



# Sixth Form Supervisor

October 2023 start (earlier start date available)

LBR 4 (Scale 7-10)

## Application Pack



# Wanstead High School

Education with Character

Redbridge Lane West, Wanstead, London E11 2JZ

- Tel: 020 8989 2791 • Email: [whs@wansteadhigh.co.uk](mailto:whs@wansteadhigh.co.uk)
- Website: [www.wansteadhigh.co.uk](http://www.wansteadhigh.co.uk)



Headteacher: Miss E Hillman

**October 2023**

Dear Prospective Candidate,

Thank you for showing an interest in our school.

I have been Headteacher since September 2022 and am loving the school, the pupils and the commitment to 'Education with Character'. This is a great place to be with great staff, a welcoming atmosphere, opportunities for growth and development and strong links with local schools; including being part of the Seven Kings Teaching Alliance. Behaviour for learning is excellent and pupils are polite, engaging and motivated. They really are truly amazing young people.

The school is ready for change as, although results are good, there are gaps in too many areas meaning opportunities to progress are inequitable. In particular, SEND and disadvantaged pupils perform less well and there is a need for increased challenge.

Quality assurance has not shown typicality in previous years and we are developing new models of monitoring, evaluation and review and appraisal to make sure staff really do grow and develop - a high challenge, low threat approach. We believe that all staff want to be better teachers and educators and need to find the right systems to make it happen, rather than outdated 'speed camera' models of reviewing teaching and learning. This is an exciting place to grow and develop as a teacher and leader. We welcome ECTs, as well as more experienced teachers.

Whilst we want to ensure change as per our School Improvement Plan, we are also committed to ensuring this is a truly great place for staff to work - we constantly consider well-being and offer great perks like the opportunity to leave school if staff have free periods for the rest of the day, as long as directed time is made up elsewhere. We also offer free tea and coffee in the staff room and are looking to develop a much more active staff social life in the future for those who like this sort of thing!!

We are seeking a dedicated Sixth Form Supervisor to support the Sixth Form Team and supervise the Sixth form Open and Private Study areas.

Wanstead High School seeks to enable all pupils to achieve the highest academic standards. The current Ofsted grade is "Good" and we need to endeavour to retain this in the next inspection and ultimately aim for the stars!

We welcome visits to the school and I am happy to talk over the phone to anyone about the role and/or school. We currently have a large building project taking place, but I hope you will have the vision to look beyond the temporary facade. Please do not hesitate to get in touch and learn more about this amazing school. The summary School Improvement Plan is available on the website (the website is again, a work in progress).

Yours sincerely,

Emma Hillman  
Headteacher

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## Application Requirements

Please write a statement in support of your application.

### **This must address the person specification**

Statements in support of your application should be no longer than two sides of A4.

The closing date for this post is 09.00 on Monday 09 October 2023 although outstanding candidates may be interviewed before the closing date. Completed applications should be returned by email to [recruitment@wansteadhigh.co.uk](mailto:recruitment@wansteadhigh.co.uk). Interviews will be held shortly afterwards.

If you would like to speak to the Headteacher or Curriculum Team Leader regarding this post or if you have any questions, please contact her PA, Miss Rutland ([f.rutland@wansteadhigh.co.uk](mailto:f.rutland@wansteadhigh.co.uk)).



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Headteacher: Miss E Hillman

**Full/Part time:** Full-time

**Start Date:** October 2023 (earlier start date available)

## What We Are Looking For

We are seeking a dedicated individual to support the Sixth Form Team and supervise the Sixth form Open and Private Study areas. This post would suit those with previous school or supervisory experience.

## What We Offer

This is a great opportunity for an enthusiastic, creative and well-qualified candidate who is keen to develop their skill set in a successful school that will provide great support and encouragement. We offer an outstanding opportunity for the right person to make a real impact on children's lives, and to develop their career in a very pleasant, successful and innovative school. We hope that you will decide to pursue your application and that you will consider a future with us at Wanstead. Whilst you will need to work hard, we value well-being and support all staff with flexible ways of working where possible.

As part of Seven Kings Teaching School Alliance, Wanstead is able to provide a wide variety of CPD opportunities for staff at all stages of their career, both within Wanstead and the Teaching School Alliance. The post offers an excellent opportunity for the right person to develop their career within an exciting and supportive department and school.

## School Information

Wanstead High School seeks to enable all pupils to achieve the highest academic standards. Overall Attainment 8 (56.0) was significantly **above** national and in the **highest** 20% in 2022. Our Progress 8 score has been positive and above average for the past 3 years, and in 2022 was +0.3

A large number of our pupils stay on to the Sixth Form and the majority of these gain entrance to universities and other centres of Higher Education, and we also recruit a substantial number of post-16 pupils from the surrounding area.

Our latest OFSTED report confirmed that we are "Good" in all areas, and our latest results are the best in the school's history.

The school is maintained by the London Borough of Redbridge and is situated in a residential area near Epping Forest, served by the London Transport Underground Central Line and the M11 motorway. It is, therefore, both within easy reach of central London and out-lying areas such as Essex and Hertfordshire.

There are currently approximately 1450 plus pupils on roll including some 300 pupils in the Sixth Form. Currently there are 170 teaching and support staff. Eight forms of entry (240 pupils) are admitted at Year 7 and there are some 300 plus pupils in the Sixth Form. The school encompasses a rich social and cultural

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diversity and 35% of pupils speak English as an additional language. There are over 35 languages spoken by the pupils. The school is heavily oversubscribed.

All pupils wear uniform except in the Sixth Form where pupils are required to wear tailored clothing. After much liaison with 40 linked primary schools (7 main feeders), pupils join one of eight/nine mixed ability tutor groups and the school seeks to maintain the composition of this and the association with the same tutor throughout the pupil's career. The year based pastoral system is central to the discipline and wellbeing of the pupils. Tutors are led and supported by an experienced team of pastoral heads.

The school has some very good facilities, including a good Sixth Form Centre with state of the art study facilities; ten well equipped Science laboratories and a purpose built theatre, a dance studio and music suite. Considerable refurbishment has taken place over recent years, with work still on-going. The school is well resourced with IT equipment. There is currently a new build project which you will see if you visit - this will be a new Humanities Block and swimming pool and is therefore a joint enterprise between Leisure and Education.

The school's sports facilities are used as a local Leisure Centre, which serves the community in the evening, but which is part of the school during the day. It comprises 4 squash courts, a sports hall, a gymnasium, a multi-purpose sports hall, a fitness training room and a floodlit play area.

## School Vision and Aims

We will provide high quality education with character: inspiring our young people, keeping them safe, and preparing them fully for life in the modern world. The Strategic Goals for the School are to:

- Further improve the quality of teaching and learning across the school so that all pupils receive an entitlement to excellence and to education with character
- Establish a curriculum that best meets the needs of every single pupil
- Develop high quality assessment, tracking and intervention systems to maximise the attainment and achievement of every pupil
- Ensure all pupils are safe, healthy and happy, and have the skills and qualities needed to thrive in modern Britain
- Develop leadership opportunities for all members of the school community, and ensure that our staff are fully developed as professionals in order to best meet the school's vision.

## School Ethos

We expect our staff to:

- Play a full part in the life of the school community, supporting its distinctive vision and ethos and leading staff and pupils in doing the same
- Actively support the school's corporate policies and aspirations
- Adhere to the staff professional code of conduct as developed collectively by staff

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- Comply with the school's Health and Safety Policy and undertaking risk assessments as appropriate
  - Check emails on a daily basis to keep up to date with issues communicated within the school.

All staff are expected to behave in accordance with the school values and a culture of high challenge and low threat.

### Job description

<b>Job title</b>	Sixth Form Supervisor	<b>Grade</b>	LBR 4 (scale 7-10) £21,662-£22,660 (actual salary)
<b>School</b>	Wanstead High School		
<b>Reports to</b>	Head of Sixth Form		
<b>Responsible for</b>	N/A		
<b>Hours</b>	08.25-15.25 term time only + 2 days in August for results day + 5 Inset days		
<b>Purpose of job</b>			
<p>To provide day-to-day support and supervision of Sixth Form Open and Private Study areas to a high standard, ensuring students are well behaved and focused in their learning. To assist with the maintenance of the school student database and collection of student data including attendance registers. To assist the Head of Sixth Form in monitoring sixth form attendance and punctuality, reporting any concerns, and supporting the Welfare Team with duties around the school at Break and lunch times in line with the school's policies and procedures.</p>			
<b>Main duties and responsibilities</b>			
<p><b>Main duties:</b></p> <ul style="list-style-type: none"> <li>● To supervise the Open and Private Study area in the Sixth Form to a high standard, ensuring students are well behaved and focused on their learning</li> <li>● To administer daily attendance and punctuality, checking each morning and contacting home if students are not in school</li> <li>● To form positive relationships with students in order to improve student attendance</li> <li>● To support with the administration of educational visits, ensuring all medical information and emergency contact details are accurate and timely</li> <li>● To administer sixth form detentions</li> </ul> <p><b>Other additional duties:</b></p> <p>In line with school policies and procedures:</p> <ul style="list-style-type: none"> <li>● To manage pupil behaviour and deal promptly with conflict and incidents</li> <li>● To deal with any immediate problems or emergencies</li> <li>● To monitor and evaluate pupils' responses to learning activities through observation and recording of achievement and provide feedback/reports as required</li> <li>● To use ICT effectively to support learning activities and develop pupils' competence and independence in its use</li> <li>● To liaise sensitively and effectively with parents/carers as directed</li> </ul> <p><b>Support within the wider Administration Team:</b></p> <ul style="list-style-type: none"> <li>● To provide general administration including sending letters, filing and making telephone appointments</li> <li>● To cover the Reception area if required</li> <li>● To provide minute taking of meetings conducted by the Senior Leadership Team if required</li> </ul>			

**Support for the School:**

- To follow the school policy documents and school procedures at all times
- To be trained as and act as a first aider
- To support teachers in selecting and preparing teaching resources that meet pupils' needs and interests
- Under the supervision of the Head Teacher or other designated teachers, to invigilate internal and external examinations.
- To be member of break and lunch duty teams and, in negotiation with the line manager
- To attend and participate in regular meetings and participate in training and other learning activities as required

**The above-mentioned duties are neither exclusive or exhaustive and the post holder may be required to carry out other duties as required by the service.**

Name of post holder:

Date:

Signature:

**Person specification - Sixth Form Supervisor**

Essential	Desirable
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>GCSE Maths and English, minimum grade C, or equivalent</li> </ul>	<ul style="list-style-type: none"> <li>A-Level or equivalent</li> <li>First Aid Qualification/ training</li> <li>Evidence of recent professional development</li> </ul>
<b>Experience</b>	
<ul style="list-style-type: none"> <li>Experience of working successfully as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Relevant, recent experience in an 11-16 school in a similar position</li> <li>Evidence of experience of working with pupils with a variety of behavioural &amp; educational needs and having successful outcomes</li> <li>Experience of SIMS, or similar Management Information System and other school systems</li> <li>Evidence of CPD in a relevant area</li> </ul>
<b>Skills, Knowledge and Understanding</b>	
<ul style="list-style-type: none"> <li>A good knowledge of strategies and techniques in behaviour management</li> <li>Ability to effectively communicate with staff and pupils in a professional, confidential and compassionate way</li> <li>Ability to prepare reports, profiles and maintain clear and comprehensive records</li> <li>Excellent literacy, numeracy and IT skills</li> <li>Ability to follow instructions accurately, but make sound judgements and lead when required</li> </ul>	<ul style="list-style-type: none"> <li>Experience and knowledge of Google systems and programmes</li> <li>Evidence of the ability to manage and direct others in their work</li> </ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"> <li>Ability to maintain professional integrity, even when under pressure</li> <li>Ability to inspire, challenge and motivate others</li> <li>An absolute commitment to the belief that every child deserves the very best education</li> <li>An ability and desire to work in a high challenge and low threat way to ensure improvement in all areas</li> <li>Ability to prioritise and manage time effectively</li> <li>Capacity and enthusiasm for hard work and challenge</li> <li>Emotional intelligence</li> <li>Capacity to reflect on practice</li> <li>Able to work as part of a team and to contribute to the team's effectiveness whilst also being self-motivated</li> <li>Flexibility, reliability, honesty and trustworthiness, demonstrating highest professional standards</li> <li>Ability to work in a solution focussed way</li> <li>Ability and confidence to communicate effectively both verbally and in writing</li> <li>A commitment to on-going personal development and willingness to undertake appropriate training</li> <li>Evidence of commitment to safeguarding and protecting the welfare of children</li> </ul>	