schools; each with its own identity but bound together by the tenets of the FCJ Philosophy of Education based on Ignatian principles.

Six core FCJ values of companionship, dignity, justice, hope, excellence and gentleness are at the heart of our work with young people and with each other.

Gumley is a vibrant learning community where students and staff learn and thrive together. The ethos of academic excellence and whole person development prepares our students to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning. We embedded Mandarin in our curriculum in 2008 resulting in 'Confucius Classroom' accreditation and provision of Mandarin teaching to support primary schools. The forward looking MFL department also teaches Spanish, French and Italian.

Our students are provided with a broad and balanced curriculum which recognises the importance of creativity and the arts as well as making sure that maths and science are taught by well qualified specialist teachers.

As an oversubscribed non-selective girls school at KS3 and KS4 we have a wide catchment area with girls coming from 70 primary schools across west London. There are 52 ethnic groups represented in the school and 67 languages other than English. Our students are supported by an outstanding pastoral team led by one of our Assistant Headteachers who work with Heads of Year, Pastoral Managers and School Counsellors to provide a safe environment for all to flourish.

Gumley's academic results reflect our tradition of achievement, the students' high levels of ambition, parental support, as well as the challenging teaching and dedication of the staff. The vast majority of our students are accepted at their first choice university including Oxbridge, reading a wide variety of subjects. Some also attain scholarships or high level apprenticeships with companies such as SKY.

At the heart of our education is the belief that whole person development is paramount. Thus we strive to provide our students with inspiring opportunities and a wide experience through extra-curricular activities.

Gumley is situated on a beautiful site with excellent facilities. This creates a peaceful uncrowded environment in which our students are encouraged to live by our motto: 'Vive ut Vivas' - 'Live that you may have Life' and grow into their best self.



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Job Description

Job Title:	Sixth Form Study Supervisor
Line Manager:	Director of Sixth Form
Salary Scale:	Scale 5: point 11-15 36 hrs per week 38 weeks (term time only) + 2 weeks

Main Purpose of the Role

- To provide first class administrative support to the teaching and support staff, in line with the school's vision and values.

Specific Duties and General Responsibilities

- To work closely with the Director of Sixth Form and other school staff in identifying barriers to learning for students.
- Promote independent silent study amongst Sixth Form students during private study sessions.
- Register student attendance in their allocated study periods and follow up and monitor any absence with the support of the Deputy Head of Sixth form.
- Develop positive relationships with students, managing them to ensure there is a positive working atmosphere.
- Communicate effectively with Sixth Form staff to ensure that learning, pastoral and attendance issues are adequately dealt with.
- Support students with university and employment applications.
- Work with individuals as directed and on your own initiative, according to your own skillset, in order to support their literacy and/or numeracy skills.
- Communicate with teachers in order to ensure students use their study time to best effect.
- To liaise with Consortium schools over matters relating to achievement and pupil numbers in the Sixth Form.
- Actively support and promote the Catholic and FCJ ethos of the school.
- Communicate with administrative staff in order to identify absent staff and notify students of these absences
- Ensure that cover work is made available to students during their study periods. Ensure work is collected as requested and returned to staff.
- Communicate with teachers to ensure that we continue to stock up-to-date books and periodicals which best support student studies.
- To attend and contribute to conferences, PEP meetings and meetings about student progress, when required.
- Liaise with the main school librarian in order to purchase new stock, catalogue it and promote it to students.
- Ensure that University, Careers and Destination materials are displayed and shared with students as required.
- Manage display areas to promote the Sixth Form and relevant school activities.
- Respond to student feedback to develop ways in which they can constructively use the space and resources.
- Prepare facilities and promote the Sixth Form at Open Evenings.

- Attend visits and trips, whether whole school or departmental.
- Attend staff training events.
- To support Director of Sixth Form with transition events, to include the induction programme.
- Supervise after-school study as required.
- Support the Sixth Form team with PSHE days and administrative tasks.
- Invigilate internal mock exams and external exams as necessary
- To work with the Sixth Form Team and external agencies in the organisation of enrichment placements.
- Undertake administrative tasks as required by the Sixth Form Team and Senior Leadership Team.
- Treat people fairly, equitably and with dignity and respect, to create and maintain a positive culture within the school.
- Motivate and work with others to create a shared culture and positive climate.
- Manage one's own workload and that of others to allow an appropriate work/life balance.
- Be aware of, and adhere to, policies and procedures relating to Safeguarding, Child Protection, Health and Safety, Confidentiality and Data Protection, reporting all concerns to the appropriate persons.
- Contribute to the wider life of the school.
- Undertake any other duties and responsibilities as required that are covered by the general scope of the post.
- To establish and maintain good relationships with all students, parents/carers, colleagues, suppliers, contractors and other professionals.

This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as the Headteacher may reasonably direct from time to time.

General Requirements

- Take part in the school's performance management system.
- Enhanced DBS Check.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- To participate in school emergencies as required, including co-ordinating arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
- To attend training sessions and meetings as required.

How to Apply

Details of the school are available on our website www.gumleyhouse.com where you can download an application form and email it to Donna Godwin, PA to Headteacher at dgodwin@gumleyhouse.com

Deadline for applications: applications will be considered upon receipt and candidates will be contacted on a rolling basis. Please note that only shortlisted candidates will be contacted and the date for interview discussed then. All appointments are subject to a satisfactory, enhanced DBS check.

If you require any further detail about the role or application process, please contact Mrs Godwin at dgodwin@gumleyhouse.com

PERSON SPECIFICATION

Sixth Form Study Supervisor & Administrator

Experience

	Essential	Desirable
Have experience in a similar role	✓	
Have experience of motivating and supporting students	✓	
Have experience of stock or resource management	✓	
Education to degree level	✓	

Knowledge

	Essential	Desirable
Have a good understanding of safeguarding procedures	✓	
To have an understanding of effective working relationships with young people	✓	
Knowledge of Data Protection Legislation		✓

Skills & Qualities

	Essential	Desirable
Have good communication and interpersonal skills	✓	
Have a positive, professional, responsible and helpful attitude to work, colleagues and students	✓	
Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues.	✓	
Ability to build effective working relationships with a wide variety of individuals.	✓	
Ability to communicate effectively both orally and in writing with students, staff at all levels, governors and outside agencies.	✓	
Good ICT skills; working knowledge of Microsoft Windows applications including Word and Excel, ability to access web based information.	✓	
Excellent organisational skills	✓	
Have high professional standards	✓	
Ability to handle people at a variety of levels with politeness, sensitivity, tact and the need to respect confidentiality	✓	

	Essential	Desirable
Ability to ensure the School's Catholic ethos and FCJ values and held in high regard and reflected in daily interactions with all school stakeholders.	✓	
Professional demeanour, good inter-personal skills and ability to deal with various members of public, staff, governors and visitors to the School.	✓	
Patient, flexible and adaptable, meticulous and conscientious	✓	
Willingness to participate in development and training opportunities.	✓	
Ability and willingness to work in a flexible manner.	✓	

