Keswick School

Sixth Form Learning Supervisor (Yr12)

Information Pack

Permanent appointment

37 hours per week (term-time)

Closing Date: 10 am Friday 22nd November 2019
Welcome

If you are reading this information you will by now have shown some degree of interest in the post on offer and I hope that the enclosed information will encourage you to submit an application.

Keswick School Academy is a highly successful coeducational 11-18 comprehensive with 1288 pupils on roll. There are 244 students in the sixth form and 50 boarders. The academy has been recognised under a number of designations including; National Teaching School, Science Specialist, High Performance and Gifted and Talented SSAT Consultant School.

The academy has 83 well qualified teaching staff. There is a Senior Leadership Team consisting of the Head Teacher, two Deputies, three Assistant Heads and a Director of Finance & Operations. Nearly all teaching staff are Form Tutors and work in support of the senior pastoral staff. The academy has a high reputation for pastoral welfare.

We are dynamic and aspirational, have high ambitions, innovate, take calculated risks and do things our own way.

We have staff who go the extra mile and students who actively participate in clubs, societies, sport, music, trips and visits. We have a clear sense of direction, strong values and a passion for learning.

We want someone to share in our desire to provide the best education for our students and be hungry for the success of the school.

Applicants are asked to provide a letter of application no more than two sides of A4, outlining their suitability for the post. Please complete the application form and return both by the closing date.

I look forward to receiving your application.

Simon Jackson MA(Oxon) MEd FRSA
Head Teacher
Job Title: Sixth Form Learning Supervisor (Yr12)

Responsible to: Assistant Head (Head of Sixth Form)

Grade: Grade 4 points 7 to 10 pro rata

Hours: 37 hours per week, term time only and exam results days in August

Job Purpose: Supervise a Sixth Form study room offering guidance and pastoral support and encouraging independent learning. Provide administrative support to the Assistant Head Teacher (Head of Sixth Form) and the Sixth Form team.

Regular duties include:
- Supervision of students during their timetabled supervised study and private study periods.
- Attendance:
  - Collection and collation of absence notes and messages, and register student entry.
  - First day absence calls to Y12 parents.
  - Production of attendance and punctuality reports for Head of Year 12.
  - Maintenance and supervision of signing in and out procedures.
  - Finding students on non-arrival to lessons.
- Study Support Programme:
  - Extract information from SIMS for the Head of Year 13 after each data return.
  - Set up a SIMS register of students on the programme and monitor attendance.
  - Set up tracking and target setting documents in Google and up-date following data entry/PPEs.
- Organise Y12 Parents’ evenings, including seating plan, letters, booking system (with IT) and attend on the evening.
- Attend Sixth Form meetings.
- Provide supervision from 3.30 to 4.30 in an area designated by the Assistant Head Teacher (Head of Sixth Form) for any students (Year 7 to 13) in the Sixth Form centre.
- Provide advice and guidance for students as requested.
- Distribution of BYOD forms and administration of BYOD lockers in the Sixth Form Centre.
- Distribution and receipt of car forms, maintenance of Sixth Form car user list.
- Publicize bursary forms and opportunities.

Autumn term duties include:
- Coordinate any Sixth Form admission appeals with the clerk to the independent appeal panel.
- Student Files/Timetables:
  - Receipt and organisation of files from Year 11 on intake and from Year 13 to store.
  - Extract student timetables from SIMS and enter supervised private study and private study, prefect duties etc. to fulfil the 20+ hour’s requirement for the census (checked by the Head of Sixth Form).
- October Review:
  - Collection and collation of returns for Form Heads and Heads of Year.
  - Arrangement of October Pastoral review, including letters and replies.
  - Completion of follow up action points in shared documents from Form Heads/Head of Year 12/13.
- Distribute and administer Yr12 work experience documentation to include:
a) Liaison with CBEC to ensure health and safety checks are carried out;

b) Liaison with employees to confirm details of work experience visits;

c) Liaison with parents to ensure necessary permission has been granted;

d) Liaison with pupils regarding progress of work experience;

e) Liaison with Form Heads and Head of Year

f) Liaison with staff re work experience visits

g) Management of database to monitor progress of individual students;

h) Access to database of employers who will accept Keswick students;

i) Photocopying of documents in relation to work experience;

j) Producing letters in regards to work experience;

k) Running of a Parents’ Evening in January with the Head of Year.

Spring term duties include:

- Assist Y13 Learning Supervisor with Internal Sixth Form applications as required.

- **External Applications (to be reviewed following implementation of 2021/22 Admissions policy)**
  - Contact point for external applicants, creation and maintenance of enquiries spreadsheet.
  - Contact external applicants on Sixth Form Information Evening including collation of subject surveys.
  - Distribution, receipt and collation of external application forms.
  - Processing of applications – sending for references to current school, arrangements for Sixth Form Admission interviews, including tour guides and staff allocation.
  - Maintain external applications spreadsheet and all admin relating to Year 12 intake.

- Year 12 Reports: Run reports – printing working copies for Form Heads and Head of Year 12, enter corrections, complete final formatting, print and collate for distribution.

Summer term duties include:

- Distribute timetables and materials to external Y11 applicants in preparation for Induction Day.

- Distribute materials relating to Year 12 ‘first day’ in September.

- Organise Yr12 registration sessions, teambuilding and rooming for first day back.

- Process responses to acceptance letters and produce class lists for subject leaders.

- Preparing the draft from groups for the new September intake.

- Liaise with county transport service regarding bus allocations for catchment students.

- Attendance at GCSE results days in August.
  - Collection and cross-referencing of external results.
  - Calculate distance from school using LA GIS and provide advice to parents.
  - Advise students on places based on school Admissions policy.

Other general responsibilities

- To embrace the ethos and values of Keswick School.

- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- To be aware of, support difference, and ensure all pupils have equal access to opportunities to learn and develop.

- To appreciate and support the role of other professionals and attend relevant meetings as required.

- To participate in training and appraisal as required.

- To accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.

This role requires a degree of flexibility as meetings with parents and carers may be outside the normal school day on occasion.
**PERSON SPECIFICATION**

**POST TITLE:** Sixth Form Learning Supervisor

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<tr>
<th>Attribute/Criteria</th>
<th>Essential</th>
<th>Desirable</th>
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<td>Professional Qualifications/Training</td>
<td><strong>This will include</strong></td>
<td><strong>This may include</strong></td>
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<td></td>
<td>• A good general level of education to at least A-level standard or equivalent</td>
<td>• Child Protection Training</td>
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<td>• GCSE English and Maths (minimum C grade or equivalent)</td>
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<td>Knowledge &amp; Experience</td>
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<td>• Working with children and young people of secondary age</td>
<td>• Experience of working in a school environment</td>
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<td>• Knowledge of data protection and safeguarding</td>
<td>• Full working knowledge of policies and procedures relating to child protection</td>
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<td>• Very good ICT skills</td>
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<td>Skills &amp; Abilities</td>
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<td>• Excellent communication and organisational skills</td>
<td>• Ability to help students to self-evaluate their independent learning needs and provide advice and guidance on how to do this</td>
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<td>• Ability to prioritise tasks, act on own initiative and meet deadlines</td>
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<td>• Exceptional listening skills</td>
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<td>• Good numeracy and literacy skills</td>
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<td>• Ability to operate within agreed legal, ethical and professional boundaries when working with children and young people</td>
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<td>Personal Qualities</td>
<td><strong>This will include</strong></td>
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<td>• Ability to build and form good relationships with students, staff, parents and others</td>
<td>• Evidence of working within a team</td>
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<td>• Ability to remain calm in all situations</td>
<td>• Evidence of showing initiative</td>
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<td>• Be approachable as an individual</td>
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<td>• To have high expectations of what all children young people are capable of achieving</td>
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<td>• Have a high level of patience and be able to demonstrate understanding</td>
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The Selection Process

Criteria
Essential criteria as identified by the person specification must be met in full. This includes qualifications, experience and any other requirements need to perform the role in relation to working with children and young people.

To be successful, you will need to demonstrate during the recruitment process that you have these skills.

Assessment of suitability to work with children
During the selection process your suitability to work with children and young people will be tested. This will be by means of specific questioning based on the essential and desirable criteria identified in the person specification as well as specific safeguarding questioning at interview.

Anomalies
Upon shortlisting any discrepancies or anomalies in the information provided or issues arising from references will be discussed at interview.

This may include unexplained gaps in employment history.

Verification
Keswick School MAT will contact current and previous employers if you are shortlisted as part of the pre-appointment check.

Safeguarding
Keswick School MAT is committed to safeguarding and promoting the welfare of all children and young people. There is an explicit expectation that all employees share this commitment and adhere to all safeguarding policies and procedures.

Sources of assessment
- Application form
- Performance at interview
- Verification of qualification.
- Original documents are required to be presented at interview when they are identified as essential criteria.
Keswick School Sixth Form is an exciting and quite unique place to study: our community is enriched by its range of students and all of them are proud to be part of it. We welcome applications from students currently at Keswick and from students currently studying in other schools and colleges.

We place immense value on academic achievement, encouraging each and every student to do his or her best. Teaching is excellent. It is delivered by enthusiastic specialists who thoroughly enjoy teaching sixth-formers and strive to see them succeed. Most of our students go on to study at degree level, often in the selective universities of the Russell Group; others are supported in their aspirations to achieve apprenticeships or employment.

As well as this we are keen to support the wider development of the individual through a range of other activities, sporting, cultural and community-based, which enhance the transferable skills universities and employers are so keen to see in young applicants. We strive to produce young people who have succeeded academically, are excellent independent learners and who are confident, aspirational and mature.

The pastoral team in the Sixth Form is dedicated, offering superb guidance to students as they learn. I feel privileged as a teacher and as Head of Sixth Form to work in such a thriving and inspiring educational environment.

Mr S Purdy
Assistant Head (Head of Sixth Form).
Equal Opportunities

It is the intention of Keswick School MAT that no member of its community will suffer unfair discrimination on the basis of their sex, age, racial origin, physical ability, educational need, sexual orientation, political persuasion or religious creed.

Curriculum

All aspects of the curriculum will be developed in ways that avoid the exclusion of particular groups or individuals for other than sound education reasons.

Careers, Education and Guidance

At the ‘option stage’ (end of Year 9) pupils and parents will be given adequate information and advice to ensure that informed choices are made. Careers teachers and advisers will provide information and guidance on careers and Further Education options.

Behaviour

We expect behaviour to always be impeccable. Intimidating or insulting language will not be tolerated.

Staffing

In recruiting staff, Keswick School MAT will ensure that its practices do not discriminate against candidates or potential candidates in ways that are unconnected with their ability to perform the duties of the post.

Since young people see staff as role models every effort will be made to ensure that equality of opportunity is seen to operate at all levels in all areas of staffing.

The Academy and the Community

The academy enjoys an excellent relationship with the local community and its reputation is high in the district and beyond. This is well illustrated by the presence of over 750 day pupils from out of the catchment area who are in attendance.

The academy is well supported by an energetic Local Governing Body. It is also a National Teaching School leading the Western Lakes Teaching School Alliance.
Keswick School

How to find us

By Road: (North/South) From the M6 leave at junction 40 (Penrith) and follow the A66 towards Keswick, turn left onto the B289 near the Crosthwaite Church and then left again onto Church Lane following the signpost up Vicarage Hill to the school.

By Rail: The nearest main line station is Penrith (25 minutes by road with hourly bus connections).

By Air: Glasgow International 2 hrs 20 mins
Manchester International 2 hrs 10 mins
Newcastle International 2 hrs
Durham Tees Valley 1 hr 50 mins