



Edgbarrow School



CANDIDATE INFORMATION STUDENT PERSONAL DEVELOPMENT ADVISOR

EDGBARROW SCHOOL Grant Road, Crowthorne, Berkshire. RG45 7HZ TEL: 01344 772 658

Contents



- Letter from the Headteacher
- Candidate Information:
 - School Information & Vision
 - Job Description
 - Person Specification
 - How to Apply
- Further Information:
 - School Links
 - Curriculum
 - Exam Results



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Dear Applicant

Thank you for taking an interest in the advertised post at Edgbarrow School. We hope you find the information helpful in making your decision to proceed further in the application process. We make every endeavour to provide all candidates with equality of opportunity in the selection process. If you have any additional queries, please do not hesitate to contact the school.

The Trust, Governors and school community fully support our vision of 'Enjoy, Grow, Achieve'. We absolutely believe that academic progress can open doors and drive future success and happiness and we encourage candidates to have a love of learning. It is important that candidates also have a passion for ensuring that the curriculum meets the needs and aspirations of all our learners, regardless of ability. Academic progress happens when students are safe, happy and enjoying school life and therefore, personal development and co-curricular opportunities must be equally important and highly valued.

Edgbarrow School is an 11-18 mixed comprehensive academy and is a founder member of the Corvus Learning Trust. The school serves the students of Crowthorne Village in Bracknell Forest. There are approximately 1500 students on roll of which 400 are in the Sixth Form. Further information regarding the school can be obtained by visiting the school website at www.edgbarrowschool.co.uk.

Applications from suitably qualified and experienced candidates are welcomed via the online application system and any queries emailed to recruitment@edgbarrowschool.co.uk. This post is subject to an enhanced DBS and references.

Edgbarrow School is an outstanding, happy, and caring school and we look forward to receiving applications from suitable candidates for this important post. You will join a friendly, experienced and welcoming SLT who enjoy collaboratively working in the school. I would like to take this opportunity of expressing my best wishes to all those who apply and, whether or not you are successful in this particular application, to wish you success in your future career.

Yours sincerely

Mr Stuart Matthews

Headteacher

School Information & Vision



Thank you for your interest in this post. The enclosed literature is intended to give a better understanding of Edgbarrow School.

Edgbarrow School is a larger than average secondary school, one of six secondary schools within the Bracknell Forest borough, and the only one in the village of Crowthorne. The school is regularly oversubscribed, attracting over 450 applications for 240 places in 2024. The sixth form has grown considerably in the last five years (300 to 400).

We are very fortunate to have a stable, professional and highly committed group of teachers and support staff who work together to ensure that each student receives the best educational experience. Visitors, including parents, contractors and outside agencies frequently comment on the positive atmosphere that pervades the school, from a warm welcome at our reception that continues to be felt around the site. We are very proud of our students' attitude towards their school, learning and the way they behave.

Our Vision

Edgbarrow School is a learning community where all students and staff:

- Enjoy school life and are supported in achieving their full potential in their academic, creative and physical, moral, spiritual and personal development.
- Understand that learning and teaching have the highest priority and benefit from working within a vibrant, purposeful environment.
- Know that they can make a positive contribution and are valued as individuals, fostering mutual respect within a safe, caring and supportive community.
- Have the opportunity to develop their talents and acquire skills for life-long learning in an increasingly technological society.
- Are encouraged to be confident, motivated, healthy, enterprising and responsible citizens.

In order to help you understand the school and our priorities, we have tried to identify what defines Edgbarrow for those of us who work here. These can be summarised under the following headings:

1. Achievement

- Attainment – excellent results at all key stages
- Progress – excellent progress made by all students

2. Reputation

The school at the centre of the community that trusts its young people will be cared for and provided with opportunities to develop all skills and talents

3. Ethos

Staff and students enjoy purposeful working relationships to learn together in a safe, happy environment

4. Ambition

Purposefully driven to be constantly improving by committed and hardworking governors, leaders, teachers and support staff reflected in the manner in which students engage and behave

5. Post 16 Learning

Provision of an excellent resource to build a bridge between school and Higher Education or work.



Job Description



Job Title:	Student Personal Development Advisor
Grade / Salary Scale:	Grade H
Hours of Work:	5 days per week, term time + 5 Inset days
Notice Period:	One Month
Reports To:	Head of Sixth Form
Job Purpose:	To provide support and guidance for students in order to facilitate their successful development as effective learners and members of the school community. Support the Personal Development Curriculum and the Destinations process. To contribute to the high-quality personal development programmes and to monitor and evaluate its impact.

Main Duties & Responsibilities:

- To work closely with the Sixth Form Team and the Tutor Team to identify students who would benefit from further intervention and support and create action plans.
- To use all data and information available to be fully aware of individual student targets and provide advice, support, and guidance to enable them to achieve.
- To support student wellbeing in the sixth form, working alongside Head of Sixth Form, Heads of Year, and Tutors.
- To lead Personal Development meetings covering such issues as; study skills, revision, techniques, organisation, and the wider skills required for success.
- To support year 13 students through the destinations process; including UCAS and non-university post-18 destinations. Meet with students each week to check in on academic, personal development, and destination progress using school systems.
- To support other aspects of the Futures Planning Programme where required, e.g. running mock interviews, CV building with specified students.
- To communicate with subject teaching staff regarding specified students and be a point of contact for curriculum matters concerning these students.
- To accompany sixth form trips/visits when appropriate.
- Comply with policies and procedures relating to child protection, health, safety, welfare, security, confidentiality and data protection, reporting any concerns to the appropriate person.

- Actively support the School and Trust Equal Opportunities Policies.
- Contribute to the overall aims and targets of the school, appreciate and support the roles of other members of the school work team and attend and participate in relevant meetings as required.
- Be aware of and take part in the school's performance management framework and participate in training and development activities as required.
- The post holder is responsible for ensuring that the school child safeguarding policy is adhered to and concerns are raised in accordance with this policy.
- Carry out tasks as reasonably required by the Headteacher.

Such other duties as may from time to time be necessary, compatible with the nature of the post. It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Scope of Job (Budgetary/Resource control, Impact)

The post holder is line managed by the Head of Sixth Form.

The post holder does not hold any budgetary responsibilities.



Person Specification



Key Criteria	Essential	Desirable
<p>Qualifications and Training</p>	<p>Good numeracy & literacy.</p> <p>GCSE grade C or above (or equivalent in both English and Mathematics).</p> <p>Level 3 qualification(s).</p> <p>Computer literacy (MS Office experience, including word-processing, spreadsheets, Microsoft Teams and e-mail).</p>	<p>A proven record of working with young people.</p> <p>Have direct experience of raising achievement within an educational setting.</p> <p>Have experience of identifying potential barriers to learning and working jointly to devise strategies to enable students to overcome these barriers.</p> <p>Good understanding of post-18 destinations.</p>
<p>Competence Summary (knowledge, abilities, skills, experience)</p>	<p>Have excellent written and oral communication skills.</p> <p>Highly motivated and enthusiastic.</p> <p>A solid belief in the inclusion of all students in a full educational experience and the importance of aspirational destinations for students' next steps.</p> <p>Have high expectations of all students, respect for their social, cultural, religious, and ethnic background, and a commitment to raising their achievement and self-esteem.</p> <p>Ability to establish effective Advisor relationships that motivate change and promote personal growth.</p> <p>Work independently and as part of the Sixth Form team.</p>	<p>Experience of working within a learning environment.</p>

	<p>Have a willingness to participate in relevant training and development activities.</p> <p>Understanding of safeguarding issues and promoting the welfare of children and young people.</p>	
Work related personal requirements	<p>Committed to equality of opportunity.</p> <p>Ability to maintain strict confidentiality of information received and processed as part of the job role.</p>	
Other work requirements	<p>Suitable to work with children.</p> <p>Participate fully in the school Performance Appraisal Process</p> <p>Participate in training and development opportunities to enhance and develop skills as required.</p> <p>Follow the school's ethos.</p>	

How to Apply



Complete the online application form via TES.

1. References will be taken up for shortlisted candidates prior to the interview date. Corvus Learning Trust is committed to safeguarding and promoting the welfare of all students. Each student's welfare is of paramount importance. Successful candidates will be required to undertake an enhanced DBS check.
2. If you have any queries regarding this application process, please contact our HR department on 01344 772658 or email recruitment@edgbarrowschool.co.uk

POSITION:	Permanent
CONTRACT TYPE:	5 days per week, term time plus 5 INSET days
SALARY:	£24,166 (Actual salary inclusive of fringe allowance)

Edgbarrow School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the school to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS).

Any offer of employment is therefore conditional on clearance from the above, the receipt of two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and proof of right to reside and work in the UK.

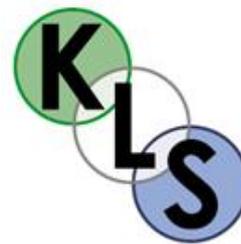
Edgbarrow School is committed to protecting the health, safety and welfare of all employees. To this end, staff enjoy:

- Contributory Pension Scheme
- Employee Assistance Programme
- Working as part of a motivated and committed team
- Access to on site fitness gym
- Cycle to work Scheme
- Eye Care Voucher Scheme

Further Information



School Links:



Kennel Lane School



Sandhurst



The Bulmershe

- [Edgbarrow School](#)
- [School Prospectus](#)
- [Corvus Learning Trust](#)

Curriculum:

The curriculum is organised within a two-week cycle. Each week is composed of 25 lessons, each lasting for one hour.

The Progress Department will work with students, both individually and in small groups, who need support to improve their literacy skills.

Key Stage Four: Years 10 and 11 (ages 14-16)

All students study a core of subjects: English and English Literature, Mathematics, Science, Physical Education and PSHGEE (including Religious Education). Students may also be offered the opportunity to study Triple Science.

In addition, students may choose four further subjects from:

- **GCSEs:**

Art, Business Studies, Computing, Design and Technology (Food Engineering & Product Design), Drama, Economics, French, Geography, History, Information and Communication Technology, Music, Spanish, Physical Education, Religious Education and Science. However, all students are required to select at least one E-Bacc subject e.g. Geography, History, Computing, French, German or Spanish.

- **BTECs, VCerts & Cambridge Nationals:**

Information Technology, Business Studies, Sport, Performing Arts and Health and Social Care.

Sixth Form: Years 12 and 13 (ages 16-19)

In Years 12 & 13 students generally follow three subjects, leading to a full A level qualification and/or a Level 3 BTEC.

- **A Level Courses:**

Art and Design, Biology, Business Studies, Chemistry, Computing, Criminology, Design and Technology (Food Technology & Product Design), Economics, English Language and English Literature, French, German, Geography, Government and Politics, History, Mathematics, Media Studies, Music, Philosophy and Ethics, Photography, Physics, Psychology, Sociology, Spanish, Sport and PE and Theatre Studies.

- **BTEC Courses:**

Sport and Exercise Science, Business Studies, Health and Social Care and ICT.

Enrichment Opportunities

In addition to their examination courses, all students participate in an enrichment programme. This programme is focused on a range of activities designed to give students an opportunity to participate in, and benefit, their local community e.g. a range of sports teams, Duke of Edinburgh Award, Young Enterprise, Operation Wallacea as well as many department-based clubs.

School Examination Results:

- **Level 2 GCSE and BTEC**

We are very proud of the examination results achieved by our students over the past three years. Staff have worked hard with new data to track and monitor students and develop intervention strategies in order to help each individual to achieve their potential.

Whole School	P8	A8	9-5 EM	9-4 EM
2024	+0.35	53.92	62%	82%
2023	+0.35	53.54	61%	80%
2022	+0.65	59.41	66%	87%
2021	N/A	58.80	74%	85%
2020	N/A	57.32	68%	87%
2019	+0.36	55.59	65%	82%

- **Level 3 A Level and BTEC**

In recent years we have worked hard to improve our examination results at post 16. A new Sixth Form building has certainly helped to provide an excellent learning environment and educational experience for our students. However, there is no doubt that staff have worked hard to develop the quality of teaching at post 16 and as a result the grades achieved by our students have improved significantly.

Whole School	A*-B	A*-C	Overall Pass Rate
2024	62%	85%	99.6%
2023	60%	83%	99%
2022	69%	90%	99%
2021	73%	87%	99%
2020	64%	86%	100%
2019	52%	77%	98%

