

## Job Description

### Sixth Form progress tutor

Mulberry School for Girls  
(Part of the Mulberry Schools Trust)



# Welcome

Founded by Mulberry School for Girls on 1st May 2017, our Multi Academy Trust (MAT) is a flourishing collaboration of schools and partners with a focus on delivering high quality provision for local families in Tower Hamlets and East London.

We have a clear vision that all students who attend one of our schools leave us as highly qualified, confident and articulate young people with a wealth of experience. Our aim is to develop creativity, leadership and a life-long love of learning. This will enable our students to lead enriched, happy and fulfilled lives, making a contribution to their own community, to British society and to global well-being.

I enjoy seeing all of our dedicated and innovative staff teams work with each successive cohort of students to shape the culture and ethos of their schools so that each individual feels empowered and has the opportunity to contribute.

**Dr Vanessa Ogden**  
**Chief Executive Officer, Mulberry Schools Trust**

Mulberry School for Girls is a high achieving, oversubscribed and successful girls' comprehensive school for pupils aged 11 to 18. Our aim is to ensure that all our pupils leave the school as highly qualified, confident and articulate young women with a wealth of experience in the wider world. We expect all our pupils to achieve outstanding outcomes academically, but we also believe strongly in developing a life-long 'love of learning'.



Our school is a place where girls' talents and abilities are nurtured in a safe, creative space and where they can develop their ambitions, creativity, leadership and the power for self-determination. We believe these things will enable our pupils to lead enriched, happy and fulfilled lives, making a contribution to their own community, to British society and to global well-being.

There is an outstanding enrichment programme which includes Model United Nations Global Classrooms, women's education conferences, youth conferences and the Girl Guides, the Duke of Edinburgh's Award, sport clubs, residential visits and over 50 weekly lunch-time and afterschool clubs. Our curriculum is enriched through extensive links with a range of organisations including Bank of America Merrill Lynch, London Stock Exchange, National Theatre, the BFI and the Donmar warehouse.

We are also part of the innovative Mulberry STEM Academy, a partnership with Mercedes-Benz Grand Prix Ltd. The Mulberry STEM Academy is a Saturday/holiday provision that provides a place of learning, inspiration and innovation for young people interested in STEM (science, technology, engineering and maths).

We look forward to welcoming you soon.

**Alice Ward**  
**Headteacher, Mulberry School for Girls**

# Our Vision

Our vision is to be a key provider for quality education so that all of our students leave us as highly qualified, confident and articulate young people with a wealth of experience.

This vision is under-pinned by moral purpose – a desire to do more to improve the quality of education for all children and young people – and a commitment to schools working together to secure an inclusive, ambitious, collegiate and high quality offer.

A Mulberry education is premised on three under-pinning principles:

1. Access to education and the chance to be educated is a human right in a civilised world.  
We believe that every young person should receive the same opportunities and quality of education, regardless of their natural ability or where they come from. Our Trust was formed to enable our partners to deliver the best possible educational outcomes for their young people and the communities they serve through sharing expertise and promoting outstanding practices.
2. Education should provide rich intellectual and personal development for individuals and communities of people.  
An education offered by the Trust is concerned with the spiritual, moral, social, cultural and physical development of people so they have self-determination and can create for themselves fulfilled, happy lives. It is also concerned with equipping people for employment, making a contribution to the economy as well as enabling them to sustain themselves financially.
3. Education is a public good.  
To have universal school education brings economic and social benefits to the whole of society; it creates greater peace, prosperity and economic and social well-being. The Mulberry Schools Trust is outward facing and contributes to education beyond the doors of its own schools.

These principles shape the aims of the Trust's education: the curriculum that is delivered, the personal development that is offered and the wider opportunities that are provided across the system.

# Our Aims

Our aim is to develop creativity, leadership and a life-long love of learning in our students which will enable them to lead enriched, happy and fulfilled lives, making a contribution to their own community, to British society and to global well-being.

Every student will receive an education that:

1. Engenders high levels of academic and technical ambition
2. Provides rich personal development
3. Enables the development of students' high aspirations and self-determination

# Bringing Down Barriers to Success

Our shared background in providing for disadvantaged communities has inspired the Trust to build up a broad network of partnerships to aid and develop student experience, opportunity, drive and success. It is our belief that there should be no barriers to each child's future and that society should, and can, be a level playing field. Aspiring for this to be reality we promise to:

- Emphasise high quality subject teaching that is reinforced by excellent support for learning and intervention.
- Deliver inclusion services that assist personal development.
- Provide excellent pastoral care so no student goes unsupported.
- Continually develop strong leadership and have high levels of expertise in education, supplemented by knowledgeable, committed and challenging governance.

## Partnerships with Impact

The Mulberry Schools Trust's corporate and arts partners, such as Mercedes-Benz Grand Prix Ltd., Bank of America Merrill Lynch, the British Film Institute, the National Theatre, the London Stock Exchange Group, the Donmar Warehouse, the Southbank Centre, Barts NHS Trust and others, will all contribute extensively and be central to the wider extra-curricular experiences that the Trust is able to offer to achieve its aims.



# About Mulberry School for Girls

Mulberry School for Girls is an 11-18 comprehensive community school with over 1600 students, close to Whitechapel and Shadwell in the London borough of Tower Hamlets. A successful and popular school in the local area, Mulberry's accolades include Leading Edge, Training School, Arts School, International School and Healthy Schools' status. The school is fully inclusive in all year groups, including the Sixth Form, and in July 2013 Ofsted graded the school 'Outstanding'. The school is the lead school for the East London Teaching School Hub.

Performance at GCSE is significantly above national average in terms of progress and attainment and this has been the case for a number of years. The average progress 8 score over the past 4 years is 0.75. In summer 2022, outcomes were outstanding with an Attainment 8 grade of 5.8 in the context of a broad and challenging curriculum. Over 95% of students are entered for the EBacc. The ambition to achieve amongst Mulberry students is replicated at Sixth Form with destinations including Oxford, Cambridge, Edinburgh, St Andrews and the London School of Economics. Despite being located in one of the country's most deprived areas, students at Mulberry now achieve well above national standards in all areas, proving that schools can overcome the attainment gap.

## A relentless focus on high quality Teaching and Learning

As Dr. Vanessa Ogden explains, the key to excellent outcomes lies in the classroom: 'students achieve well because teachers deliver lessons which excite and engage learners, and which challenge students at all levels of ability'. In addition, the school's research-led approach gives teachers the opportunity to try out new approaches in the classroom. Members of staff are able to access a range of high quality professional development, which ensures that they are consistently refining their practice in order to secure the very best outcomes for students. Many have postgraduate qualifications, and young teachers are encouraged to take on leadership opportunities. Jill Tuffee, Associate Headteacher, argues this helps the school to recruit and retain talented teachers, since 'they can see that we will give them opportunities to learn and to progress'.



## Intensive support for under-achieving students

Mulberry's Prep' programme provides mentoring and support for under-achieving students in Year 11. As well as individual mentoring in school time, students attend special sessions on Saturdays and in holiday time to boost their confidence. This is further supported by the work of progress tutors, who are members of staff who are attached to particular year groups, and who are responsible for analysing and evaluating students' progress and coordinating after school prep sessions. These sessions provide students with a quiet space to complete homework or further extension activities and therefore help to maximise progress.

## Rigorous tracking and monitoring of progress

As part of the school's focus on raising standards, members of the Senior Leadership Team meet regularly with subject leaders to discuss students' progress. The approach is supportive, with departments encouraged to put forward ideas for raising attainment. As the Associate Headteacher explains, 'in preparation for these meetings, subject leaders analyse current progress data, review the quality of pupils' work, visit lessons and consult with pupils to provide a full picture of how individual pupils are doing and what more we can do to ensure every child reaches her full potential'. These meetings are part of a school-evaluation cycle every half term where all teachers are engaged in reflecting on how best to respond to the individual needs of their pupils. A particular focus in recent years has been developing students' academic writing skills and the excellent achievement in GCSE English in 2018 demonstrates the impact of this work'.



## Developing young women as global leaders

All students are encouraged to take on leadership responsibilities, and to see themselves as leaders in their community and the wider world. Mulberry's work with local businesses provides role models for students, and partnerships with independent schools help to break down barriers. There are many conferences for young women which the school organises for girls across the country in state schools and Mulberry is the only school in the country to have a Women's Education Office which constantly promotes gender equality and organises a multitude of opportunities for students to take public platforms and have their voices heard. This includes Model United Nations with UNA-USA, engagement with all kinds of scholarship programmes such as the US Embassy's Civil Rights Programme and the Southbank's Women of the World Festival. In June 2016 due to the school's long-standing commitment to women's education and community empowerment the First Lady of the United States, Michelle Obama visited Mulberry to launch her Let Girls Learn campaign.

## Working in partnership with the local community

Mulberry works closely with local families, running ICT, ESOL and a range of other classes for parents in school every week. Benefits include renewed confidence for parents in their ability to support students with their homework and increased engagement of families in all areas of school life. In February 2013 the Mulberry & Bigland Green Centre opened which houses a Children's Centre (run by LBTH) and adult learning classrooms, as well as a professional-standard theatre for the school and community to use.

## Mulberry Arts - Building confidence and creativity through the Arts

**Mulberry Arts**  
Creative Changemakers



Mulberry's pioneering work in the Arts has a hugely positive impact on the whole school community. We have a specialist team dedicated to developing and promoting the students' skills in the Arts, including through

our own theatre and dance companies. All students are involved in arts activities, with every student at KS4 taking at least one Arts subject. In 2009, Mulberry School for Girls became the first state school to be awarded a *Fringe First Award* at the Edinburgh Festival Fringe for their performance of *The Unravelling*, the final instalment of a trilogy of plays written by playwright Fin Kennedy. More recently, students and the local community have benefitted from the residency of the *Donmar* at the Mulberry & Bigland Green Centre when Phyllida Lloyd brought her all-female production of *Henry IV*. In 2022 students returned to the Edinburgh Festival Fringe with their performance of *Tomorrow, and Tomorrow, and Tomorrow*. For the first time Mulberry also took the alumni company who performed *Running with Ghosts* co-written by Fin Kennedy.



The Mulberry Schools Trust owns and manages three professionally equipped performance spaces. A 150 seat theatre in the Mulberry & Bigland Green Centre (adjacent to Mulberry School for Girls) which opened in February 2013, and a 250 seat theatre, modelled on the National Theatre's Dorfman, and flexible studio space at Mulberry UTC which opened in 2017. Development of the venues took place with theatre consultants *Theatre Plan* and *Charcoalblue* with installations by *Audio Light Systems* and *Hawthorn*. All venues were designed to support the learning journey of the students as they develop their production arts skills by including features such as a tension wire bridge, bridges and moveable bars.

In 2022, the running and management of the three performance venues and the delivery of arts projects which fall outside of the core curriculum was brought under the umbrella of *Mulberry Arts*. [www.mulberryarts.org](http://www.mulberryarts.org)

## Mulberry Production Arts Academy

In September 2022 the trust will be launching a ground-breaking specialised technical and production arts programme that equips young people from across the trust with the necessary skills and connections to take up their rightful place within the global cultural and creative landscape; enabling more young people from underrepresented group to access rewarding careers in the this sector.

The *Mulberry Production Arts Academy*, is a partnership initiative with a leading arts organisation and higher education establishment (the names have not been disclosed as arrangements with these organisations are currently being finalised). The academy is a supplementary school within Mulberry Schools Trust, offering training in the field of production and technical arts, and providing a specialist pipeline for students to develop career aspirations in this industry. This specialist pipeline runs alongside the mainstream academic and vocational school curriculum and in conjunction with *Mulberry Stem Academy*. The programme will mirror the vision, ethos and values of the *Motley Theatre Design Course*, initiated by Margaret Harris MBE in 1966.

The programme will operate a pilot year with thirty Trust students, aged 14-17. The timeline of learning for the proposed programme will follow a three term structure. An initial launch day will be held with students, practitioners, staff and management. Classes will run in MST facilities across three terms; on Saturdays in term time, with additional training days and placements during half term holiday periods. Students will be allocated an industry mentor for the life of the programme and beyond.

The course will combine vocational and traditional teaching methods, including, but not limited to, lectures, group mentoring, practical projects and independent learning. All students enrolled will experience work on a major project. This will be a placement opportunity with one of our nationally renowned delivery partners. Students will acquire further on-the-job learning and have the chance to deploy the practical technical training they have acquired from leading industry professionals. They will also have the chance to make further inroads into the production and design industry through the networks and placements they secure.

All students enrolled in the programme will gain:

- extensive training and experience in practical production and design;
- an understanding of the principles of production and technical design;
- an industry mentor to support their development at every stage of the programme;
- the opportunity to deploy the practical and technical skills they have learnt in a professional setting;
- a network of practitioners and peers;
- a clear vision and pathway into the industry.

## About the role

We are looking for two passionate and inspiring graduates to work within our Sixth Form team as Progress Tutors, specialising in one of two career portfolio areas: either coordinating enrichment or coordinating admissions. Both positions involve a blended role of coaching and mentoring A Level students to help organise their learning, supervising study spaces, as well as supporting students in their applications to university, alongside the specialisms.

You will have the opportunity to develop networking skills, demonstrate IT skills across the Microsoft Office suite and other school software, lead projects and be part of a thriving professional learning community.

# Job Description

**Job Title:** Sixth form Progress Tutor with UCAS/Enrichment leadership opportunities

**Reports to:** Sixth form Leadership Team

**Salary Scale:** Scale 4 (full time figure; £27,060 to £28,419) actual salary £23,263 to £24,445.

**Duration:** Fixed term for one year.

**Working Pattern:** Term Time Only, 35 hours per work, working pattern to be confirmed.

## Key Accountabilities, Duties and Responsibilities

All staff are expected to have a clear understanding of the aims, objectives and ethos of the school, and an awareness of its role in the community.

This post will have responsibility for KS5 and will work closely with the Sixth Form Leadership Team.

As a progress tutor you will:

- Make a difference to key groups of students in the Sixth Form
- Be a graduate who can inspire students to achieve, supporting their academic journey
- Monitor educational progress and provide study support in the classroom and in study sessions.
- Support students to develop their emotional resilience and build strong professional relationships with peers and staff in order to engage positively with the school community
- Specialise in either Sixth Form Admissions or Sixth Form Enrichment (determined at interview if successful)

For those considering a career in teaching this position will allow you to gain skills and experience required for PGCE applications

## Student support

- Work with students in the subject area(s) that you graduated in.
- Support students' development and access to the curriculum both in class during subject lessons and in withdrawal sessions.
- Run after school 'prep' sessions that support students in the Sixth Form to be successful.
- Work with a small number of students in small groups outside of the classroom on specific study programmes related to your subject specialism.
- Establish a supportive relationship with groups of selected students from Key Stage 5.

## Teaching support

- To assist subject teachers in the subject area(s) you are a graduate of, and other professionals as appropriate, in the development of suitable programmes of support for student(s).
- In conjunction with the subject teacher and/or other professionals assist in the development of a system for recording student(s) progress.
- Participate in the evaluation of the support programmes.
- Provide regular feedback about the targeted students to intervention co-ordinators and use it to inform support.
- Participate in parents meetings as required.

## Supporting the school

- Liaise, advise and consult with other members of departments supporting the student(s) when requested.
- Participate in training and development activities where appropriate.
- Attend and participate in meetings within contracted hours.
- Assist in developing and fostering links between home, school and the wider community.
- Assist with the day-to-day operations of the school by doing duties where required.
- Be aware of and comply with the school's policies and procedures and maintain confidentiality at all times.

## Leadership

- To work alongside the Assistant Headteacher to lead the UCAS provisions.  
OR
- To work with the sixth form enrichment team to lead on the enrichment provisions.

## Additional Duties

- Play a full part in the life of the school community, to support the aims and ethos of the school, and to encourage and ensure staff and pupils/students to follow this example.
- First aid cover
- The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

## Supervision of People

- Supervise groups of students staying after school for study programmes and ensure safeguarding requirements are met.
- Accompany student(s) on school trips with teaching staff.

## Equality, Diversity and Inclusion

- Adhere to the Trust's policies and ensure anti-discriminatory practice in all aspects of the role.
- Responsibility for ensuring compliance with equality legislation in all aspects of the role.

## Safeguarding

- The post-holder will have due regard for safeguarding and promoting the welfare of children and young people and will follow the child protection and safeguarding procedures adopted by Mulberry Schools Trust. Any safeguarding and child protection issues will be acted upon immediately by informing a Designated Child Protection Lead.
- The School as an employer is committed to safeguarding and promoting the welfare of children and young people as its number one priority. This commitment to robust Recruitment, Selection and Induction procedures extends to organisations and services linked to the Trust on its behalf.

## Health and Safety

The Health and Safety at Work Act (1974) places duties on all employees:

- To take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;
- To co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation;
- Not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
- To assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

*This job description is correct at the date of publication and may alter over time as the needs of the Trust change. The job description will be discussed as part of the Trust's appraisal policy and may be amended after discussion with the post holder. It has been compiled to allow the job to be evaluated using the GLEA Job Evaluation scheme, adopted by the Trust.*

# Person Specification

## Qualifications and experience

- Minimum requirement is educated to degree level
- Experience of supporting students and families with issues of poor behaviour and pastoral issues
- Experience of working with confidential data and understanding of Data Protection.

## Knowledge

- Knowledge of strategies used for engagement with students
- Knowledge of strategies use to celebrate success with student's proactive support
- Knowledge of how to work with both teachers and support staff to train and support them with matters of behaviour and celebrating achievement
- Excellent IT, Literacy and Numeracy skills
- Knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people.
- Working knowledge of national curriculum and/or learning programs.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to relate well to children and adults.
- Ability to effectively use assessment and attainment data to improve standards and practices.
- Ability to plan effective actions for pupils at risk of underachieving.
- Ability to prioritise and manage conflicting demands.
- Ability to deal with difficult situations and find appropriate solutions.
- Ability to maintain records and write accurate reports.

## Skills

- The ability to process, analyse and use data to inform decisions.
- Possess good interpersonal, written, and oral communication skills.
- Ability to manage difficult conversations with a variety of stakeholders in a sensitive and confidential manner.

## Personal attributes

- Values the education of young women.
- High levels of confidentiality and personal integrity.
- Presents a positive role model in carrying out duties and when representing the school.
- Can work effectively as part of a team.
- Possesses integrity and relate appropriately to inspire commitment, enthusiasm and confidence from staff, pupils, governors, and parents in promoting the values, ethos and standards of the school.
- First aid qualification ( will be provided)

*Candidates should demonstrate how they meet these selection criteria in their application form, their supporting statement and the selection interview, including supporting tasks.*

## How can I apply?

You will need to complete the application form on the online TES application form which includes your letter of application explaining why you are the perfect person for this rare and exciting opportunity. Please be aware that we can't accept any CVs for this post.

Please complete your application directly online via TES. If you have any questions about the role or the process, please get in touch with us at [hr@mulberryschoolforgirls.org](mailto:hr@mulberryschoolforgirls.org).

**Closing Date: August 1<sup>st</sup> 2023**

**Interview Date: hiring on a rolling basis**

**Start Date: September 1<sup>st</sup> 2023**

**We will shortlist and interview on rolling basis so early applications encouraged.**

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. The successful candidate will require an enhanced DBS clearance. We are dedicated to equality and valuing diversity.

Candidates who are selected for interview will be informed following the shortlisting process and full details of the interview will be provided. If you do not hear from us within 14 days of the closing date of the position, unfortunately, you have been unsuccessful on this occasion.

We will seek references on shortlisted candidates and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

