



Langley Park  
School for Girls



## **Sixth Form Supervisor/Administrator**

Enabling everyone to thrive - acting with  
kindness, determination and respect

# **Sixth Form Supervisor/Administrator**

**Required as soon as possible**

**Salary: NJC Scale 4, Points 7-10 (£30,288 to £31,611 FTE)**

**Actual Salary: £26,481 per annum depending on experience**

**Hours: 8.00am-4.00pm, Monday to Thursday and 8.00am – 3.45pm on Friday**

**36 hours per week over 40 weeks per annum (Term Time plus PD Days and a further two weeks, one of which is to be worked at the end of August)**

Langley Park School for Girls (LPGS) is seeking to appoint an experienced and dynamic Sixth Form Supervisor/Administrator to join the Sixth Form team as soon as possible.

This is a diverse role within the Sixth Form and Admin Teams at LPGS. The successful candidate will be a strong team player and confident user of MS Office (Outlook, Word and Excel etc.), with a positive attitude to working with both students and staff. Being highly organised with effective time management skills is essential in managing this diverse workload, as is attention to detail.

You will work in the Sixth Form, situated in the Common Room Office and perform a range of administrative duties to support the school and students. You will be required to join our large team of first aiders to provide support, as required and training will be provided.

This role provides a unique opportunity to work closely with students, supervising our study and common room facilities and being a first point of contact for students with any queries. You will play a key role in the effective administration and day-to-day management of our large and successful Sixth Form, working alongside the Heads of Year, Pastoral Manager, Sixth Form Academic Learning Mentor, Head of Sixth Form and another administrator/supervisor.

Although experience and qualifications will be an advantage, first and foremost we wish to appoint the right person to complement our team. You will have access to on-site training and support.

Langley Park School for Girls (LPGS) is a high achieving, popular and well-respected school within our local community. Situated on the Langley Park campus alongside our neighbouring boys' school and primary school, we benefit from excellent transport links to and from central London and proximity to the Kent countryside. LPGS is an exciting place to work; a school in which students are motivated to achieve their best and work hard to make excellent progress. We want our students to leave LPGS empowered to shape their own lives, and those of others, as the leaders of tomorrow.

***"Pupils flourish into independent, confident young adults at this school."***

***"Pupils are polite, kind and respectful to one another. They have strong professional relationships with their teachers." (Ofsted)***

***"The school curriculum supports pupils to excel." (Ofsted)***

**We can offer:**

- Highly motivated students with a commitment to their learning.
- Very good standards of student behaviour.
- Innovative approaches to Teacher Professional Development.
- Opportunities to work and grow within our trust and beyond the school.
- A friendly and supportive working environment.
- An Employee Assistance Programme and flu vaccination.

**Closing Date: Monday 2 March (9.00am)**

**Interview date: Thursday 5 March**

Please apply via the link on the [current vacancies page](#) on our school website using the MyNewTerm application portal.

For further information please contact Helen Partridge (HR Manager)

[hp@lpgs.bromley.sch.uk](mailto:hp@lpgs.bromley.sch.uk)

*We are committed to equality of opportunity for all our staff. We particularly welcome applicants from ethnic minority backgrounds as they are currently under-represented on our staff body. We recognise the vital contribution that members of a diverse team make to our students' learning. The range of cultural experiences, differing viewpoints and role models this brings is valued in our Trust.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Therefore, the successful applicant will be subject to Enhanced Disclosure and Barring Service check.*

# Dear Candidate,

Thank you for your interest in joining our community as a Sixth Form Supervisor/Administrator. The information here gives a brief sense of our school. Equally, you are most welcome to arrange time to visit.

Langley Park School for Girls (LPGS), part of Impact Multi Academy Trust, is a large secondary comprehensive school in Beckenham. We have 1,200 girls in Year 7-11 and a large co-educational sixth form of 400-500 students. We proudly draw from a large number of boroughs and schools in our Sixth Form, creating a diverse and vibrant community.

LPGS has a proud history and is an exciting environment in which to work and study. The arts are highly valued and invested in and staff and students alike enjoy the wide range of opportunities available: our dynamic careers academy and huge range of clubs, societies, groups and trips.

We have an ambitious and broad curriculum, for example:

- All Year 7 students learn an instrument for a term as part of our music scheme to widen access and participation.
- KS3 students enjoy Dance and a Visual Arts rotation of Art, Textiles, Digital Media, Food Preparation & Nutrition and Design Technology.
- Just recently, students have enjoyed trips within the UK and international visits to Tenerife on the Spanish Exchange, Salzburg with the Music tour and our Camps International expedition to Peru.

We achieve positive academic results whilst also focusing on student wellbeing and mental health.

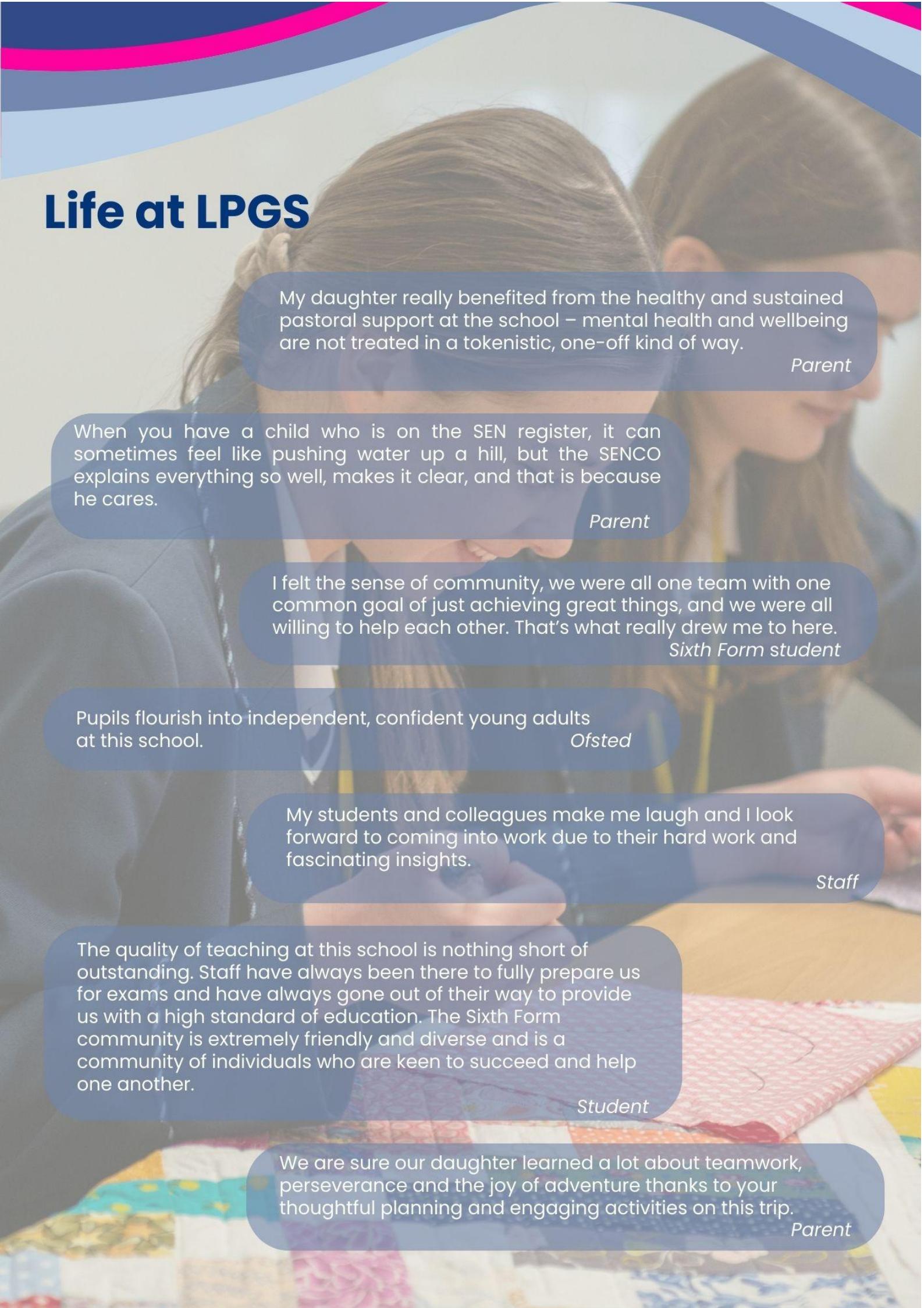
If you would like to be part of our school community, we would welcome your application.



Kind regards,

**Steve Whittle**  
Headteacher

# Life at LPGS



My daughter really benefited from the healthy and sustained pastoral support at the school – mental health and wellbeing are not treated in a tokenistic, one-off kind of way.

Parent

When you have a child who is on the SEN register, it can sometimes feel like pushing water up a hill, but the SENCO explains everything so well, makes it clear, and that is because he cares.

Parent

I felt the sense of community, we were all one team with one common goal of just achieving great things, and we were all willing to help each other. That's what really drew me to here.

Sixth Form student

Pupils flourish into independent, confident young adults at this school.

Ofsted

My students and colleagues make me laugh and I look forward to coming into work due to their hard work and fascinating insights.

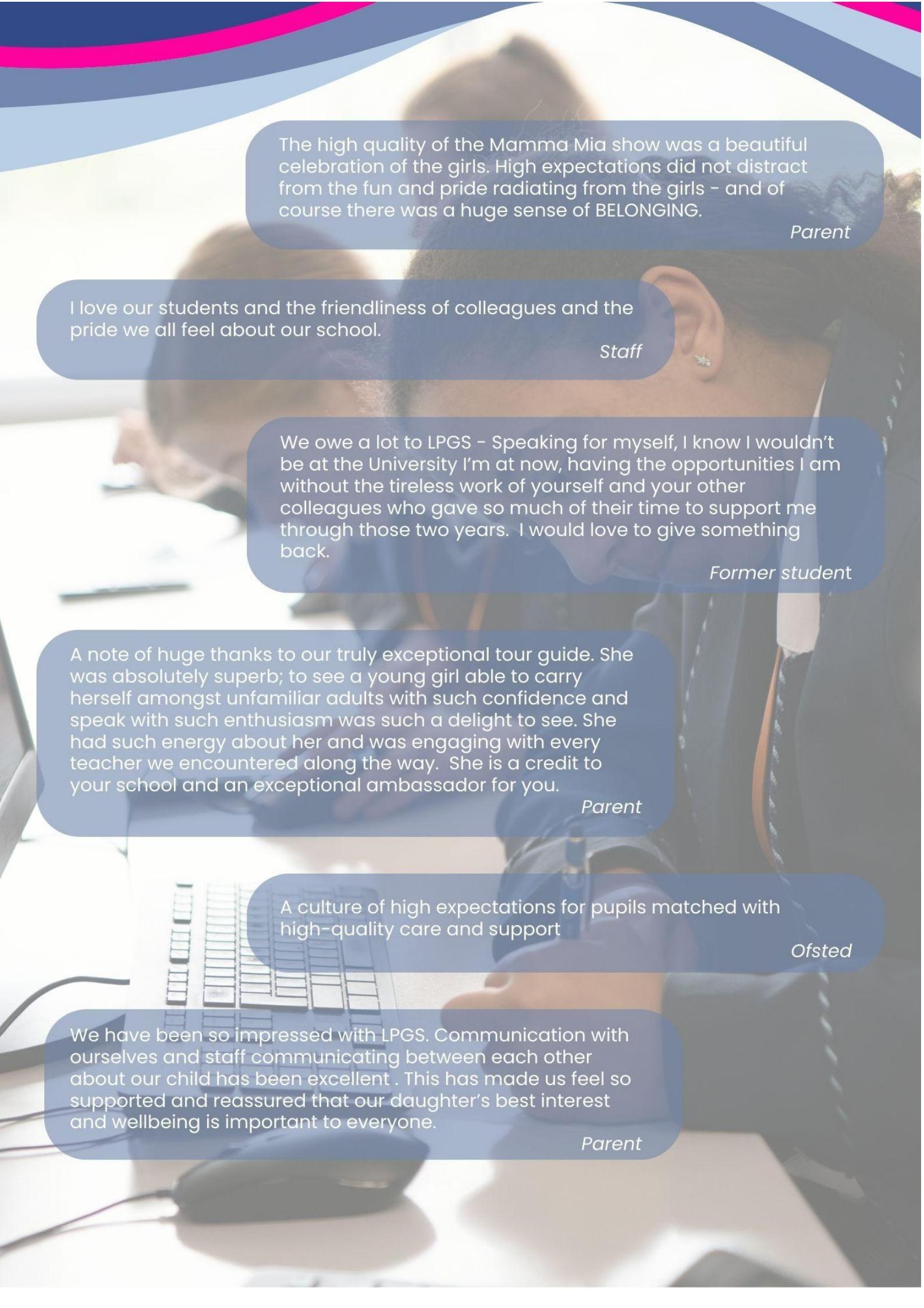
Staff

The quality of teaching at this school is nothing short of outstanding. Staff have always been there to fully prepare us for exams and have always gone out of their way to provide us with a high standard of education. The Sixth Form community is extremely friendly and diverse and is a community of individuals who are keen to succeed and help one another.

Student

We are sure our daughter learned a lot about teamwork, perseverance and the joy of adventure thanks to your thoughtful planning and engaging activities on this trip.

Parent



The high quality of the Mamma Mia show was a beautiful celebration of the girls. High expectations did not distract from the fun and pride radiating from the girls - and of course there was a huge sense of BELONGING.

Parent

I love our students and the friendliness of colleagues and the pride we all feel about our school.

Staff

We owe a lot to LPGS - Speaking for myself, I know I wouldn't be at the University I'm at now, having the opportunities I am without the tireless work of yourself and your other colleagues who gave so much of their time to support me through those two years. I would love to give something back.

Former student

A note of huge thanks to our truly exceptional tour guide. She was absolutely superb; to see a young girl able to carry herself amongst unfamiliar adults with such confidence and speak with such enthusiasm was such a delight to see. She had such energy about her and was engaging with every teacher we encountered along the way. She is a credit to your school and an exceptional ambassador for you.

Parent

A culture of high expectations for pupils matched with high-quality care and support

Ofsted

We have been so impressed with LPGS. Communication with ourselves and staff communicating between each other about our child has been excellent . This has made us feel so supported and reassured that our daughter's best interest and wellbeing is important to everyone.

Parent

## Impact Multi Academy Trust (IMAT)

We believe that being a Trust with both primary and secondary schools is an enormous asset, since it enables us to share our expertise and knowledge, learning from each other to improve the education of children from ages 4 to 18. We have high aspirations for our students that attend Impact Multi Academy Trust schools. We also have high expectations about what they will receive from, and contribute to, their education.

We believe strongly in educating the whole child. We offer our students the highest quality academic education, delivered within a broad, balanced and rich curriculum; alongside which our schools offer a wide range of high quality extra-curricular opportunities, with music and sport a particular strength.

The heads, senior leaders and colleagues actively meet and collaborate – this work is furthered by our Curriculum Strategy Leads.

Our Trust, as it is today, was formed in September 2022 and currently comprises seven schools:

- Clare House Primary School
- Darrick Wood School
- Hawes Down Primary School
- Hayes School
- Langley Park Primary School
- Langley Park School for Boys
- Langley Park School for Girls
- Ravens Wood School

For further information, please visit the Trust website [www.imat.uk](http://www.imat.uk).



# Staff Wellbeing

Our commitment to this is captured in our Staff Wellbeing Charter which you can read in detail [here](#) and includes:



CPD – we invest in our staff and in ourselves through a [professional growth](#) approach to appraisal that prioritises our improvement as teachers over data-driven targets



Respectful relationships are at the heart of how we approach others in our community: staff and students.



We take a conscious work-load focused approach to marking (no onerous expectations), data drops and parents' evenings.



A deliberate and moderate approach to emails and communication, using scheduled staff communications instead of lots of emails and no expectation that staff respond outside of their working hours.



Trained Mental Health First Aiders to support staff and a comprehensive Employee Assistance Programme that includes 24 hour support line, swift access to counselling and a wide range of advice and support via the Wisdom App.

# Job Description

**Reporting to:** Assistant Headteacher – Sixth Form

## Purpose of the Role

To provide strong administrative support to teaching and pastoral staff in delivering an exceptional sixth form experience that enables all students to reach their full potential, while acting as a point of contact for students with queries throughout the school day and supervising our Sixth Form accommodation.

To support the outcomes of young people by performing the following duties and responsibilities:

## Key Responsibilities:

- Promote a positive learning environment by supervising a calm and studious atmosphere in the Sixth Form area during lesson times
- Encourage positive conduct during breaks within the Sixth Form Base, ensuring a respectful and orderly environment, with the support of duty staff
- Oversee and administer the loan of laptops, ensuring proper usage, charging, and storage protocols are followed
- Support students and staff throughout the UCAS application process, providing guidance where necessary
- Record and monitor significant incidents of positive or negative conduct using the MIS system (Bromcom)
- Maintain and update dedicated Sixth Form noticeboards to communicate key information, events, opportunities, and deadlines to students
- Collaborate with the Sixth Form Attendance Officer to address lateness or absence according to school policies and procedures
- Contact parents/carers regarding student illness or other concerns
- Promote and oversee the administration of the Bursary Fund, ensuring eligibility and disbursement processes are followed
- Actively contribute to the school's Sixth Form Team, including participating in a rotation of duties and providing Guided Learning supervision cover when needed
- Report health and safety concerns in line with the school's policies and procedures
- Proactively address concerns or issues as they arise, supporting both staff and students in achieving their goals, reporting these to the Heads of Year and Head of Sixth Form
- Provide first aid support, as required

Undertake any other reasonable duties as required to support the effective running of the Sixth Form and the wider school environment

# Person Specification

<b>Qualifications &amp; Training</b>	
GCSE/Level 2+ qualification in English and Mathematics	Essential
5 GCSEs or equivalent at grade C/4 or above	Essential
Strong literacy and numeracy skills	Essential
First Aid Qualification (training will be provided, if not currently held)	Required
<b>Professional experience, knowledge and skills</b>	
Experience of working within an educational setting with adults or young people	Essential
Show meticulous attention to detail	Essential
Possess good ICT skills, competent user of MS Office (incl. Outlook, Word and Excel)	Essential
Experience of liaising with students, parents/carers, staff and other stakeholders	Essential
Have an understanding of safeguarding in education	Essential
Experience of using an MIS system	Desirable
<b>Personal qualities</b>	
Be a positive role model	Essential
Calm, patient with a good sense of humour	Essential
Be reflective about your own practice and committed to professional development	Essential
Be able to communicate effectively and accurately in written and spoken English	Essential
To possess strong organisational and communication skills, with attention to detail in managing tasks.	Essential
Be able to cope with change, be flexible and handle uncertainty	Essential
Have an understanding of the needs of children and young people	Essential
Have good time management and personal organisation skills	Essential
A proactive and collaborative approach to problem-solving and teamwork.	Essential
Be able to work on your own and to use your initiative to meet needs of children and young people	Essential
Be willing to contribute to the wider life of the school	Essential
Knowledge of school systems	Desirable
Able to communicate effectively with parents and carers	Essential
Able to work effectively with colleagues and form positive relationships	Essential
<b>Personal Attributes</b>	
Professional in manner, actions and appearance	Essential
Be passionate about young people and their education	Essential
Have an excellent attendance and punctuality record	Essential
Have a capacity for hard work	Essential
<b>Special requirements of the role</b>	
Show a commitment to safeguarding and promoting the welfare of children and young people	Essential
Committed to equality and inclusion	Essential
Ability to keep confidentiality	Essential

# Explanatory Notes

## Application Procedure

1. Read carefully all the information about this post.
2. If you would like to arrange an informal chat about the position, please contact Helen Partridge [hpa@lpgs.bromley.sch.uk](mailto:hpa@lpgs.bromley.sch.uk)
3. Apply online via the link on the Current Vacancies page on our school website using the My New Term portal.
4. In the supporting statement section please tell us:
  - a. Why you are applying for this post.
  - b. How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

Early applications are encouraged and we reserve the right to close the vacancy early if a suitable candidate is found.

## Appointment Process

1. Suitable applicants will be shortlisted for an interview.
2. If you are successful, you will receive either a text message, email or phone call inviting you to attend an interview. It is therefore important that you give us a daytime telephone number and email address.
3. Candidates called to an interview will:
  - a. Be given a tour of the school.
  - b. Have an opportunity to meet with members of the team.
  - c. Complete a task relevant to the role.
  - d. Have a formal interview with the Line Leader and a member of the Senior Leadership Team.

## Pre- Employment Checks

The successful applicant will be required to:

1. Provide details of two referees who know you in a professional capacity, one of whom must be your current or more recent employer, Headteacher or mentor at your placement if you are still training. It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory.
2. Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
3. Provide proof of eligibility to work in the UK.
4. Undertake an Enhanced Disclosure and Barring Service check, and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
5. Complete a Health Declaration form and New Starter Health Assessment Questionnaire with our occupational health provider, Maitland Medical.

## **Conditions of Service**

Employment is subject to a number of pre-employment checking procedures – these are given above.

The job description may not be necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

## **Salary**

The salary will be in accordance with the National Joint Council for Local Government Services (NJC).

## **Pension Scheme**

Support staff, whether full or part time, will automatically be enrolled into the Local Government Pension Scheme unless they elect to opt out.

## **Policy on Equal Opportunities**

The Trust is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position.

The Trust is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The school is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



# Langley Park School for Girls

Hawksbrook Lane  
South Eden Park Road  
Beckenham  
Kent  
BR3 3BE

*Enabling everyone to thrive - acting  
with kindness, determination and  
respect*



[lpgs.bromley.sch.uk](http://lpgs.bromley.sch.uk)



[hpa@lpgs.bromley.sch.uk](mailto:hpa@lpgs.bromley.sch.uk)

---



@lpgs\_official



@LPGSBromley



@LPGSBromley