



WELLNESS
AMBITION
TOGETHERNESS
CONFIDENCE
HONESTY

CHOSEN HILL SCHOOL AND SIXTH FORM



Sixth Form Study Manager

Candidate Information

December 2023





WELLNESS
AMBITION
TOGETHERNESS
CONFIDENCE
HONESTY

WELLNESS: ensuring that our work supports the emotional, social and physical health of our staff and students.

AMBITION: a focus on high expectations and aspirations for our students to achieve amazing outcomes.

TOGETHERNESS: high performance comes from an environment of trust and support. We need to build and maintain strong links beyond the school.

CONFIDENCE: positive feedback, celebration and a coherent knowledge-rich curriculum that give students self-belief and esteem

HONESTY: a willingness to give and receive developmental support alongside a strong culture of rigorous and frequent evaluation in order to be better every day.

Welcome to Chosen Hill School

Thank you for your interest in this very important position at Chosen Hill School.

Chosen Hill School is a happy school where students, staff and parents work closely in partnership. Self-belief, aspiration and mutual respect are key drivers in the pursuit of a culture of excellence. Our aim is that every individual will experience success. That doesn't come magically – it is the result of hard work, perseverance and commitment by the student; good teaching, encouragement and feedback from staff.

Key to a student's success is their attitude to learning and, here at Chosen Hill, we place emphasis on students developing a growth mindset, where students are encouraged to take ownership and responsibility for their learning, whilst being fully supported to do so by a broad, balanced and stimulating curriculum, a rich extracurricular and cultural offer and professional student support services.

You will find a picture of life in a dynamic community where students grow in confidence, independence, leadership and resilience, not only in their lessons, but in the breadth of Chosen Hill School's provision. We are very proud of our tradition of student leadership and ensure that students have many opportunities to contribute to the development and success of the school and to act as role models for younger students – from Year 9 Junior Prefects to Year 11 Prefects, from membership of the Year and Whole School Councils to the Sixth Form Leadership Team and House Captains – our young people take responsibility at every stage in their school careers.

We have the highest expectations of our young people, not simply in their progress in learning, but in how they grow as good citizens. We want our students to be people we would be proud to know as our family, friends and neighbours. When our young people go out into the world, we want them to make a very positive difference. The ethos of the school is that we all help and look out for one another. We have an impressive record of community and charity work both here and abroad, from the hosting of our own Race for Life events to World Challenge students supporting the building of new school buildings in Malawi. We encourage our students to develop as caring and responsible citizens.

Our school is at a very exciting point in its improvement journey. The vision for the school over the next five years is best summed up by our WATCH (Wellness, Ambition, Togetherness, Confidence and Honesty) words which underpin all decisions made by the school. I believe that a strong creative and practical offer for our students is essential to providing a broad and engaging curriculum and I look forward to welcoming successful shortlisted candidates to hear more about how they could help us to develop this further at Chosen Hill School.

Matthew Pauling
Headteacher



Chosen Hill School Leadership Arrangements

The Senior Leadership Team includes the Headteacher, two Deputy Headteachers, four Assistant Headteachers and the Business Manager.

The structure comprises of Heads of Faculties for: English, Maths, Science, BUSIT (Business and ICT), DART, Physical Education, Modern Foreign Languages, Performing Arts and Humanities.

A faculty further comprises of Assistant Faculty Leads and Subject Leads.

In conjunction with faculties there are whole school coordinator roles with specific cross school briefs.

Chosen Hill Sixth Form

Our Sixth Form community is a successful, thriving and forward-thinking group of individuals who are dedicated to reaching their full potential and preparing for the world beyond school. Our vision to equip students with the skills and knowledge they need to succeed in future life underpins everything that we do. We inspire confidence and ambition in our students through a challenging curriculum and a supportive environment. Our Sixth Form students feel very much part of our whole school community, and this is demonstrated through their actions and successes.

Our students display a love for learning both within the classroom and the wider school community. We have an excellent Student Leadership Programme which allows students to build teamwork, communication and problem-solving skills. Our Sixth Form students inspire, lead and support our younger school community through academic support in lessons, House Leadership, Sports and transition activities.

We welcome all students who meet our entry requirements and have a desire to better themselves. We will provide support and challenge so that all students can reach their goals. The steps towards securing a place in our popular sixth form start with our Open Evening, followed by one-to-one guidance meetings, attending our Sixth Form Taster Day, bridging work and eventually enrolment and induction day.

We have a dedicated, purpose built Sixth Form facility with supervised space for Directed Study. We have a suite of IT rooms and Study rooms for group and individual work. We have social space with a canteen outlet to provide space for building friendships and making lasting memories.

All our staff are supportive and inspiring professionals with a desire to ensure that our students realise and exceed their full potential both academically and personally.

Each Sixth form student has a specialist Learning Mentor who will support them with individual academic mentoring. Our learning mentors will provide guidance on preparation for Universities, Apprenticeships and the world of work. In addition to this, we have a dedicated KS5 Futures Lead who works closely with all Sixth Form Students to provide up-to-date guidance and support regarding next steps.

Our students are resilient, ambitious and well prepared for life beyond school. We always have a focus on high expectations and aspirations to ensure our students achieve successful outcomes.

Pastoral System

Chosen Hill School has a long tradition of strong pastoral care and support based on mutual respect and high expectations. We recognise that the modern world is an increasingly challenging place for young people with the rise of social media and the pressures of academic assessment. We have a well-resourced and focussed student services provision alongside our pastoral leaders to provide strong support and guidance for students both for the day to day needs and for more specific support. The quality of this provision is recognised by the school's award as a Mental Health Champion and Healthy School's status.

Each student is part of a Learning Mentor Group with one key adult as their first port of call each day in the form of their Learning Mentor. The Learning Mentor is the first person to whom a student will turn for help or advice and the first point of contact at the school for parents. Each Learning Mentor group is attached to one of our four Houses – Carne, Whittle, Masefield and Scott.

Each year group follows a richly resourced Learning Mentor programme delivered by the Learning Mentor which focuses on Literacy, Numeracy and personal, cultural and social development in the KS3 and study skills, exam skills, personal and leadership development and futures guidance in the KS4.

Each year group is overseen by a Year Lead – Progress Coordinator who oversees the progress and development of each child in the cohort, focusing on their academic and personal progress and development and ensuring each student receives the support and guidance they need to remove any barriers to learning.

Each curriculum phase receives strategic oversight from a Senior Progress Coordinator.

Learning Mentor Role

- To be a Learning Mentor to an assigned group of students in line with contracted hours.
- To promote the general progress and well-being of individual students and of the Learning Mentor Group as a whole.
- To liaise with Year Leads to ensure the implementation of the school's Pastoral System.
- To register students, accompany them to assemblies, encourage their full attendance at all lessons and their participation in other aspects of school life.
- To evaluate and monitor the progress of students and keep up-to-date student records as may be required.
- To contribute to the preparation of Action Plans and progress files and other reports.
- To alert the appropriate staff to problems experienced by students and to make recommendations as to how these may be resolved.
- To communicate as appropriate, with the parents of students and with persons or bodies outside the school concerned with the welfare of individual students, after consultation with the appropriate staff
- To contribute to the Personal Development Curriculum according to school policy
- To apply the Behaviour management systems so that effective learning can take place.



Support Team

At Chosen Hill School we recognise the hugely important role that support staff play in the life of the school in supporting both the teaching staff and students, and making sure that everything happens as it should. This includes everything from the welcome received from reception, photocopying and first aid, to making sure bills are paid, data submitted and attendance monitored. There is a large team of admin staff who make sure all these things happen on a daily basis.

The team is spread throughout the school and we work in the areas that we support, such as SEND or Sixth form as well as admin offices with other people who are able to support each other and work in similar roles. We have a knowledgeable and supportive team of administrators and there are opportunities to learn new skills, support across other areas of the school and be part of the school community.

We use systems including SIMS, Microsoft office and school comms, room Booker and parents evening amongst others. Training will be provided as necessary.

Working within the administration team of Chosen Hill is very varied and no 2 days are ever the same, which makes for a very exciting day at work!



Sixth Form Study Manager

Closing date for applications: 11th December 2023 at 11:59pm

Interview Date: To be confirmed

- Start date: As soon as possible
- Salary: Support Staff Grade 6: Points 13-20 £26,873-£30,296 per annum pro rata
Actual: £22,573 to £25,449
- Contract: 37 hours per week over 5 days (Monday to Thursday 8:15am to 4:15pm, Friday 8:15am to 3:45pm), term time only (38 weeks).

Chosen Hill School is a large comprehensive academy located in Churchdown, near Cheltenham in Gloucestershire. We are looking to appoint a highly motivated, organised and enthusiastic Sixth Form Study Manager who will be responsible for the efficient operation of our Study Centre.

Key aspects of the role include:

- Organisation of Sixth Form Study Spaces
- Management of work set by departments for Directed Study
- Preparation of resources for Self-Directed Study.
- Directing students with timetabled study sessions.
- To monitor and support Sixth Form Students in productive independent learning
- Provide one to one academic support.

This individual will be an integral member of the Sixth Form Team. Our successful candidate will have exceptional organisational skills, paired with excellent interpersonal skills and the confidence to relate well to 16-18 year olds. This role will require the ability to build strong relationships with both students and staff within the Sixth Form Community. Excellent time management and IT skills are essential, as well as the ability to work independently.

Benefits of working at Chosen Hill School include:

- Support from an experienced IT Department
- Full training, although knowledge of IT systems is required
- First Aid at Work qualification
- Local Government Pension Scheme with generous employer contribution
- Cycle to work scheme
- Employee Benefits including – free coffee, free onsite parking, employee assistance programme, free breakfast an increasing programme of staff social events, on site car valet service, free flu vaccinations, staff counselling including regular reflective supervision.

Recruitment Checks

The Headteacher and The Governing Body of Chosen Hill School are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We require all new employees to complete an enhanced level criminal background check through the Disclosure and Barring Service. It is a condition of employment that the employee should not have been convicted of a criminal offence against children, nor have been dismissed, or resigned from, a previous employer for misconduct of a similar nature. Having a criminal record is not necessarily a bar to employment; it will depend on the nature, circumstances and background to the offence.

As part of our due diligence within safer recruitment, school will be carrying out online searches to help identify any incidents or issues which may need to be explored at interview. These searches will include, but will not be limited to, Facebook, Instagram, Twitter and Google.

Sixth Form Study Manager

Post title:	Sixth Form Study Manager
Reporting to:	Director of Sixth Form and Assistant Directors of Sixth Form
Liasing with:	Director of Sixth Form and Assistant Directors of Sixth Form KS5 /Futures Lead Subject Teachers and Learning Mentors of Sixth Form Students Careers and School Counsellors Sixth Form Students Other Support Staff
Working Time:	37 hours per weekworked over 5 days 8:15am to 4.15 Mon-Thurs and 3.45 finish on Friday, with 30 mins for lunch.
Salary/Grade:	Scale 6, Points 13-20
Disclosure Level:	All positions are subject to an enhanced DBS check as standard practice

Main (core) Duties:

The specific duties and responsibilities pertaining to the Pastoral Administrator are to be read in conjunction with the School's Personnel handbook and related policies and protocols which should be complied wth at all times.

Support for Students and Staff:

Organising and Managing Directed Study

- Monitor subject departments setting of work for Directed Study and discuss any issues with relevant Sixth Form staff
- Organise Directed Study resources.
- Monitor student completion of work and communicate this clearly with subject staff and parents.
- Informally record student attendance concerns and share with relevant Sixth Form staff.
- Monitor students studying unsupervised in computer rooms via Impero.
- Maintain the Sixth form study as a supervised 'base'.
- Manage exam hours in the Sixth form study upon subject request.
- Manage a silent study environment in the Sixth form study with clear expectations and routines for all students.
- Ensure students use their Directed Study time constructively and purposefully, promoting and encouraging independent learning skills.
- Have clear contingency plans in case of illness or absence to ensure management is effective without being on site for a short time period.
- Ensure displays are relevant and up to date

Student Use of Time and Facilities

- Have a secure understanding of individual barriers to studying and how best to support students in overcoming these – .i.e. SEND, EAL (Liaise with relevant staff for this).
- Encourage students to take a responsible and conscientious attitude to their own work and study.
- Supervise Period 5 or/and 6 detentions organised by Assistant Director of Sixth Form.

Exams

- Liaise with Exams Officer and subject staff to schedule overdue mocks due to absence.
- Respond to exam access arrangement requests using my data and understanding of individual study habits/barriers.

Promotion and Induction

- Support the promotion of Sixth Form at the Sixth Form Open Evening
- Prepare and deliver a Year 11 Induction Session incorporating Directed Study Skills and Sixth Form Terminology.
- Prepare and deliver a Year 12 Induction Active 25 Session on University Experiences.

Careers

- Collaborate with the Careers Lead/KS5 Futures Lead to ensure accurate sources are available in Sixth Form spaces and promote opportunities (i.e. posters and new editions of Apprenticeship guides, up-to-date university prospectuses, and a personal statement display).
- Liaise with KS5 Futures Lead and Learning Mentors to support Year 13 students, on planning and editing UCAS Personal StatementsSupport students, with booking university open days and planning key questions and interviews and CV preparation.
- Plan and deliver a 'University Workshop' for leaving Year 13 students to provide final support and guidance in Term 5.

Academic Mentor

- Act as an Academic Mentor to enhance student progress.
- Have secure knowledge of A-Level subject curriculum areas and liaise with departments using handbooks, overviews and exemplar work to support students.
- Support students with proof reading / editing coursework drafts upon individual request
- Follow Sixth Form Team and Subject Teacher guidance on student referrals for 1:1 mentoring following CM data.
- Liaise with subject staff to informally mentor specific students/ hold interventions for:
- Supporting organisation skills and the development of
 - organised files
 - 1:1 timetable support
- Interactions on how to study effectively
- Increasing motivation through mentoring
- Keep a 'watch list' with individual adapted timetables to reference generated by the Sixth Form Team.

Safeguarding and Student Welfare

- Follow school policies and protocols around safeguarding of students

Administration:

- Enrol students on 'live register' and ensure attendance is monitored on SIMS

Other Related Duties

- Monitor and manage the 'Resource Cupboard' in the Sixth form study and
- ensure student revision stationery is regularly replenished.
- Wider Responsibility
- Engage in Sixth Form wider responsibilities and take an active part in
- calendar events and celebrations.
- Engage with the LM notices in the weekly SharePoint updates.
- Liaise with the Library and Sixth Form LM's to research and promote Sixth Form Reading for Pleasure

Essential Skills and Qualifications:

- GCSE English & Maths Grade C/5 or above
- IT literate in Microsoft packages (Word, Excel, PowerPoint, SharePoint) & use of Information Management System.
- Experience of working with students aged 16-19 with positive impact.
- Friendly and positive attitude

Desirable Skills and Qualifications:

- Experience studying in an A-Level environment
- Undergraduate Degree
- Experience working in an education setting
- Experience working in Higher Education
- Experience mentoring (Desirable Level 3 Qualification)
- Ability to speak clearly and confidently to large groups

Essential Personal Attributes

- Work as part of a team and on own initiative and with resilience.
- Have strong interpersonal skills, and the ability to enthuse and motivate others.
- Work and collaborate with people across all levels.
- Be flexible and adaptable.
- Be approachable, friendly, patient and empathetic.
- Be enthusiastic and positive.
- Have a strong work ethic and act professionally.
- Excellent organisation and planning skills.

Practical Skills:

- Develop and maintain constructive relationships and work effectively with staff both within and beyond Sixth Form.
- Communicate effectively and clearly, both written and orally, with young people and with wider professionals.
- Prioritise workload and multi-task.
- Gather information and produce reports.
- Display creativity and eagerness to generate, adapt and implement new ideas.
- Have the ability to set individual targets and reflect on milestones.
- Have the ability to manage large spaces effectively with clear expectations.

Staff Development:

- To take part in the school's staff development programme by participating in arrangements for further training and professional development.
- To engage actively in the Performance Management Review process.

Employee Responsibilities:

- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- To promote actively the school's corporate policies.
- To comply with the school's Health and Safety Policy, Code of Conduct Policy and Safeguarding Policies and associated working procedures, undertaking risk assessments as appropriate.
- To comply with the School's Equal Opportunities and Diversity Policy and to ensure that it is implemented within the service area of the post.
- To comply with the School's Data Protection Policy and Code of Practice within the service area of the

- post.
- To support the school in meetings its legal requirements for worship.
- To show high expectations of all students and staff; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising educational achievements.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Health and Safety:

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the postholder or others; to report to the line manager, or person in authority any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

Chosen Hill School operates a No Smoking policy.

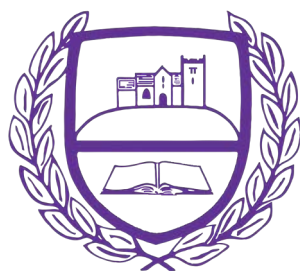
Special Conditions:

This job description sets out the duties of the post at the date when it was drawn up, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Some flexibility in the pattern of hours worked is required with a willingness to potentially undertake working outside of the normal daily hours to meet the school needs.

The actual dates that the “plus days” attached to this position will be worked should be agreed following discussion and agreement with the Line Manager.

Chosen Hill School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



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