



Create your future

Sixth Form Support Officer

Recruitment Pack

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Principal's Welcome Letter



Dear Applicant,

Thank you for taking the time to find out more about this opportunity to work with us at the University Academy of Engineering South Bank. This recruitment pack gives you information about the role and the school which will help you in completing an application.

The University Academy of Engineering (UAE) is a happy school with high standards of behaviour where students feel safe and secure. Our teachers build strong relationships with every individual student, they nurture their personal growth and through carefully designed experiences support them to become confident, ambitious and socially responsible young men and women.

We have thought hard about what we need to teach and how we need to teach it. Through our curriculum students explore a rich body of knowledge across a broad range of subjects. We supplement this with an extensive enrichment curriculum of contextualised projects, educational visits, lectures, community work and a range of additional clubs and societies.

The importance of developing STEM (Science, Technology, Engineering and Maths) skills in schools has been well documented in the media over recent years but here at UAE we feel passionately that the confidence and creative mind-set that the Arts engender in our students is equally crucial to their development. To this end, we are proud to be a STEAM school where cutting edge technology, an exciting Arts curriculum and strong teaching all help our students develop the knowledge, skills and confidence needed to enable them to fulfil their ambitions and make their mark on the world.

Our students are given significant opportunities to make decisions about their learning in lessons and in the enrichment activities they participate in. We know how important it is for students to take ownership of their education as it increases their engagement in it. Our commitment to this is implicit in our statement that in our school you 'Create your future'. We are sponsored by London South Bank University (LSBU) and this partnership provides our students with an extensive range of activities and support throughout their time at our school.

A handwritten signature in black ink, appearing to read 'John Taylor'.

John Taylor
Principal



Role Details

Package:	South Bank Academies pay scale G3 SUP10 £23,553 – SUP14 £26,728 (full time salary) Actual Salary Range: £20,002 - £22,698 (pro rata to 35 hours per week, 39 weeks per year) Local Government Pension Scheme, perks and benefits package, free lunch (when community dining), employee assistance programme
Accountable to:	Principal
Location:	UAE South Bank, Trafalgar Street, Walworth, London SE17 2TP
Contract type:	35 hours per week, 39 weeks per year
Contract term:	Permanent
Job start:	24 th August 2020
Deadline:	Midnight, Sunday 28 th June 2020
Shortlisting:	Week commencing Monday 29 th June 2020
Interviews:	Week commencing Monday 6 th July 2020

Advert

We are looking to appoint an organised and efficient Sixth Form Support Officer to join our successful and hardworking team. This is an exciting opportunity allowing you to be at the heart of supporting our students to create their futures.

University Academy of Engineering South Bank is a rapidly growing, mixed 11 - 18 school located in the heart of London. The school opened in September 2014 and is sponsored by London South Bank University. The school is part of the South Bank Academies Trust.

Our school is a safe haven where every child enjoys their own journey of discovery, creativity and imagination and develops a love for their learning. The students leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and experience they need to thrive in the world.

We are looking to appoint someone who:

- has a passion for working with young people and the impact this can have on their lives.
- has a range of high quality organisational skills and a commitment to continually strive to improve and develop these skills.
- has imagination and is able to take the initiative in developing ideas.
- has highly developed inter-personal skills who can develop and maintain effective working relationships with staff, students and parents.



Job Description

Post title:	Sixth Form Support Officer, University Academy of Engineering South Bank
Responsible to:	Head of Sixth Form
The Role	
Key Responsibilities	
<ul style="list-style-type: none"> • Under the direction of the Head of Sixth Form, to supervise the organisation of the Sixth Form designated areas of learning. • To support the Head of Sixth Form in ensuring all sixth form students are supported pastorally and academically toward making sufficient progress. • To provide a full administrative service to the Sixth Form. • To support the Head of Sixth Form by administering pastoral care, including a smooth transition from KS4 to 5. • To administer and support the Head of Sixth form in monitoring the attendance of students in the Sixth Form. • To administer recruitment and admissions for internal and external students. 	
Duties	
<p>This job description describes in general terms the normal duties which the post-holder is expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.</p> <p>Supervision of students and the Sixth Form Study areas</p> <ul style="list-style-type: none"> • To monitor, intervene, praise and sanction student conduct within the Sixth Form, referring any complex issues to the Head of Sixth Form or Assistant Vice Principal. • Supervise students during their study periods as required and maintain a quiet academic environment in the study area. • Use SIMS to register pupils into the Sixth Form Study area. • Support the Head of Sixth form in ensuring pupils are either in lesson or in the sixth form study areas. • Ensure that laptops are secured away in lockers and are in correct order, ensuring students use computers appropriately and report any misuse to IT department. • Promote a positive environment for effective work ethic/engagement. • With the AVP and Head of Sixth Form, provide advice and guidance to students on appropriate research and study skills/techniques. • Sending comms home to parents/carers regarding any students not attending for Intervention, and making phone calls home to parents/carers for those students who are regularly missing sessions. • Support Year 12 and Year 13 students in accessing resources, particularly online resources such as Google classroom. • Support Head of Sixth Form by to liaise with outside agencies to seek support for students where issues regarding well-being and welfare arise. <p>See overleaf.....</p>	



Administrative responsibilities

- To fulfil all administration tasks for the smooth running of the Sixth Form.
- To support and administer communications with students, parents and external agencies as required.
- Support the Head of Sixth Form in the administration of the full range of admissions and transition arrangements for internal and external candidates.
- To maintain records and provide administrative support in respect of student conduct.
- To coordinate the allocation of student lockers, ordering and replacing keys as required.
- To liaise with the Examinations Officer to ensure special consideration applications for Sixth Form students are organised
- Maintain the Sixth form mail box and telephone, answering any queries and forwarding to relevant staff..
- Maintain Further and Higher Education resources in the Sixth Form.
- Support the Head of Sixth Form in putting together report and papers relating to the Sixth Form profile, AIP, Ofsted etc.
- Liaise with the Careers Lead on students' career options using tools such as: unifrog and ucas.
- To manage all associated filing including overseeing archiving and retention of 6th Form student records
- Support the Head of Sixth Form in administering and attending Sixth Form events, e.g. open evenings, parents evenings, and other events as required.
- To request, file and store student files from Year 12 internal and external students.
- To arrange meetings with parents for the Head of Sixth and Assistant Vice Principal.
- To support the Attendance Officer's work in administering Sixth Form attendance, including:
 - 'first day calling' for absent students.
 - checking and reminding any staff to complete untaken registers.
 - liaising with the Attendance/Welfare Officer regarding any particular absence/punctuality issues.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal. All roles will be reviewed annually to ensure the team is working as efficiently as possible

Person specification

Essential	Desirable
Qualification criteria <ul style="list-style-type: none"> ● Right to work in the UK ● GCSE or equivalent qualification) grade C or higher in Maths and English ● Willingness to obtain and/or enhance qualifications and training for development in the post 	<ul style="list-style-type: none"> ● Education to level 3 (A level) or equivalent ● Degree level qualification
Relevant experience <ul style="list-style-type: none"> ● Previous experience of working with 16 to 18 year olds. 	<ul style="list-style-type: none"> ● Use of IT to support learning. ● Experience of engaging with external agencies to provide support for students.
Skills <ul style="list-style-type: none"> ● Good numeracy and literacy skills ● Good communication and interpersonal skills ● Ability to maintain a professional persona and attitude with older students ● Ability to build relationships with students ● Ability to maintain effective working relationships with adults ● Effective written and verbal communication skills ● Pro-active approach – ability to identify issues, rectify them, or report to the appropriate person 	<ul style="list-style-type: none"> ● Experience of supporting students to access higher education, apprenticeships and employment. ● Ability to develop students' capacity to network and take advantage of opportunities which broaden their horizons.
Personal <ul style="list-style-type: none"> ● Commitment to the safeguarding and welfare of all students. 	



Disclosure

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent, and the Academy will be required to apply for a standard or enhanced disclosure (a criminal records check) from the Disclosure and Barring Service in relation to the successful candidate.

A criminal record will only be taken into account for recruitment purposes, where the conviction is relevant to the position being applied for, and whether this is the case, will not necessarily bar candidates from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for Academy staff applying internally for a vacancy.

Further information about the Disclosure scheme can be found at: www.gov.uk/dbs Copies of the DBS's Code of Practice and the Academy's Recruitment Policy for posts requiring disclosure are available on request.

Please note, we retain a file copy of an employee's DBS certificate for the duration of their employment at the Academy.

Safeguarding recruitment statement

The University Academy of Engineering South Bank is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments will be made subject to an enhanced Disclosure and Barring Service (DBS) clearance. DBS clearances are held on the personnel file for successful candidates for the duration of their employment at the Academy.

Information for Candidates

Equal opportunities

The University Academy of Engineering South Bank recognises that equality of opportunity and the recognition and promotion of diversity are integral to its academic and economic strengths. The following principles apply in respect of the school's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all school members and prospective members are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.



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University Academy of Engineering South Bank

Applicants with disabilities

University Academy of Engineering South Bank is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the HR Department at Gurdeep.Dhaliwal@uaesouthbank.org.uk

Travel expenses

The school will reimburse reasonable travel costs, for example standard class rail fare, to and from interview within the United Kingdom if agreed in advance.

Response

We very much regret that due to limited resources and the large number of applications we currently receive; we are only able to inform short listed candidates of the outcome of their application.

If you do not hear from us within four weeks of the closing date, please assume that you have been unsuccessful on this occasion. We would like to assure you, however, that every application we receive is considered in detail and a shortlist only drawn up after careful reference to a detailed person specification.

If therefore, your application is not successful, we hope that you will not be discouraged and will still apply for other suitable vacancies at University Academy of Engineering South Bank as and when they are advertised.

Thank you for your interest.

How to Apply

Informal Discussion:

Applicants who wish to have an informal discussion about the role may contact Peter Young, Head of Sixth Form peter.young@uaesouthbank.org.uk

Applying:

If you wish to apply for this post please do so by the deadline detailed on page 3 and by completing an application on the TES or Guardian portals or our own application form available on our website www.uaesouthbank.org.uk. Please include a letter of application or supporting statement (no more than two sides of A4) telling us why you wish to be considered for the post. Any queries regarding the application process may be directed to the Fariha Choudhury, Principal's PA fariha.choudhury@uaesouthbank.org.uk