

BURNTWOOD

AN ACADEMY FOR GIRLS

Principal: Mrs Helen Shorrocks BSc PGCE

Burntwood Lane, London, SW17 0AQ

Tel: 020 8946 6201

Email: info@burntwoodschoo.com

Website: www.burntwoodschoo.com

Roll: 1,665 (Sixth Form 451)



Recruitment Pack

Join us

Sixth Form Academic Mentor

Closing date: Friday 29 September 2023, 1pm

Start Date: October 2023

'The best education today, for the women of tomorrow.'

Job Advertisement

Role: Sixth Form Academic Tutor

Full time/Part time: Term Time Only

Working Hours: Casual; ad hoc between 10 and 15 hours per week

Salary Grade: £11.95 per hour

Reporting to: Head of Sixth Form

Commencing: October 2023

We are seeking to appoint a highly motivated, committed, and inspiring Academic Mentor to join us from **October 2023**.

The position would suit a graduate looking to gain experience of working in schools. The successful candidate should be able to demonstrate a commitment to working with young people, from all backgrounds and abilities. The successful candidate would be running 1:1 and small group revision sessions for our KS5 students in Year 12 and 13.

The role will involve working closely with identified Key Stage 5 students, supporting them in developing their knowledge, understanding and exam technique in A Level subjects. The role may also include mentoring students who are applying to High Tariff universities, supporting their application and developing their interview skills.

Academic Mentors are line managed by the Head of Sixth Form.

Burntwood is a popular, highly successful, multi-cultural school. We put equality, safeguarding and inclusion at the heart of our ethos. Burntwood has a strong corporate identity characterised by our firm commitment to the UNICEF Convention on the Rights of the Child.

Please visit www.burntwoodschool.com for more information about Burntwood School.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff and volunteers to share this commitment. The successful applicant will be subject to pre-employment checks including an enhanced DBS check.

How to apply

To apply for this role, please submit your application via the TES website:

<https://www.tes.com/jobs/vacancy/-1918369>. CVs or any other form of application will not be accepted.

Should you require any other details please contact our HR team at recruitment@burntwoodschool.com

The closing date for applications is **Friday 29 September 2023, 1pm**.

The interview date is to be confirmed.

School Information

About Burntwood – An Academy for Girls

Thank you for your interest in working at Burntwood. We hope that the information provided here and on [our website](#) will help you with your application and give you a flavour of our school.

Burntwood is a highly successful academy for girls. We are an 11-19 comprehensive school with 1,665 students, of whom 451 are in our mixed Sixth Form. The majority of our students progress to our Sixth Form and the vast majority then on to university and higher education.

Burntwood was rated as “Good” by OFSTED at our last Inspection in January 2020 and we are very proud to be one of only two secondary schools in London (and one of only 16 secondary schools in the United Kingdom) to have been awarded the highest level of the UNICEF Rights Respecting School Award: Level 2. We also have Artsmark Gold, Sportsmark and Healthy Schools status as well as SMSC Quality Mark and International Schools Mark.

We work in partnership with a number of higher education providers, local schools, and other educational bodies to enable our staff to access a range of different learning opportunities. In recognition of the quality of our professional development we have been awarded the Professional Development Platinum Mark by UCL (Institution of Education).

At Burntwood, staff work in a harmonious atmosphere with students who get on well together and happily respect each other’s cultural backgrounds. They openly acknowledge and celebrate their different abilities and talents. Students enjoy a wide range of extra-curricular activities including choir, orchestra, shows and sporting activities.

Burntwood School was rebuilt in 2015 and the quality of the design of the School led to it winning the prestigious Stirling Prize for 2015. We are proud of our new state of the art learning environment which is fully equipped to enable us to continue to deliver an excellent education and broad and balanced curriculum to our students and the wider community.

As a member of Burntwood staff, you would join a team of dynamic and committed professionals who work to develop enquiring, informed and resilient students who are able to meet the demands of a rapidly changing world.

Person Specification

Role: Sixth Form Academic Tutor

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Commencing: October 2023

Reliability, flexibility and a positive attitude, in addition to the ability to work as part of a team and with individual subject teachers and young people are of paramount importance.

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Candidates will be expected to demonstrate knowledge and understanding of each area and to show evidence of having applied (or an awareness of how to apply) this knowledge and understanding in the school context. The selection panel will assess each candidate against the below criteria listed.

Criteria		Essential	Desirable
1	Degree level qualification.	X	
2	Experience and/or an awareness of the issues relating to young people with barriers to their learning.	X	
3	A high level of literacy and numeracy in order to support students 16-19 years of age.	X	
4	Ability to communicate with and relate appropriately with young people.	X	
5	Ability to communicate effectively with teachers.	X	
6	A commitment to work towards your personal development.	X	
7	Ability to plan tailored sessions for students to support their understanding of A Level subjects.	X	
8	Ability to liaise with school staff, families/carers and external agencies both face to face and by telephone.	X	
9	Willingness to be aware of the Code of Practice and accompanying legislation and regulations.	X	
10	Experience working in a school environment.		X
11	Understanding of the current educational landscape.	X	
12	The ability to relate well with children and young people.	X	

Job Description

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The position would suit a graduate looking to gain experience of working in schools. The successful candidate should be able to demonstrate a commitment to working with young people, from all backgrounds and abilities.

The role will involve working at Key Stage 5 planning and delivering revision sessions with A-Level students and supporting identified students with university applications.

Duties to include:

1. To work with small groups and / or individual students on specific tasks, as directed by the Head of Sixth Form
2. To support specific students with catch-up and intervention sessions, under the supervision of senior staff and middle management.
3. To support students with SEND and/or Social Inclusion needs.
4. To facilitate the differentiation of tasks for students.
5. To support specific students with guided revision and homework, under the supervision of senior staff and middle management.
6. To support specific students with university applications.
7. To ensure the school's health and safety guidelines are adhered to.
8. To support all school policies including equal opportunities, bullying, behaviour for learning etc.

Safeguarding

- Be fully aware of and understand the duties and responsibilities arising from the Children's Act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the role within the organisation.
- Be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the role.
- Ensure that the Safeguarding Team, particularly the Designated Safeguarding Lead, is made aware and kept fully informed of any concerns in relation to safeguarding and/or child protection.

Data Protection

When working with computerised systems to be completely aware of responsibilities at all times under the Data Protection Act 2018 for the security, accuracy, and significance of personal data held on such systems. Be mindful of how data is handled and seek consent and guidance from line managers or designated leads before sharing or storing confidential information.

Equal Opportunities

Actively support the School Equality Policies. To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

Health and Safety

Employees are required to work in compliance with the school's health & safety policies and under the Health & Safety at Work Act, ensuring the safety of all parties they come into contact in premises or sites controlled by the school.

Safer Recruitment

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointment is subject to an enhanced Disclosure and Barring Service (DBS) check and satisfactory references. In line with [Keeping Children Safe in Education \(KCSIE\)](#), the school may consider carrying out an online search as part of due diligence on shortlisted candidates, in order to identify any safeguarding or suitability issues.

Additional Information

The main duties and responsibilities indicated are subject to the general duties and responsibilities contained in the written statement of particulars of employment (the contract of employment). Other duties of an appropriate level and nature may also be required, as directed by the Principal and Head of Cluster. Please note that the post holder may be required to work outside of normal school working hours for school events, meetings and emergencies. The job description may be reviewed annually in the light of those changing requirements and in consultation with the post holder and Principal.

I have carefully read and understand the contents of this job description and person specification. I understand the responsibilities, requirements and duties expected of me (to be signed if appointed).

Print name:

Sign:

Date: