

# CANDIDATE INFORMATION PACK



Heckmondwike  
Grammar School

## JOB TITLE Sixth Form Study Facilitator

Are you an organised and approachable individual?

Then this will be the job for you

This post provides a unique opportunity to work within a high-performing and growing 11 to 18 grammar school with a large sixth-form and exceptional students.

We are delighted to have been named "Secondary School Of The Year", "Soaring 57 places in the UK rankings to 77" out of approximately 6000 secondary schools (state and independent) in the latest Sunday Times Parent Power Guide.

### SALARY

SCP 2-5 £22,366 – £23,500 pro rata

(£13,603.00 to £14,292.70 actual salary)

Pay Award Pending

### TERM/ HOURS

26 ¼ hours per week.  
9.00am to 14.15pm.

Term Time only, plus 5 Training Days

Permanent.

### CLOSING DATE

9am Tuesday 4th June 2024



**HECKMONDWIKE**  
GRAMMAR SCHOOL

THE SCHOOL IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF TO SHARE THIS COMMITMENT. OFFERS OF EMPLOYMENT ARE SUBJECT TO TWO SATISFACTORY REFERENCES, A SIX MONTH TRIAL PERIOD AND AN ENHANCED DBS DISCLOSURE. WE ARE AN EQUAL OPPORTUNITIES EMPLOYER.

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**HECKMONDWIKE**  
GRAMMAR SCHOOL

## Sixth Form Study Facilitator

### Department Information

#### About Us:

At Heckmondwike Grammar School, our motivation is for our students to enjoy their school days and to become thoughtful, articulate, confident and responsible members of society. In order to achieve this, we rely on our staff to work closely with students, parents and teachers to provide a supportive community, keeping the well-being of our students at the forefront of everything we do.

#### The Role:

To work closely with the Assistant Headteacher for Post 16 and Academic Support Manager to ensure the smooth running of the Sixth Form by providing high levels of support in the Jo Cox Centre. As a key member of the Sixth Form team you will oversee and manage the silent study area, enabling all students to achieve high levels of academic success.

The post holder will need to ensure that high standards of behaviour are maintained throughout the Sixth Form silent study area with all students engaged in silent study.

This will also include supporting the work of the Attendance and Health Officer and the Pastoral Leader to optimise student attendance in the sixth form study areas.

Experience of working in a school is not essential however previous experience of working in a front-facing or customer services type role is a must. You will be able to work with young people of all ages and have the ability to maintain appropriate relationships at all levels.



#### Responsibilities:

Specific responsibilities are set out in a detailed job description.

#### Why Should You Apply?

Heckmondwike Grammar School is a unique school, with students who are eager to learn, keen to know more and want to enjoy their educational experiences. It is exceptional in many ways: a very diverse school community that produces results of the highest quality.

We work effectively with our young people, really care about them and their futures and have an ultimate success measure of enabling them to proceed to where they want to go. Excellent relationships between staff and students are the norm, expectations are high and students perform very well as a consequence.

We also offer a competitive salary and membership to a Local Government pension scheme.

#### How Should You Apply?

If you are interested in this position then please visit the vacancies section of our website [www.heckgrammar.co.uk/vacancies](http://www.heckgrammar.co.uk/vacancies).

Completed applications should be sent by email to: [recruitment@heckgrammar.co.uk](mailto:recruitment@heckgrammar.co.uk).

Further information about the school is available on the school website [www.heckgrammar.co.uk](http://www.heckgrammar.co.uk)

**Protection of children:**

Disclosure of criminal background of those with access to children.

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013 & 2020) provide that certain convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on <https://www.gov.uk/government/organisations/ministry-of-justice>.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered prior to the date of the interview. You may be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

**Safeguarding Statement:**

Heckmondwike Grammar School is committed to safeguarding and promoting the welfare of its students and expects all employees and volunteers to share this commitment.



## HECKMONDWIKE GRAMMAR SCHOOL

### JOB DESCRIPTION

|                        |   |
|------------------------|---|
| <b>JOB TITLE:</b>      | Sixth Form Study Facilitator  |
| <b>SALARY:</b>         | SCP 2-5 £22,366 – £23,500 pro rata<br>(£13,603.00 to £14,292.70 actual salary)<br><br>Pay Award Pending |
| <b>HOURS OF WORK:</b>  | 9:00am – 14:15pm – Term Time Only, plus 5 Training days   |
| <b>RESPONSIBLE TO:</b> | AHT – Post 16   |

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#### MAIN DUTIES

##### A Specific Duties

1. Oversee and manage students during their silent study periods in the Jo Cox Centre, ensuring a productive and focused study environment.
2. To register students in independent study periods and record attendance.
3. To uphold and enforce high standards of behaviour and ensure that students complete high-quality work during independent study periods.
4. Work one-on-one with target students as directed to identify their academic strengths, weaknesses, and goals, and provide tailored guidance to help them achieve their potential.
5. Work with students to develop strategies for improving their academic performance, including study techniques, time management skills, and effective learning strategies.
6. Offer subject-specific support and guidance to students, clarifying concepts, answering questions, and providing additional resources to enhance their understanding of the curriculum.
7. Work with other members of the Sixth Form Team to monitor and assess students' academic progress, identifying areas for improvement and implementing appropriate interventions to address any challenges they may face.
8. Assist students in developing effective study skills, note-taking techniques, and examination preparation strategies to optimise their learning outcomes. This may include the production of student guides or resources.
9. Provide encouragement, motivation, and inspiration to students, promoting a positive learning environment and fostering a growth mindset.

10. Work with teachers, parents, and other stakeholders to ensure effective communication regarding students' progress, challenges, and successes.
11. To support the work of the Attendance Officer, Post –16 Pastoral Manager and Academic Support Manager to optimise student attendance in the sixth form study areas. This may for example include contacting parents to check on student absence from silent study.
12. To organise and supervise the orderly movement of students in/out of study areas within the sixth form area.
13. To refer any concerns of an academic or pastoral nature to the Post – 16 Pastoral Manager.
14. To report any breach of rules or conduct or event which may affect the safety and well-being of the pupils or cause damage to school premises.
15. To ensure that the highest standards of professionalism are exhibited at all times.
16. To show a commitment to all students, ensuring that no student is forgotten or allowed to fall behind.
17. To foster a climate of higher expectations, excellence and mutual respect in the Sixth Form and across the school.
18. To support members of the Sixth Form Team in terms of student dress, wearing ID badges, conduct, welfare and progress.
19. To meet with the Sixth Form Team where necessary.
20. To participate in the promotion of the school to external students as required.
21. To ensure that all child protection and safeguarding policies are implemented appropriately, under the direction and guidance of the Head of Sixth Form.
22. To be a high profile presence around the Sixth Form.

## **B General Duties**

1. To supervise sixth form students during the day to ensure the safety, welfare and good conduct of students at all times.
2. To take registers (where appropriate) in the absence of teachers and record attendance.
3. To complete basic administration tasks when directed (to support the work of the Sixth Form Team). Typically this will include entering data, photocopying or filing.
4. Within the parameters of school practices and procedures, assist as appropriate to ensure Health and Safety is maintained.
5. It is the duty of the post holder not to act in a prejudicial or discriminatory manner towards pupils or employees, including those who may be for example from minority ethnic communities, women, disabled or older people. The post holder should also counteract such practice or behaviour by challenging or reporting it.
6. Any other duties as may reasonably be requested of you by the Head Teacher or his representative.

As part of your wider duties and responsibilities you are required to promote and actively support the schools' responsibilities towards safeguarding and report any concerns. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It is not just about the very old and the very young, it is about everyone who may be vulnerable.



**Sixth Form Study Facilitator: Person Specification**

|                           | <b>Essential</b>   | <b>Desirable</b>   |
|---------------------------|--|--|
| <b>Qualifications</b>     | <ul style="list-style-type: none"> <li>GCSE's (with a minimum grade C or above in English and Maths).</li> </ul>   | <ul style="list-style-type: none"> <li>Further qualifications (i.e, A Levels, Btec Level 3/ Degree).</li> <li>Recent child protection training/ qualification.</li> </ul>  |
| <b>Skills</b>             | <ul style="list-style-type: none"> <li>Vested interest in making sure all students make progress and achieve success.</li> <li>Highly effective communication skills.</li> <li>Confidence to talk to individuals and large groups of students.</li> <li>Ability to set and uphold high expectations for behaviour.</li> <li>Confidence to give students instructions and direct students as needed.</li> <li>Qualified first aider, or be willing to undertake training if not already qualified.</li> <li>Proficiency in using technology for administrative tasks and record keeping.</li> </ul> | <ul style="list-style-type: none"> <li>Good degree of literacy to be able to support students and promote their literacy and oracy.</li> <li>Understand the barriers to education that young people face.</li> <li>Understanding of post-16 education/ A Levels</li> </ul> |
| <b>Personal Qualities</b> | <ul style="list-style-type: none"> <li>Organised and able to help students to organise themselves.</li> <li>Patient and sensitive to the needs of others.</li> <li>Kind, caring and compassionate.</li> <li>Self-motivated and be able to work on own initiative.</li> <li>Has emotional resilience and versatility when working with students with challenging behaviours; and appropriate attitudes to the use of authority and maintaining discipline.</li> </ul>   | <ul style="list-style-type: none"> <li>Passion for education, mentorship and helping students achieve their academic goals.</li> </ul>   |

|                   |  |   |
|-------------------|--|---|
| <b>Experience</b> | <ul style="list-style-type: none"> <li>• Experience of working with young people.</li> <li>• Successful experience of leading, motivating and monitoring others.</li> <li>• Experience of communicating with parents and other stakeholders.</li> <li>• Experience of talking in front of groups of people.</li> </ul>   | <ul style="list-style-type: none"> <li>• Experience of working within a secondary school and/or sixth form college.</li> <li>• Experience of working with vulnerable children.</li> <li>• Experience of tracking and monitoring progress.</li> <li>• Successful experience of raising achievement.</li> <li>• Experience of handling and acting upon data.</li> </ul> |
| <b>Other</b>      | <ul style="list-style-type: none"> <li>• Flexible and work as part of a team to achieve a common goal.</li> <li>• Energy, self-confidence and the ability to 'give more' when the occasion demands it.</li> <li>• Ability to contribute to wider school life.</li> <li>• Ability to maintain appropriate relationships and personal boundaries with students.</li> </ul> | <ul style="list-style-type: none"> <li>• Participated in residential or educational visits.</li> <li>• Ability to work under pressure and to meet deadlines.</li> </ul>   |



## Ethos, Values & Aims

### Ethos

At Heckmondwike Grammar School our ethos for the whole school community is based on the school motto “Nil Sine Labore” – Nothing Without Work.

We expect a lot from our students and staff and recognise that hard work brings rewards.

### Values

The principal values of our school community are:

- Respect
- Responsibility
- Excellence

### Aims

Heckmondwike Grammar School has provided the best education for able students since 1898. As we embrace the opportunities and challenges of the 21st century, we will continue to uphold the traditions, values and high expectations of an exceptional grammar school within an innovative, creative and progressive framework.

At Heckmondwike Grammar School, we work together as a team to achieve academic excellence and personal potential by:

- Providing students and staff with every opportunity to flourish and develop their skills and talents as individuals.
- Providing academic rigour and nurturing ambition and aspiration in our students, such that they become the leaders of the future in high calibre careers, via top university education or direct employment.
- Celebrating diversity, by creating a vibrant, safe and happy school, with a strong sense of community, respect and responsibility to both ourselves and others.
- Challenging and stimulating the minds of our students through excellent teaching, diverse learning opportunities, and a rich, balanced, academic curriculum, such that students develop a life-long love of learning.
- Working hard and playing hard via an extensive extra-curricular programme based on the House system that enriches and extends the curriculum, encouraging students to explore and develop their personal interests and skills.
- Working in close partnership with parents and members of the wider community to provide the best possible education for our students.



## STAFF BENEFITS

Detailed below are some of the benefits that will be available to you when you join us.

### Pension

- For Teaching colleagues we operate the Teachers' Pension Scheme.
- For Operational colleagues we operate the West Yorkshire Pension Fund.

### Training and Development

- We offer a new staff buddy system, where you will be paired with an existing member of staff from another Department, and you will be invited to regular catch up meetings
- Regular professional development sessions are held for all colleagues, who undertake annual performance development reviews, to support any training needs.

### Parking

- We have a large car park which allows us to offer free parking to all our colleagues, and you will be issued with a parking permit when you join us.

### Cycle to Work Scheme

- Should you wish to cycle to work we have a salary sacrifice scheme in place and we have cycle bays on site for you to use.

### Health and Wellbeing

- We offer access to Sovereign Health Care membership. Get money back on your everyday health costs. Good All Round helps cover everyday health expenses, so paying for check-ups and treatment isn't as much of a worry. Starting from just £9.88 a month, Good All Round gives you money back on a range of health costs including dental check-ups and treatment, glasses, contact lenses, prescription charges and much more.\* No medical is needed and dependent children under 18 are covered for FREE.
- Free access to counselling and the Life Coach, all details will be treated in the strictest confidence.
- The opportunity of benefiting from a free flu vaccination each year, which take place in school for your convenience.

## **Social Events**

- We hold a staff golf event each year, which is open to all colleagues and is intended to be a fun and competitive event, which is usually followed by a meal at a nearby restaurant.
- Complimentary staff breakfasts at the end of term.
- Our end of year barbeque for staff is also very popular and a highlight to the end of the academic year.
- There are numerous ad-hoc social events throughout the year.

## **Extra-curricular Societies**

- On a voluntary basis, all staff are encouraged to run extra-curricular societies. Staff who do so are provided with a free lunch for the whole week.

## **Refreshments**

- Free tea, coffee and biscuits provided each day.
- Meals are provided if you attend a parents evening or after school event.