



**FAIRFAX**  
SINCERITAS LABORIS



## 10 WAYS FAIRFAX MULTI-ACADEMY TRUST PROMOTE A GOOD WORK-LIFE BALANCE

The wellbeing of our staff is paramount to the success of Fairfax Multi-Academy Trust, and we very much strive to achieve a healthy work-life balance amongst our colleagues. Community spirit is at the heart of the Trust and school-to-school support is key to the wellbeing of all employees, regardless of post or career stage.

- ☐ No pressure to 'put on a show' in lessons. A culture of coaching and development is reinforced through no lesson grades.
- ☐ Comprehensive support package for NQTs, and a development package for NQTs + 1.
- ☐ No requirement to work late and emailing after 7pm is strongly discouraged.
- ☐ Centralised behaviour detentions including lates.
- ☐ Everyone has the highest expectations and there is a clear system of sanctions to support staff in managing behaviour.
- ☐ Open door policy to access Senior Leadership support, i.e. accessible and approachable SLT.
- ☐ Flexible working is supported wherever possible.
- ☐ Collaborative planning and co-creation of resources is encouraged, and staff are given regular dedicated faculty time and opportunities to network across Trust academies.
- ☐ A supportive Special Leave Policy.
- ☐ Effective administrative team to support teachers including Reprographics, ICT Support and data analysis completed centrally.

## WELCOME | CEO of the Trust

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Dear candidate,

Thank you for considering joining one of the Academies within the Fairfax Multi-Academy Trust (FMAT).

FMAT was established in 2014 and now comprises four Academies which serve a student community of almost 4500 students. The MAT has a small core team in addition to all the academy based staff, and the organisation as a whole works collaboratively to ensure that everything we do can positively impact the lives of our students. All of our Academies are located within the West Midlands and are situated within a maximum distance of 14 miles of each other.



I became the CEO of FMAT in February 2020, having previously worked in a wide range of senior MAT roles in other Trusts within the Midlands. I chose to lead FMAT because I genuinely believe in its core mission "enriching lives and transforming futures". We are looking for individuals who share that passion and feel they can make a positive difference to everyone within our community.

I do hope you find this pack informative, and I look forward to hearing from the Head of Academy about your application. You will be joining an organisation that can offer you many opportunities to progress and make a real difference!

Yours sincerely,

A handwritten signature in dark ink, which appears to read "S. Jones". The signature is fluid and cursive, with a long horizontal stroke at the end.

**Simon Jones**  
CEO

## WELCOME – Head of Academy

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A very warm welcome to Fairfax Academy. Thank you for expressing an interest in our academy. As Head of Academy at Fairfax, I am incredibly proud of our students' achievements and the pride they take in every aspect of school life. I am confident that the high standards we have in behaviour, uniform, respect for one another and work ethic at Fairfax Academy make it a really positive place to teach and work.



Through a traditional, rigorous curriculum, we prepare students effectively for the next stages in their education, employment or training, and through our established House System, we develop students' creativity, resilience, comradeship and determination.

Our aim is to ensure that students have a rewarding experience at Fairfax Academy whatever their strengths. We pursue excellence in all that we do and the Fairfax Academy motto 'Sinceritas Laboris' is fundamental to our success.

The staff at Fairfax Academy are what makes the school a special place to work. Their commitment, drive and ambition for our students is second to none and we are looking for individuals that share that passion and commitment to our students and school.

Fairfax Academy has strong traditional values around engagement and participation that allow both students and staff to thrive. I hope that the opportunity to work at Fairfax Academy excites you, and look forward to receiving your application soon!

**MRS DEBORAH BUNN**  
**Head of Fairfax Academy**

## CONTEXT - *Our school*

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Fairfax Academy is much larger than the average comprehensive school. It serves the area of Sutton Coldfield which has retained two selective grammar schools. The proportion of students with special education needs is below average. However, the proportion with a statement of special educational needs is much higher than average because the school manages specially provision for students with a range of physical disabilities. The proportion of students known to be eligible for the pupil premium is average, as is the percentage of students from minority ethnic groups.

## POSITION – *Sixth Form Study Supervisor with Administration Support Staff Team*

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An unusually large, diverse and effective range of support staff bring additional quality, care and expertise to our educational provision. A team of Teaching Assistants work with students in and outside of lessons.

A large range of other support staff are employed to manage the school's finance, payroll and HR functions, to provide IT support, administrative and technician support as well as caretaking, grounds, cleaning and in-house catering and lunchtime supervision.

In all there are around 63 support staff and the team continues to adapt to the changing needs of the school. All staff benefit from the clear line management structure and regular opportunities for training and development. Full induction programmes and a mentor are provided for all new appointments.

Support staff are fully integrated into the life of the school. They are involved in all of the school's training days, whole school discussion groups and staff meetings. Support staff are encouraged to become involved in the day to day life of the school community and play significant roles in the numerous House activities, sports and extracurricular events (including educational visits).

The person appointed will have a 'can-do' attitude and a commitment to working as part of a team to meet standards. They will conduct themselves in a professional manner and be able to build and maintain effective relationships with staff, pupils, visitors and the community we serve. Ideally, they will have similar experience of working within a school environment but must be able to demonstrate excellent general maintenance skills. They must be able to work within the academy's policies and procedures whilst having an understanding of Health & Safety regulations, risk management, site security and comply with safeguarding practices.



## **JOB DESCRIPTION**

### **SIXTH FORM SUPERVISOR & ADMINISTRATION**

#### **POST HOLDER**

**DEPARTMENT** Administration

**RESPONSIBLE TO** Administration Manager

**LINE MANAGEMENT OF** N/A

**WORKING HOURS** 37 hours per week  
Term time plus 4 days for exam results/enrolment days  
in the summer holidays

**WORKING PATTERN** Monday to Thursday 8.00am-4.00pm  
Friday 8.00am-3.30pm  
(to include 30 minute lunch break each day)

**SALARY** FMAT Scale SC3

#### **JOB PURPOSE**

To provide a fully comprehensive administrative and supervisory support service to the Sixth Form.

This job description lists the major duties and requirements of the job and is not all-inclusive. The post holder may be expected to perform other duties under the direction of the Head teacher than those contained in this document and may be required to have specific job-related knowledge and skills.

#### **MAJOR DUTIES AND REQUIREMENTS SPECIFIC TO THIS POST**

##### **Sixth Form**

1. To supervise Sixth Form supervised study, taking registers on SIMS.NET, and to monitor students on private study.
2. To ensure that supervised study protocols and procedures are adhered to, including unauthorised absence from study sessions and highlighting any problem areas to Senior Sixth Form staff.
3. To offer support and guidance to Sixth Form students as required, including ICT support.
4. To provide administrative support to the Sixth Form under the guidance of the AHT, Post-16 Education and Assistant Head of Sixth Form, including: -
5. To ensure that the study area remains available to students over lunchtime and after school until 4pm.
6. Daily gathering and inputting of attendance information for Sixth Form and liaising with the Attendance Officer. Producing monthly attendance reports for the AHT, Post-16 Education.
7. To prepare and administer timetables for sixth form students.
8. To prepare and administer the 16-19 Bursary Scheme with the AHT, Post-16 Education.

9. To assist in the administration of Sixth Form student monitoring for progress, attendance and behaviour.
10. To administer all Sixth Form records, including destinations and careers.
11. To support AHT, Post-16 Education in the production of electronic or paper UCAS and employment references and to support students during the period of application.
12. To assist at all Sixth Form events and Parents' Evenings, as appropriate and after liaison with AHT, Post-16 Education.
13. To liaise with providers of CEIAG opportunities for Sixth Form enrichment and to administer Sixth Form work experience.
14. To assist with regular updating of Sixth Form resources including books, periodicals, career resources, University prospectuses and notice boards.
15. To offer administrative support for Sixth Form social events, e.g. Leavers' Ball, as required by the AHT, Post-16 Education Evaluate the idea that the accent someone uses affects the way they are perceived by others.

### **Whole School**

1. To provide cover for other school administration staff in their absence.
2. To perform any other such duties as the Headteacher may from time to time determine.

### **GENERAL**

- Promote and safeguard the welfare of students you come into contact with.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of, support and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- To comply at all times with requirements of Health & Safety at Work Act 1974 and school's Health & Safety policy statement.
- Participate in training and other learning activities and performance development as required.