

 Job Pack

**Post 16 Progression Leader**

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Principal Mark Malcolm

Dear Applicant,

Thank you for expressing an interest in the post of Post 16 Progression Leader at The City Academy, Hackney. We are achieving exceptional results to match our status as an outstanding school. 77% of our students achieved five A\*-C (9 – 4) grades with English and mathematics, and 58% achieved the English Baccalaureate. This has been achieved in an academy with levels of attainment below the national average on entry, and over 60% are entitled to pupil premium. We have also just received our second set of A Level results, with 79% of exams awarded A\* - C grades, and all students securing either a university place or high quality apprenticeship.

This is an exceptional school with high expectations, tight discipline and an exciting curriculum. It is a place where teachers gain experience in a high achieving environment which enables them to quickly develop their practice and progress in their career. I can promise you that this will be one of the most rewarding places to work and that aside from the intrinsic challenges and rewards this post offers, there are many other benefits for staff who work for us. We are committed to creating a professional and supportive workplace for our staff.

We want you to look forward to each day at the academy. We expect hard work, skill and dedication to our ethos, and in return we will provide an excellent working environment, competitive rates of pay and an excellent benefits package. We will also provide outstanding experiences and training opportunities, and simply having worked in our school at some time in your career will enhance your curriculum vitae.

If you feel that you can make a positive contribution to our academy, please apply online via our website, [www.thecityacademy.org](http://www.thecityacademy.org). I look forward to reading your application.

Should you have any queries, please do not hesitate to contact me.

Yours sincerely,



**Mark Malcolm**

Principal

**Please note applications must be received by Wednesday 13th December 2017 at 9am**

**Interviews will be held on Friday 15th December 2017.**

|  |
| --- |
| **Job description** |
|  |
| **Post:** | Post 16 Progression Leader |
| **Grade** | Term time only: Scale 4 point 18-21 £21546 – £23610 Annual actual salary will be; £18,508 - £20281 |
| **Responsible to:** | Director of 14-19 |
| **Responsible for:** | Assisting students in post 16 |

# Principal Accountabilities

To support the development of post 16 students with progression, achievement and behaviour.

**Main Activities and Responsibilities**

# The duties outlines in this job description are in addition to those covered by the Local Government Terms and Conditions Document. It may be modified by the Principal, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title

* To lead the day to day management of the 6th form centre
* To organise supervised study time for all 6th form students
* To lead and support in managing the code of conduct of students in the 6th form
* To liaise with parents with regards to attendance, punctuality, behaviour and student wellbeing
* To lead and support with the Interventions to raise achievement in post 16 education
* To manage 6th form compulsory study
* To support with key duties to ensure the smooth running of the 6th form
* To lead and support both academic and pastoral mentoring
* To ensure that the code of conduct of all students are in line with the school expectations
* To support learners aged 14-19 acquire the skills and knowledge to succeed in completing their chosen course
* To support Key Stage 4 to 5 transition including aspects of marketing, recruitment, induction/open days.
* To ensure that the necessary communication takes place with partner schools to facilitate/make referrals for appropriate support and guidance of each student
* To support the Vocational and Careers Coordinators to ensure students are guided and supported towards the most appropriate courses
* To liaise with Heads of Houses, Head of 6th Form, Subject Leaders and Subject Teachers to action appropriate intervention for individual students where/when necessary
* To monitor students attendance/absences and report to sixth form team (sending letters to parents/carers of students whose attendances is below 90%)
* Monitoring/ensuring students attend compulsory study periods (escalating study periods were necessary), peer mentoring sessions & CCU.
* Assist with organising consultation evening appointments/ correspondences
* Supporting student issues on a daily basis/ pastoral care (supporting/mentoring EWL students)
* To support with the enrolment/results day
* To undertake any reasonable duty at the request and discretion of the Principal, Assistant Principal 14-19 on Key Organisational Objectives.

**Additional Responsibilities**

* Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy.
* Attend team and staff meetings.
* Attend and participate in open evenings.
* Uphold the academy’s behaviour code and uniform regulations.
* Be responsible for ensuring subject knowledge is developed and participate in staff training and development.
* participating in Additional Studies

#### Key Organisational Objectives

The postholder will contribute to the academy’s objectives in service delivery by:

* Following Health and Safety requirements and initiatives as directed.
* The academy is committed to safeguarding and promoting the welfare of children and young people and we expect all staff to share this commitment.
* Ensuring compliance with Data Protection legislation.
* At all times operating within the school’s Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
* Adopting Customer Care and Quality initiatives.
* Fulfilling the role of Student Personal Adviser and/or mentor if required.
* Contributing to the maintenance of a caring and stimulating environment for young people.

**Conditions of Service**

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

## Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate the nature of such convictions.

**Equal Opportunities**

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

Date of issue: ………………………………………..

Signature of postholder: ………………………………………..

Signature of Principal: ………………………………………..**Person specification**

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|  |
|  | **Essential** | **Desirable** |
| **Qualifications** |  |  |
| Educated to degree level or equivalent |  | **✓** |
| **Experience** |  |  |
| Experience of dealing effectively with parents, staff and students | **✓** |  |
| Ability to use ICT effectively | **✓** |  |
| Ability to use ICT to raise achievement | **✓** |  |
| Provide high-quality administrative support | **✓** |  |
| General office experience, including answering phones and dealing with a range of administrative tasks at the same time. | **✓** |  |
| Ability to provide high-quality outcomes | **✓** |  |
| Experience of dealing effectively with the general public | **✓** |  |
| Experience of setting up and running a range of administrative systems | **✓** |  |
| **Skills** |  |  |
| **Personal** |  |  |
| Well organised | **✓** |  |
| Well presented | **✓** |  |
| Excellent communication skills and organisational skills | **✓** |  |
| Ability to work hard under pressure while maintaining a positive, professional attitude | **✓** |  |
| Ability to organise and prioritise workload and work on own initiative | **✓** |  |
| Being a first point of contact giving relevant information effectively | **✓** |  |
| Commitment to personal career development | **✓** |  |
| **Knowledge and understanding** |  |  |
| Safeguarding and child protection  | **✓** |  |
| **Equal opportunities** |  |  |
| Understanding of different social backgrounds of students | **✓** |  |
| Understanding the needs of students and the appropriate strategies to support them | **✓** |  |
| Understanding the needs of bilingual students | **✓** |  |

**The City Academy, Hackney**

**Post 16 Progression Leader**

**Term Time Only + 5 Days**

**Salary: Scale 4 point 18-21 £21546 – £23610 pro rata**

**(Actual Salary £18,508 - £20281 per annum)**

**(Plus performance related bonuses and other benefits)**

**If you want to be the best, then you should probably join us**

Students in our academy made more progress than in any other school in Hackney and made the best progress of any co-educational school in the country in 2014. In 2015 and 2016 students made exceptional progress with a Progress 8 score above 1.00, one of only seven schools in the country to achieve this. That is great news for our students, the academy and our community, but there is so much more that we know can be achieved and you can help.

We have a relentless ambition to deliver continuing success to the young people we serve. Our approach is based on very simple principles: clear systems and extremely high expectations. We focus on the development of our students, their values and ultimately their academic success. We maximise the impact of teaching by providing clear leadership, minimising bureaucracy and effective support that have tangible results on the quality of teaching and outcomes for our students.

**The Role**

* To lead the day to day management of the 6th form centre
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* To support with key duties to ensure the smooth running of the 6th form
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* To ensure that the code of conduct of all students are in line with the school expectations
* To support learners aged 14-19 acquire the skills and knowledge to succeed in completing their chosen course

This is a fantastic opportunity for you to shape the lives of young people in Hackney. If you think you can help transform the opportunities for the community we serve then we would like to hear from you.

The City Academy, Hackney is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants.

For details about the role and how to apply please visit [www.thecityacademy.org](http://www.thecityacademy.org).

**Please note applications must be received by Wednesday 13th December 2017 at 9am**

**Interviews will be held on Friday 15th December 2017.**