



Wycombe High School

~ Girls' Grammar School ~



At Wycombe High
we look beyond

Appointment of **Sixth Form Study Supervisor**

REQUIRED for September 2023

Bucks Pay Scale 3, pt 16 - pt 20 (currently £24,310 - £26,295, pro rata for term time and/or part time hours)

Full or part time, 39 weeks per annum



Mind 2021-2022 Silver Award Winners

There is also an extremely generous pension scheme for staff at Wycombe High School

APPLY AT WWW.WHS.BUCKS.SCH.UK/VACANCIES

**Wycombe High School:
The Sunday Times Parent Power
'Secondary School of the Year 2023'**





The Role

This is an exciting new position we have introduced, to build capacity within our Sixth Form Team.

We are seeking to appoint a Sixth Form Study Supervisor to oversee supervised study for Years 11, 12 and 13, promoting a positive learning culture for all.

In addition to supervising personal study sessions, the successful postholder will be an excellent administrator, able to support the team with admissions and events administration, plus communication with students and parents.

This role will suit an adaptable, proactive individual who enjoys supporting others to ensure the best outcomes for our students.

Full job description can be found on the school website

KEY DATES:

Deadline for applications

Wednesday 21 June 2023, 9:00AM

At Wycombe High School, staff well-being is at the top of our agenda. We are proud to work alongside Mind, the mental health charity, and in 2021-2022 we received the Silver Award which is given to employers for:

'making demonstrable achievements in promoting staff mental health, demonstrating progress and impact over time'

This is a great opportunity to work in a friendly, vibrant, outstanding all girls' grammar school, voted the Sunday Times Parent Power 'Secondary School of the Year 2023'.

Apply here:

[Support-Staff-Application-202209.doc \(live.com\)](#)

Interviews will take place:

Week commencing 26 June 2023



The Person

We are looking for the right person to fill this vacancy; you are looking for the right school to work in. The characteristics that we are looking for include:

- Educated to level 3 or above
- Experience of working in a school environment and/or interacting with teenagers would be desirable
- Competent administrator with good ICT skills
- Proactive and able to work on own initiative
- Ability to work as part of a team
- Keen to help provide the very best study environment for our students
- Excellent communication and inter-personal skills
- Able to demonstrate a positive approach and contribute to providing a joyful and supportive environment for our hard-working students
- Committed to the ethos and values of Wycombe High School

Apply here:

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How To Apply?

The application form can be found on our website:
<https://www.whs.bucks.sch.uk/about-whs/vacancies>

To apply for this post, please complete the application form in which you should:

1. State your reasons for applying for this post
2. Outline the experiences that you believe have prepared you for this post
3. Describe the skills and strengths that you will bring to the school, paying particular attention to the person specification above.

Please note that the application form must be completed in full. It is not sufficient to substitute a C.V. for all or any part of the form.

You are welcome to telephone or e-mail the school to ask for clarification of any matters in this booklet or if you have queries on how to complete the application form.

SEND COMPLETED APPLICATION VIA EMAIL TO:

Mrs N. Renyard, Headteacher,
Wycombe High School,
Marlow Road,
High Wycombe,
Bucks, HP11 1TB

Email: hr@whs.bucks.sch.uk

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REFERENCES

Please note that it is our practice to take up references before shortlisting for interview. If you would prefer us not to do so unless you are shortlisted, please indicate this clearly in your application. Current and previous employers will be contacted as part of the verification process pre-appointment checks.

When an applicant is short-listed, any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview. Your referees should include your most recent employer. References from relatives or friends are not acceptable.

SAFEGUARDING

Wycombe High School is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake a criminal record check through the Disclosure and Barring Service (DBS). HR will carry out an online search on shortlisted applicants.

Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people.

All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

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Pay and Conditions

Bucks Pay Scale 3, pt 16 - pt 20
(currently £24,310 - £26,295 pro rata for term time and/or part time hours)
Term time, 39 weeks per annum



Non-teaching staff are auto-enrolled in the Local Government Pension Scheme, a scheme which offers exceptional employer contributions and benefits. (22.8% employer contributions)

We also provide an Employee Assistant Programme for staff, a completely free service giving staff 24/7 access to counselling, plus legal, medical and financial advice and support.

EQUAL OPPORTUNITIES

Wycombe High School is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

Attention will be paid to the importance of equal opportunities education in both the formal and informal curriculum and our curriculum will be reviewed at frequent intervals to ensure that this policy is reflected in practice.

The Headteacher is responsible to the Trustees for monitoring this policy.

The school operates an Equality Cohesion Scheme.

SMOKING AND ALCOHOL

The school operates a no-smoking policy. Smoking is not permitted at any time on the school site.

The consumption of alcohol on the school site is not permitted during the hours of the time-tabled school day and thereafter only at the Headteacher's discretion during authorised school events.

DRESS CODE

The school has a dress code for staff: staff should dress in a business-like and professional manner, similar to the dress styles which are the norm among service industry professionals who regularly meet the public, such as bank staff.



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Benefits



Working In Partnership With Mind

We have worked alongside Mind (the mental health charity) since 2018 and have been awarded their Silver award for employers who have :

'made demonstrable achievements in promoting staff mental health. They are organisations who have demonstrated progress and impact over time'



Disability Confident Committed Employer

A guaranteed interview for applicants who meet the minimum shortlisting criteria.



Employee Assistant Programme

This is a free, independent, confidential service for staff, their partners and dependents up to the age of 21, giving 24/7 access to counselling, legal, medical and financial advice and support.



MHFA England

Mental Health First Aiders

We currently have five trained members of staff who are available to offer support and guidance to employees who need it.



Domestic Abuse Champion

A fully trained member of staff is available onsite, signposting to specialist services or organisations.

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Benefits



Onsite Car Parking

Car park facilities are onsite, freely available to all staff at no cost.

Pension

Generous Employer Pension Contributions (**22.8%** employer contributions)

Non-teaching staff are auto-enrolled in the Local Government Pension Scheme which offers exceptional employer contributions and benefits.



Cycle Scheme:

A tax-free benefit for all staff, enabling them to purchase a new cycle or e-bike via salary sacrifice.

Staff Wellbeing Initiatives:

We have a thriving Staff Association, and five Mental Health First Aiders, who organise social events for school employees such:

- * Christmas Party
- * End of Term Celebration
- * Yoga (subsidised, onsite classes)
- * Two Academy Days
- * Social breaktimes, with food provided to staff
- * Onsite subsidised canteen
- * Corporate leisure centre membership (reduced cost to staff)
- * The Virtual Staffroom: a platform for staff to keep connected online
- * Bingo!
- * Ten Pin Bowling
- * Book Club
- * Inset Day wellbeing sessions (e.g. staff quiz, nutritionist talk, Army team-building day, menopause workshop...)

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WYCOMBE HIGH SCHOOL

At Wycombe High School, we

Look beyond the traditional grammar school.
Look beyond league tables and examination results.
Look beyond stereotypes and conventions.
Look beyond a world where futures are fixed.

At Wycombe High, we *look beyond*.



Marlow Road, High Wycombe
Buckinghamshire HP11 1TB

T: 01494 523961
Email: hr@whs.bucks.sch.uk

Visit our website at:
www.whs.bucks.sch.uk

Follow us on Twitter @WycombeHighSch

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