



RECRUITMENT PACK

SIXTH FORM SUPERVISOR



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Welcome from the Executive Head Teacher

Dear candidates

Thank you for your interest in Claremont High School. I am delighted you are considering being a part of our School. Claremont High school founded in 1930 by the Middlesex County Council, and was one of a number of new schools built by the council between the wars in the rapidly developing outer suburbs of London. Claremont is now a multi-specialist school. In 2012, the school gained academy status, joining many other local schools. In the autumn term of 2017 Claremont High School Academy formed a MAT. A Multi Academy Trust (MAT) is a group of institutions who see the benefit of working together with other schools in a more formal arrangement. All academies within a MAT are governed by one trust and a single board of Directors. This is the organisation that runs a number of academies under a single charitable company.

As a member of our team, you would play a pivotal role in supporting the school to deliver an uncompromised curriculum and life enriching opportunities, together with extraordinary care and support.

As a School, we are expertly placed to enable our students to flourish whilst also ensuring they are well equipped to understand and meet the challenges they face with empathy and humility. Our staff know and understand each student to enable them to find their place in the world.

We are a very popular choice for parents / carers and currently have 1643 pupils. I am very proud of our whole school community; it is a wonderful place where everyone enjoys learning and are effectively supported to maximise their potential. Our teaching and learning staff are very committed to the children and young people and strive to bring out the very best in all of them. We work extremely hard to support all our children and young people to develop the skills they will need for the future.

Our aim quite simply is “To prepare our students to reach their full potential”. We know that we are very successful in doing this because we have students, staff and parents who are totally committed to our core values of *Excellence*, *Respect*, *Aspiration*, *Enjoyment* and *Perseverance*. These are the values that are celebrated and upheld across the academy so that students of all ages and abilities are able to make exceptional progress academically, socially and personally. It is the strength of these core values that has led students to make an excellent and smooth transition from their much-loved primary schools, so they achieve excellent GCSE an A Level results. This enables them to make the transition to top universities and colleges and to secure excellent professional careers in fields such as Medicine, Finance, Law, Teaching and Business. Many have achieved sporting success well beyond the school environment and others have found true excellence in performing and the visual arts.

When it comes to academic achievement, our goal is nothing short of excellence across all three of the key stages. Pupils are able to achieve excellent results because we set the highest expectations in learning and behaviour and we provide them with a broad, balanced and enriched curriculum that meets their needs and aspirations. We have a dedicated and passionate team of well qualified and highly skilled staff who provide outstanding teaching, and this is reflected by our excellent GCSE and A-Level results which remain significantly above national averages in all headline measures year on year. This was further validated by Ofsted in both 2015 and 2010 when we achieved Ofsted Outstanding gradings, an endorsement of everything we do at Claremont.

Alongside our reputation for academic excellence, we also pride ourselves on our outstanding pastoral care, providing a very positive environment in which students thrive. As each new student joins us, we take the time to build a genuine partnership between family and school. You can be sure that your child will be nurtured and enriched in a supportive and challenging academic environment.

Our team is diverse with a healthy mix of youth and experience, with relationships between staff, students, and with parents, extremely positive and caring. Key to this are our core values of respect for ourselves, our peers and our community, whilst aspiring to achieve the best we can in our relationships and our interests.

We are committed to ensuring that the talents of all students are recognised and encouraged. Students benefit from first-class facilities and an exciting range of extra-curricular activities which develop confidence and skills for lifelong learning beyond the classroom.



N. Hyde-Boughey
Executive Headteacher

Chrysalis Multi Academy Trust

A Multi Academy Trust (MAT) are institutions who see the benefit of working together with other schools in a more formal arrangement. All academies within a MAT are governed by one trust and a single board of Directors. This is the organisation that runs a number of academies under a single charitable company. The board of Directors is responsible for decisions relating to how each academy is run, however, each individual academy retains its own governing body and the Trust delegates some of its functions to the governing body.



Background on our CMAT:

Chrysalis Multi Academy Trust (CMAT) was founded in 2017. It is a MAT for local schools and we have exceptionally high ambitions for anyone and everyone we work with. Currently, we have joined with Sudbury Primary School.

CMAT 'Our Shared Vision':

High quality education is the heart of everything we do at CMAT. This is because we know that an outstanding education unlocks the potential of all learners and provides them with a wealth of opportunities regardless of their backgrounds or their individual starting points. We believe that every young person, regardless of where they came from, or their ability or personal needs is deserving of a world class education experience at CMAT. By ensuring that every young person is given this opportunity we can enable them to achieve their full potential and to prepare them to be successful in adult life and in an ever-changing world.

Quality education is the hallmark of a forward thinking and highly cohesive society.

Excellence: appointing the best staff who are innovative, skilled and whose enthusiasm for facing the challenges of education in the 21st century is unparalleled, and to continue to provide opportunities for continuous professional development for all our staff.

Responsibility: provide a safe and secure environment where individual learners thrive as confident, independent citizens, who are accountable and reflective about their actions and decisions.

Respect: fostering genuine community cohesion and a set of traditional values based on discipline, respect and compassion, where we value the unique contributions of parents and carers and the wider community.

Aspiration: providing a broad, balanced and challenging curriculum through innovative and quality teaching, strengthened by our exciting and all-inclusive approach enabling us to be at the forefront of educational development.

Perseverance: providing challenging and rigorous standards of academic achievement, enabling pupils to make choices for future learning based on a range of academic and applied skills.

At CMAT we ensure that all of our learners know and understand the values that they bring to their success and the added value that is brought by others. In this way we strive to create a learning community that is built upon the foundations of fairness, cohesiveness, challenge and resilience, productivity and innovation.

We expect learners of CMAT to be confident to compete with their local, national and international peers.

Underpinning our vision and mission statement are our core values which have been defined by all of our staff and governors and which capture the values of all of our schools: Excellence, Responsibility, Respect, Aspiration and Perseverance. These expectations underpin everything we do and we are very excited to work with our partners who share this ethos.

Six key principles of the CMAT:

Equity: Total commitment to working together to improve the life chances of all learners through high expectations of the performance for all

Learning: High quality teaching and learning for all key stages

Leadership: Rigorous leadership that has an impact at all levels

Curriculum: Positive growth mindset so that we are consistently developing, achieving strength through challenge, and creating opportunities for all

Professional Development: High quality training and professional development for staff and governors

Communication: Positive professional relationships between all staff and all stakeholders.



CMAT SCHOOLS



Our primary school

Sudbury Primary School



Our Vision at Sudbury Primary School; *'Working together in harmony to develop confident, well-educated learners with healthy minds and bodies, who are independent, resilient, motivated and committed to lifelong learning,'* reflects our aspiration for our pupils to work together and be the best that they can be, this applies to every pupil who attends our school.

The school values: Respect, Responsibility, Honesty, Kindness & Courage are celebrated and upheld across the school so that pupils of all ages enjoy learning and developing the skills they need to achieve even more success through their transition to high school.



Our modern, world-class learning environment is exceptional, this enables the school to provide an outstanding Music and Computing Suite, an exclusive Drama Studio, a well-resourced Library, and a Nature Garden to name just a few.

Teaching and learning at Sudbury is outstanding, and this is something that we are very proud of. It is this that makes such a difference to the engagement and success of all our learners and ensures that we can provide a first-class education for all.



Whole School Vision

Working together in harmony to develop confident, well-educated learners with healthy minds and bodies, who are independent, resilient, motivated and committed to lifelong learning.



What we offer...

Thank you for your interest in working for Claremont High school Academy and considering us as your potential new employer.

Claremont High school Academy is a values driven organisation and our values are at the heart of everything we do - **Excellence, Respect, Aspiration, Enjoyment and Perseverance.**

We focus on recruiting people who are aligned to our core values as we know that this is the foundation of success for our academies and our students.

Our staff really matter to us; our expectations are high and we expect staff to support our vision and live by our core values and behaviours, but in return we believe in personal and professional development and a culture where staff are recognised and valued for their commitment and dedication. There are many career opportunities for new and existing staff who demonstrate inspiration and dedication to shaping future generations.

If you are looking for a meaningful and rewarding role and would like to make a difference, we look forward to hearing from you.

What can we offer:

At Claremont we offer;

- Competitive salary
- CPD for all staff
- A supportive Senior Leadership Team who consider staff well-being
- A supportive Trainee and NQT program
- A friendly working environment
- Occupation Health
- Free access to a confidential 24/7 Employee Assistance Programme (EAP) provided through CEFM
- Great employer pension scheme (Teachers Pension Scheme and Local Government Pension Scheme)
- Union recognition
- The opportunity to develop your career within and across the Trust Schools

We strongly encourage suitably qualified applicants from all backgrounds to apply to join us to help us meet our aspirations of being a fully inclusive workplace where diversity is celebrated.

Claremont High school Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment.



**11-18 Mixed, Multi-ethnic, Outstanding Academy
1250 on roll (+ 350 in Sixth Form)
One of Brent's most over-subscribed schools**

SIXTH FORM SUPERVISOR

**Responsible to: Acting Assistant Headteacher i/c of Sixth Form
Permanent Contract - Term Time plus 10 days
Salary Scale 4 Point 7 - £22,369 p.a. (pro rata £19,991 p.a.)**

We wish to appoint a highly motivated, committed Sixth Form Supervisor to join our team. This is an exciting opportunity and the successful applicant will play a key role in supporting the Sixth Form areas of the school.

You will work with the Sixth Form Team to supervise a purposeful study environment and culture in the Sixth Form Study centre. The successful candidate must be hardworking, highly organised with the ability to prioritise a busy workload. In this post, you will be dealing with a variety of people at all levels, so you must be an effective communicator, ensure confidentiality, and have strong interpersonal skills and a willingness to work as part of a team.

To apply please refer to the job description on the school's website www.claremont-high.org.uk

1. Complete the school's application form.
2. Submit a written personal statement (not more than 2 sides of A4) detailing how your experience, qualifications and skills meet the requirements of this role.

PLEASE SEND APPLICATIONS BY EMAIL FAO:-

Daxa Panchal (PA to Executive Headteacher)

Email: recruitment@claremont-high.org.uk / admin@claremont-high.org.uk

Closing Date: Monday 20th February 2023 by 12pm

Note: The job you are applying for is exempt from the provisions of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) which requires you to disclose all spent convictions and cautions except those which are 'protected' under Police Act 1997 - Part V and the amendments to the Exceptions Order 1975 (2013 & 2020) and are not subject to disclosure to employers on DBS certificates and cannot be taken into account.

If you are invited to interview you will be required to complete a "Disclosure of Criminal Record" form and bring the completed form to interview.

Chrysalis Multi Academy Trust is an Equal Opportunities Employer.

We are committed to safer recruitment practice and pre-employment checks, including publicly available online checks in accordance with KCSIE guidance, will be undertaken before any appointment is confirmed. This post is subject to an enhanced disclosure and barring service check. We expect all adults who work for the Trust to share our commitment to safeguarding and the health and wellbeing of our schools' community.

We reserve the right to appoint a suitable candidate prior to the deadline.

SIXTH FORM SUPERVISOR

JOB DESCRIPTION

Claremont High School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Responsible to: Head(s) of Sixth Form / Deputy Headteacher

Purpose of the post: Supervise a purposeful study environment and culture for learning in the 6th Form Study Centre and ensure all students use the centre and other 6th Form areas in an appropriate, responsible manner.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which the post holder will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Duties:

1. Maintain accurate registers of students completing supervised study periods and follow-up any attendance concerns by contacting home.
2. Supporting the 6th Form Team in appropriate communication home regarding attendance, punctuality, progress, other.
3. Take 6th Form registers in the event that 6th Form staff are absent or unavailable.
4. Manage the 6th Form exit-passes based on the Gold, Silver, Bronze (GSB) status of pupils.
5. Assist the 6th Form Team in ensuring the accurate maintenance of data held in Go4Schools/SIMS, and other data held in support of school management/administration.
6. Challenge students who do not follow instructions regarding work ethic and liaise with the Head(s) of 6th Form.
7. Support 6th Formers in developing effective study skills to include independent study and research skills.
8. Support the 6th Form and UCAS/Careers teams in promoting and displaying enrichment and HE/FE progression activities and study skills activities for KS5.

9. Maintain suitable books, journals and other HE/FE and progression resources in the 6th Form study centre and ensure all promotional display material is up to date and enhances the appearance of the Study Centre and 6th Form environments.
10. Evaluate the use of the 6th Form study centre; discuss possible improvements with other relevant staff.
11. Share in the recording and processing of 6th Form attendance data e.g. monitoring and investigating first day unexplained absence, identifying trends and patterns and producing of weekly, monthly and other timely reports.
12. Keep a record of cancelled 6th Form lessons, holding staff to account in ensuring appropriate register codes are used and that appropriate work has been set for students to work through in this absence.
13. Communicating home in the event that a student misses one or more lessons, to find out the reason why, and updating the register system to reflect this.
14. Support the 6th Administrator, Head(s) of 6th Form and Deputy Heads who line manage 6th Form as required with photocopying and other administrative tasks, including but not limited to, scheduling, setting-up and invigilation of mock exams in exam venues.
15. Undertake any duties that are in keeping with the post as may be determined by the Head(s) of 6th Form or Deputy Headteacher(s) or Headteacher.

This job description is current at the date shown but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

PERSON SPECIFICATION

	Essential	Desirable
Knowledge and Experience	<p>Ability to prioritise workload and respond to changing demands</p> <p>Experience of providing excellent customer service</p> <p>Knowledge of relevant education policies, procedures</p> <p>Understanding basic learning strategies for development</p>	Experience of working within a school environment
Skills, Knowledge, and Abilities	<p>Exceptionally organised with strong time management skills</p> <p>Capacity to work under pressure and to meet deadlines and effectively organise priorities</p> <p>Good IT skills including use of outlook</p> <p>Verbal and written communication skills to communicate effectively</p> <p>Ability to relate to and work well with children and adults</p> <p>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position</p> <p>Dealing with difficult situations and problem solving</p> <p>Ability to maintain a professional and flexible approach</p> <p>Ability to maintain accurate records and meet deadlines</p> <p>Know when to seek advice</p> <p>Proactive and solution orientated</p> <p>Demonstrate initiative and proactivity</p>	Able to deal helpfully, politely, and tactfully with colleagues, parents, pupils, and staff

	Ability to enforce sustained study conditions in relevant areas	
	Treats pupils with mutual respect	
Qualifications and Training	GCSE English and Maths grade C or higher, or equivalent Good level of competence in Microsoft Excel and Word Participate in development and training opportunities	
Personal attributes	High integrity and openness combined with a commitment for good governance. Strong verbal and written communication skills Ability to work autonomously as well as part of a team Commitment to own personal development Commitment to enhancing the experience of Sixth Form students Flexible in terms of working patterns and evolution to the role	Team player, personable, approachable with a sense of humour