

Abbeyfield School

Ambitious to Achieve

Sixth Form Student Support Manager

Our Values

Respect

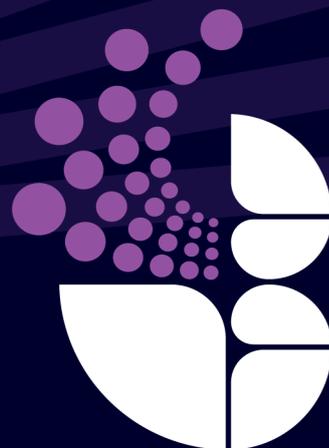
Resilience

Honesty

Responsibility

Creativity

Independence



**ABBNEYFIELD
SCHOOL**
*Creative
Education
Trust*



Dear Colleague

Thank you for your interest in this post.

I joined Abbeyfield School as Principal in September 2018 and feel very privileged to be part of a community of committed staff and rewarding young people. Through teamwork and a shared desire to support and challenge every student in order for them to achieve their personal best we are building on the 2016 Ofsted 'good' judgement and our very pleasing recent outcomes. We have high expectations and aspirations of ourselves and of our students. Our Quality First Teaching Charter ensures a focus on high quality teaching and learning. Alongside academic

achievement we place a very high value on students' well-being and their social and personal development, equipping them with the life and employability skills needed for successful adulthood.

This is an exciting opportunity to work with the Sixth Form team to make a significant difference to the next stage of our journey. They are a passionate and creative group of staff who work collaboratively to inspire and challenge our students and ensure they are ready for their next steps. The Sixth Form have their own space for personal study and support with access to personal study booths, areas for collaborative working and ICT facilities.

We, like all schools in the Trust pursue a rigorous and continuous programme of educational improvement, alongside an aim to provide pupils with a rich programme of co-curricular activities. Abbeyfield offers a varied diet of curriculum and enrichment opportunities and students benefit from Trust organised events such as the key concept launch days, debate and essay writing competitions and our annual days of Shakespeare performance as well as subject organised events such as the Maths Challenge Days. We are often the host school for these events to allow students to work in a professional theatre space. We are always keen to expand further on the opportunities we provide for our students to develop their creativity, resilience and independence. In July 2019 we were delighted to be awarded 'Secondary School of the Year' in the Northamptonshire Education Awards following a successful bid which was co-written by students and staff.

High expectations for behaviour for learning is supported by a fantastic team of Year Heads and a behaviour team of 7 non-teaching staff. There is a strong emphasis on restorative justice and praise alongside a rigorous sanction ladder.

I am passionate about students and staff having the opportunity to influence the future of the school. A 'You said We did' feedback slot is a regular feature of staff briefings and student assemblies. 'Ambitious to Achieve' was proposed by a Year 12 student and our new school values are the outcome of a students and staff vote.

We believe Abbeyfield is a very special place to work and we are excited about the future. If you are passionate about what we are trying to achieve then I look forward to receiving your application. We are always happy to meet or speak to you before you make your application if this would be helpful.

Kind Regards,

Siona Robson
Principal

#teamabbeyfield

You can find out more at:

www.creativeeducationtrust.org.uk

ABOUT CREATIVE EDUCATION TRUST



Creative Education Trust inspires and enables young people to build successful lives on foundations of learning, resilience and employability. We believe that a rewarding educational experience and the highest possible qualifications are the best way to ensure social mobility for young people.

Creative Education Trust is a growing multi-academy trust educating over 13,000 children in England. It was established in 2010 and has successfully transformed schools in England's post-industrial cities and coastal towns: areas of economic disadvantage and with a history of academic underachievement.

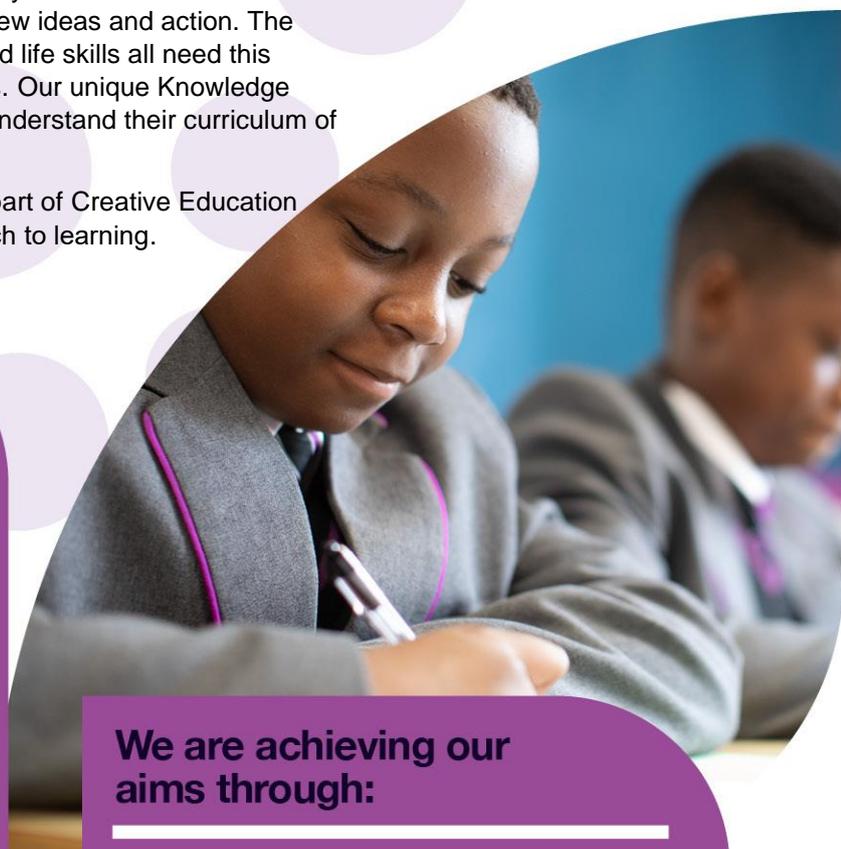
Creative Education Trust defines creativity as the ability to find connections between the things we know and turn these connections into new ideas and action. The academic arts and the sciences, practical subjects and life skills all need this creativity, and creativity is valued highly by employers. Our unique Knowledge Connected approach teaches pupils to analyse and understand their curriculum of study through the application of six key concepts.

You can watch a short video on what it means to be part of Creative Education Trust, illustrating our 'Knowledge Connected' approach to learning.

www.youtube.com/user/creedacad.

Our aims for our students are to:

- ★ Raise their attainment in exams and tests through outstanding teaching
- ★ Make them intellectually curious with a sense of confidence
- ★ Increase their participation in HE, FE and apprenticeships
- ★ Ensure they have employable skills and attitudes
- ★ Create rounded individuals through a wide choice of co-curricular activities



We are achieving our aims through:

- ★ Educational rigour
- ★ Organisational effectiveness
- ★ Financial efficiency
- ★ Partnership & recognition of local identity
- ★ Respect for autonomous leadership
- ★ Quality not quantity
- ★ Promoting practical creativity



You can find out more at:

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ABOUT ABBNEYFIELD SCHOOL



We are a popular and oversubscribed mixed secondary school, catering for children between the ages of 11 and 18 years located in Northampton.

Since September 2012 we have been part of the Creative Education Trust. This has enabled the school to rigorously pursue rapid improvement for the children we teach.

The school boasts outstanding facilities in a modern well-kept stimulating environment.

Our facilities include:

- Sports fields, netball courts, basketball courts, a gym and full size sports hall
- Use of Goals, a purpose built 5-a-side football venue
- Fitness Suite with sound system
- Dance studios with sound system and mirrored walls
- Super Learning Centre providing the opportunity for collaborative teaching and learning
- Science Lecture Theatre for demonstrations or large group activities
- Professional 280 seat Theatre complete with tiered seating
- Sixth Form Centre with mezzanine computer suite
- Interactive whiteboards in every classroom
- Modern, glass fronted, open-plan learning resource centre
- Accommodation available for staff with a number of ensuite rooms



Northamptonshire School of the Year.

'It goes to a school that is at the start of a new era, one who has just set out a new vision and values which were voted on by the students.' 'The tour from students was honest and their passion and belief in what you are trying to achieve was undoubtedly sincere' (Judges comments).

To see details of the school performance data please visit:

<https://www.compare-school-performance.service.gov.uk/school/138858/abbneyfield-school>

SUPPORT FOR OUR STAFF

We are committed to providing our staff with the highest quality support and challenge to ensure that we excel and give our students the opportunities and provision they deserve. Senior leaders are encouraged where possible to sit on the academy council of another CET school which is a very valuable experience.

Each of the Creative Education Trust's schools benefits from a comprehensive programme of support and challenge, including working with former HMIs.

Creative Education Trust places a strong emphasis on CPD for teachers and for senior and middle leaders. They run a regular programme of training events to improve teaching performance and also provide focused management development and one-to-one coaching opportunities. There is an active cross-trust group on the Teaching Leaders programme and use Future Leaders and Teach First extensively.

The school is supported by an experienced Head Office team, who are available to advise on financial planning, audit, HR, legal and property matters either directly or by referral to our professional advisors.

There are also a number of cross-group, phase leader and year-specific forums to facilitate collaboration across the schools.



You can find out more at:
www.creativeeducationtrust.org.uk

SIXTH FORM STUDENT SUPPORT MANAGER JOB DESCRIPTION

LOCATION

Abbeyfield School, Northampton

SALARY

Scale G point 8 (points 8 – 12 £20,493 – £22,627 FTE)

Part-time, term time only plus training days
37 hours per week

THE ROLE

To support sixth form students and the team of staff in ensuring high expectations, raising attainment, and ensuring student wellbeing.

Promote and uphold the values and ethos of the school and Creative Education Trust such that the highest achievements are expected from all members of the school community.

Act as a role model for staff and students.
Take part in relevant training and development.

REPORTING LINES

The post will report to the Head of Sixth Form

RESPONSIBILITIES

- Maintaining accurate student data and record keeping
- Supporting the Next Steps programme
- Act as the first port of contact for students, parents and the wider community
- Organise, promote and attend Sixth Form activities and events
- Securing high levels of parental engagement
- Collation of information and promotional material
- Co-ordinating the Sixth Form application process
- Management and supervision of Sixth Form centre to ensure high levels of student engagement in their independent study within a positive and motivational learning environment

You can find out more at:

www.creativeeducationtrust.org.uk

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- Provide administrative support for the Sixth Form team

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- Liaise with outside agencies to support the academic and personal development of students

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- Facilitate the Sixth Form bursary scheme and identify how the school can support the needs of all students so that they achieve their maximum potential

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- Maintain accurate records of Sixth Form attendance

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- Provide administrative support for the Sixth Form team

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- Manage and maintain an Alumni network for student leavers

STUDENT WELFARE

- Be aware of students aspirations and their attainment and progress data in order to support them in achieving goals
- Ensure good behaviour around school and in lessons is maintained and staff expectations are high and establish a culture of praise and consistent applications of consequences
- Proactively promote an atmosphere of respect, recognition, celebration and mutual support in the school.
- Maintain an environment which feels safe and enables students to report any concerns or complaints.

PARTNERSHIPS AND PROMOTION OF THE SCHOOL

- Support partnership working, particularly with sister schools within Creative Education Trust, to ensure that this is a strength of the school and enhances the opportunities available to students.
- Where possible actively support and establish links with other learning establishments and employers and training providers to maximise opportunity for students.

SCHOOL ETHOS AND COMMUNITY

- Support the school in achieving the British values of diversity, dignity and equality in all aspects of

service delivery and engagement with the broader community.

- Actively support a culture where all members of the school community respect others and their physical surroundings.

- Support the personal development of students and contribute to maintaining a caring climate in which self-confidence, self-respect and social responsibility are encouraged.

- Contribute to the wider life of the school.

SUPPORTING THE WORK OF CREATIVE EDUCATION TRUST

- Contribute to collaborative work across Creative Education Trust schools participating in trust-wide work and projects.

- Participate in Creative Education Trust and sector-wide activities in order to share best practice

- Undertake any other reasonable duties deemed appropriate to the role

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Level 2 qualifications in English and Maths 	<ul style="list-style-type: none"> Level 3 qualifications
EXPERIENCE	<ul style="list-style-type: none"> Experience of working with young people 	Experience of working within an educational setting
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> The ability to develop a philosophy of high aspiration and expectation for every student giving cognisance to SEND, equal opportunities, diversity, ethos and student management. Knowledge of the education system from KS4 and 5 and Post 16 pathways 	.
SKILLS AND PERSONAL ATTRIBUTES	<ul style="list-style-type: none"> High expectations of self and others Commitment to personal development and acquisition of new skills Resilience and motivation to manage day-to-day challenges Strong organisational skills and ability to use Microsoft packages Effective at implementing systematic behaviour management systems with clear boundaries. Takes personal responsibility for their own actions Excellent critical thinking skills; has intellectual curiosity, rigour and a creative approach to solving problems Proven ability to be able to build effective relationships between pupils, families and staff An ability to enthuse and engender a desire for learning Commitment to inclusive education providing opportunity for achievement for all. Integrity, openness, energy and enthusiasm. * Strong interpersonal, written and oral communication skills. 	
EQUAL OPPORTUNITIES	<ul style="list-style-type: none"> A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity. 	
SAFEGUARDING	<ul style="list-style-type: none"> A thorough understanding and personal practice of up-to-date safeguarding requirements and best practice. 	

Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.