

Recruitment Pack – Sixth Form Lead Full Time – Permanent (The Rise Sixth Form Provision

Closing date 23rd April 2021, 12 noon. Interviews will take place from 27th to 30th April 2021.

The interview process will consist of:

1. A 30 minute lesson (See slide 11 for Covid secure measures)
2. A 45-60 minute interview
3. A written task which will be sent and submitted in advance

Welcome to The Rise Sixth Form Provision - A Vibrant Learning Community.

Welcome to our school community. Our pupils are some of the most vulnerable children in society and we are passionate in our desire to see them blossom, experience success and develop confidence and strategies to overcome some of the challenges associated with their autism. We have two pillars that run throughout all our work: the academic and social progress of our pupils. These are of equal importance.

Vibrant

Our Sixth Form Provision is a vibrant place to work. We have our own IT suite, classrooms, staff room, and quiet rooms. Break and lunch times are opportunities to interact with our pupils, role-modelling our values. Learning also takes place outside the classroom via frequent trips, externally-led workshops, and community trips.

Learning

Learning is at the heart of everything that we do at The Rise – we make the effort to make sure ‘learning is irresistible’ for our pupils and is equally underpinned by the principle of being evidence-informed.

Learning is central for staff too - you are encouraged to take proactive ownership of your CPD. There are many ways to develop yourself which of course include conference attendance but goes beyond also: borrow a book from the staff library in the staffroom, read the L&T bulletin and platform, access an online learning course, talk and observe colleagues. Recommendations of books to add to our library, or courses you think look interesting, are always welcomed. We have a “Say Yes” approach to CPD.

Community

The sense of community is developed through our Wellbeing initiatives such as ‘Secret Buddy’ and staff socials where we focus on bonding and building relationships within the team. Our community is strengthened by giving and receiving feedback to one another – it’s how we all grow and develop.

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Values Be Kind, Be Resilient, Be Proud, Be Independent

The Rise is a very special place for children and young people to learn, thrive and be happy, hand in hand with our families. It’s an equally special place to work.

We hope to welcome you to our team!

Our School: What pupils have to say:



"I like the 6th Form hub as it is relaxing and the quiet rooms are like my bedroom where I can go to get some peace and quiet. Staff help to explain the work to me so I find it easier to do. It is a really nice in the college as it has so many courses you can choose."



"I like the 6th Form hub as I can relax and play PS4 in my break times. Staff that support us are friendly and help take our anxiety away on bad days and help us with our coursework. The college is friendly and you can make friends easily."



"I have a safe and quiet space I can work in."



"I like that I can go to the main college for my lessons and make new friends, but I can also go back to The Rise Sixth Form and get the support I need."

Our School: What staff have to say (Annual Survey – May 2020)

97%

feel able to
manage their
WELLBEING

100%

would
RECOMMEND
The Rise as a
work place

93%

feel they
receive
regular
FEEDBACK

100%

feel **PROUD**
to work at
The Rise

98%

feel
MOTIVATED

97%

think The Rise
is well **LED**
and
MANAGED.

Our School: Finding Out More

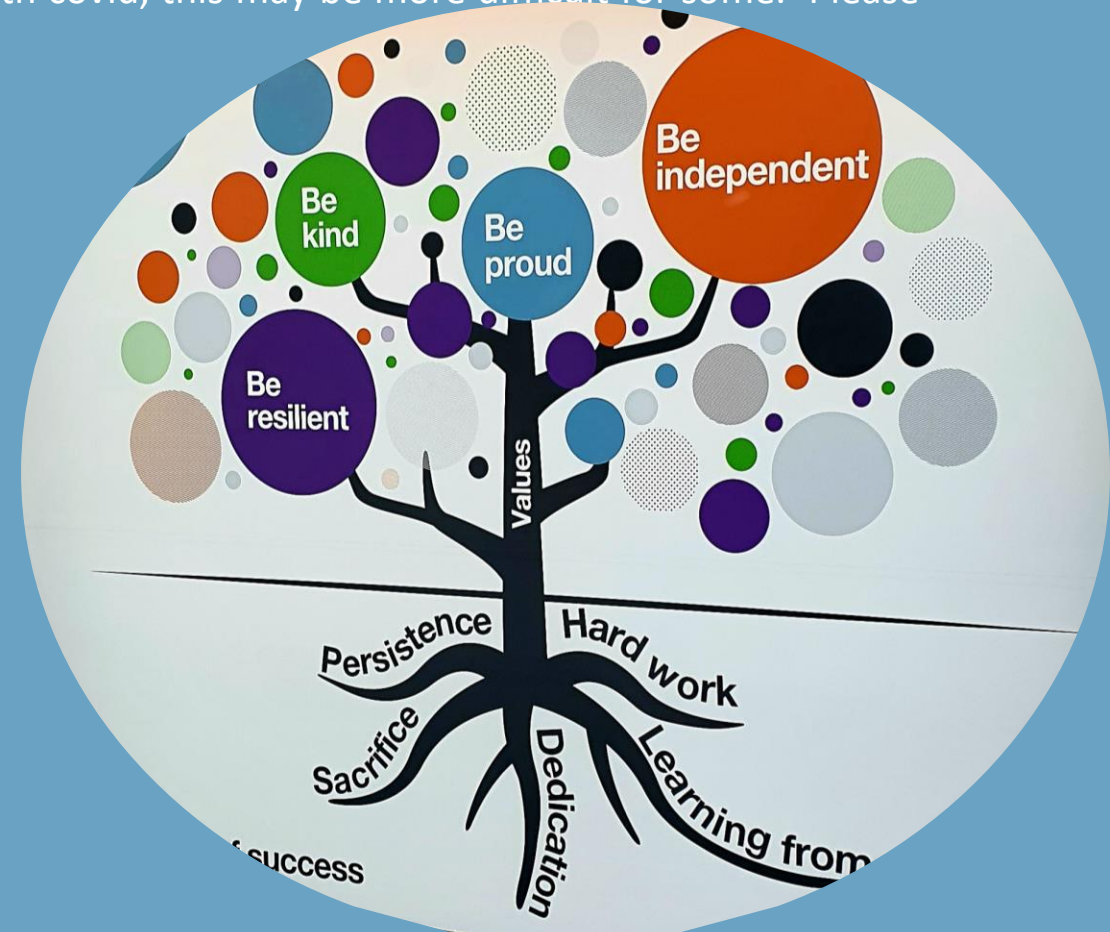
We LOVE visitors and would absolutely encourage any potential applicants to come and see our Sixth Form Provision in action during the day. This is particularly relevant for mainstream teachers who might not be sure about making the switch to a SEND school (you definitely should!)

We are happy to host prospective applicants for a tour but appreciate that with covid, this may be more difficult for some. Please do use the links below to get a better sense of our school.

Our Sixth Form Provision https://www.youtube.com/watch?v=Lt8AS_a14CU
<http://www.theriseschool.com/>
<https://twitter.com/RiseSchoolUK>

[The Rise School Video – Who we are \(2020\)](#)
[The Rise School Tour with Head of School Helen \(2020\)](#)
[The Rise School Video – Oli's Tour: Values, Wellbeing \(2018\)](#)

[Ofsted Report \(June 2017\)](#)



Job Description: Sixth Form Lead

Job Band: MPS 6 + TLR + SEN1 Allowance

Job Term: Permanent

Purpose:

- To be a part of the Wider Leadership Team in order to develop and maintain a Sixth Form provision that ensures excellent standards of learning, progress and pastoral care, meeting the individual needs of the pupils at The Rise School so they can reach their full potential beyond school.

Key Tasks & Responsibilities

- The post holder will be responsible to the Head of Sixth Form and required to work closely with all members of The Rise Sixth Form team and relevant staff at West Thames College. All staff are expected to have a clear understanding of the vision, aims and ethos of The Rise School.

Main Duties - General

- To lead teaching, learning and assessment and to undertake a substantial teaching timetable including the wrap around curriculum lessons.
- To cultivate and review the Sixth Form provision to ensure excellent standards of learning, progress and pastoral care.
- To communicate frequently with parents: providing subject information, responding to enquiries, writing reports and holding parental meetings.
- To maintain effective discipline through the implementation of The Rise's agreed procedures.
- To keep up to date with national developments in the curriculum, pastoral care, personal development, progress tracking and teaching practices and methodology.
- To participate in all relevant CPD opportunities.
- To support pupils across both sites (The Rise School and West Thames College).
- To support and coordinate pastoral care for the Sixth Form and liaise with other agencies to ensure pastoral care is outstanding.
- To ensure staffing is fit for purpose and day to day changes are made where necessary to ensure that all pupils have the support needed for them to be successful on their chosen course.
- Ensure the highest degree of confidentiality and data protection of all materials.
- Demonstrate a continual commitment to Safeguarding and promoting the welfare of children and young people.

- Demonstrate a continual commitment to the promotion of diversity initiatives and the sharing of best practice in line with Ambitious about Autisms / Schools Trust Equality, Diversity and Inclusion policy and procedures.

Communication and Meetings

- To ensure that communication within the Sixth Form team is of the highest order.
- To be part of the Wider Leadership Team (WLT) at The Rise and attend all WLT meetings as per calendar.
- To quality assure the weekly parent communication and all communication between the Sixth Form team and families.

Curriculum

- To create, plan, promote and teach a relevant curriculum that compliments the college courses that pupils have chosen.
- To ensure that pupils achieve optimal accreditation and qualification.
- To administer, with support, the necessary examination and coursework paperwork.
- To work closely with the Sixth Form team to provide tailored support.
- To ensure that assessment data is collected and analysed regularly (in line with West Thames College' assessment calendar) so that pupils progress can be monitored.
- To work closely with the Head of Sixth Form to track and address underachievement at regular intervals in liaison with Sixth Form team and subject specific teachers at West Thames.

Preparation for Sixth Form College and Higher Education

- To be present at West Thames college registration days to ensure that all pupils register on their chosen course.

Line Management Duties and areas of responsibility within the Sixth Form

- Deputise in the absence of the Head of Sixth Form
- To ensure that the Sixth Form posts are carried out effectively, including line management of TLAs & ATLAs.
- Lead on the completion of 3 and 6 month probation reviews of new TLAs and ATLAs.
- To ensure that all line leadership meetings take place and that minutes are circulated.
- To ensure that Performance Management is carried out as per the organisational policy.
- To promote development and training opportunities (CPD) for the Sixth Form team.
- To oversee the Sixth Form Peer Mentoring Programme.
- Work closely with the Sixth Form staff to ensure the smooth running of the Yearly EHCP reviews for all Sixth Form students.

Job Description: Sixth Form Lead

- Share responsibility of delivering Student Assemblies with the Head of Sixth Form
- Where necessary, cover Period 8 lessons (4.40 - 5.40pm)
- To ensure that the sixth form area is kept in good order, ensuring the maintenance of a conducive, safe and orderly environment.

Support Annual Calendar Events

- Parents Evenings
- Sixth Form Induction
- Results day
- Sixth Form Enrolment
- Rewards Evening

Equalities

- To be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop.

Health & Safety

To be aware of and comply with policies and procedures relating to child protection, health & safety and security, confidentiality and data protection and report all concerns to an appropriate person.

Training & professional Development

- The jobholder is required to contribute to and support the overall aims and ethos of the school.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.
- The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may, from time to time, be necessary.

Person Specification: Sixth Form Lead

The personal specification shows the abilities and skills you will need to carry out the duties in the job description.

Education Levels & Qualifications

- Qualified Teacher Status

Specific Knowledge, Experience & Technical Skills

- Knowledge of the National Curriculum Key Stages appropriate to phase
- Knowledge of good practice in curriculum planning, development, assessment and evaluation of pupil progress including preparing pupils for externally accredited awards and qualifications
- Experience and sound knowledge of teaching across various Key Stages
- Ability to lead and coordinate a curriculum area, demonstrating specific expertise and competence in a chosen curriculum area
- Good understanding and proven experience of managing health and safety arrangements in the workplace, with particular reference to English teaching, to include education off-site / beyond the classroom
- Experience of managing assessment, recording and reporting
- Knowledge of school inclusion
- Commitment to The Rise School aims and objectives – able to demonstrate an understanding and personal commitment to safeguarding and promoting the welfare of children and young people
- Knowledge of typically developing children
- Experience of curriculum development
- Proven experience of teaching pupils with ASD in the 4-19 age group within a mainstream or specialist settings

Personal Attributes

- Evidence of excellent interpersonal and communication skills (both verbal and written)
- Evidence of experience, ability and enthusiasm for collaborative working across multi-disciplinary team and with other settings
- Excellent organisational skills; able to balance conflicting priorities
- Ability and confidence to make informed decisions
- IT literate (including ability to analyse data)
- Physically and emotionally resilient in order to work with children and young adults with autism with challenging behavior
- Experience of Line Leadership
- Leadership / coaching training

Safer Recruitment

The Rise Sixth Form Provision is committed to safeguarding and promoting the welfare of children and young people. In order to meet this responsibility all candidates will be subjected to a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below. Please do not hesitate to contact the school if further detail is required.

- **Disclosure** This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred
- **Short listing** Short listing will occur from 23rd to 26th April with interviews taking place from 27th to 30th April 2021. Interview candidates will complete a written task sent and submitted in advance, a 30 minute lesson and a 45-60 minute interview. At each stage of the process candidates will be asked to address any discrepancies, anomalies or gaps in their application form or arising from information gained at the previous stage of the recruitment process.
- **Reference checking** References from the previous and current employers will be taken up for shortlisted candidates, possibly before interview, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies or gaps in the reference provided
- **Probation** All new staff will be subject to a probation period (which may, in certain circumstances, be extended by up to 10 weeks). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides The Rise School with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.
- **Equal Opportunities** The Rise School is dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all.

The Rise Sixth Form Provision is committed to ensuring that we are a covid secure environment. You can read our full risk assessments here: <https://theriseschool.com/families/latest-news/latest-information-for-families-regarding-coronavirus>

We think that the interview process is much better in person, for both candidate and school. Therefore, please see below for some specific measures that we'll take in order ensure everyone's safety.

- **Lateral Flow Testing**

Our staff and many of our pupils complete lateral flow tests twice per week.

On arrival, we will ask you to complete a lateral flow test and isolate in a separate room or your car for the 30 minutes whilst your test is being processed.

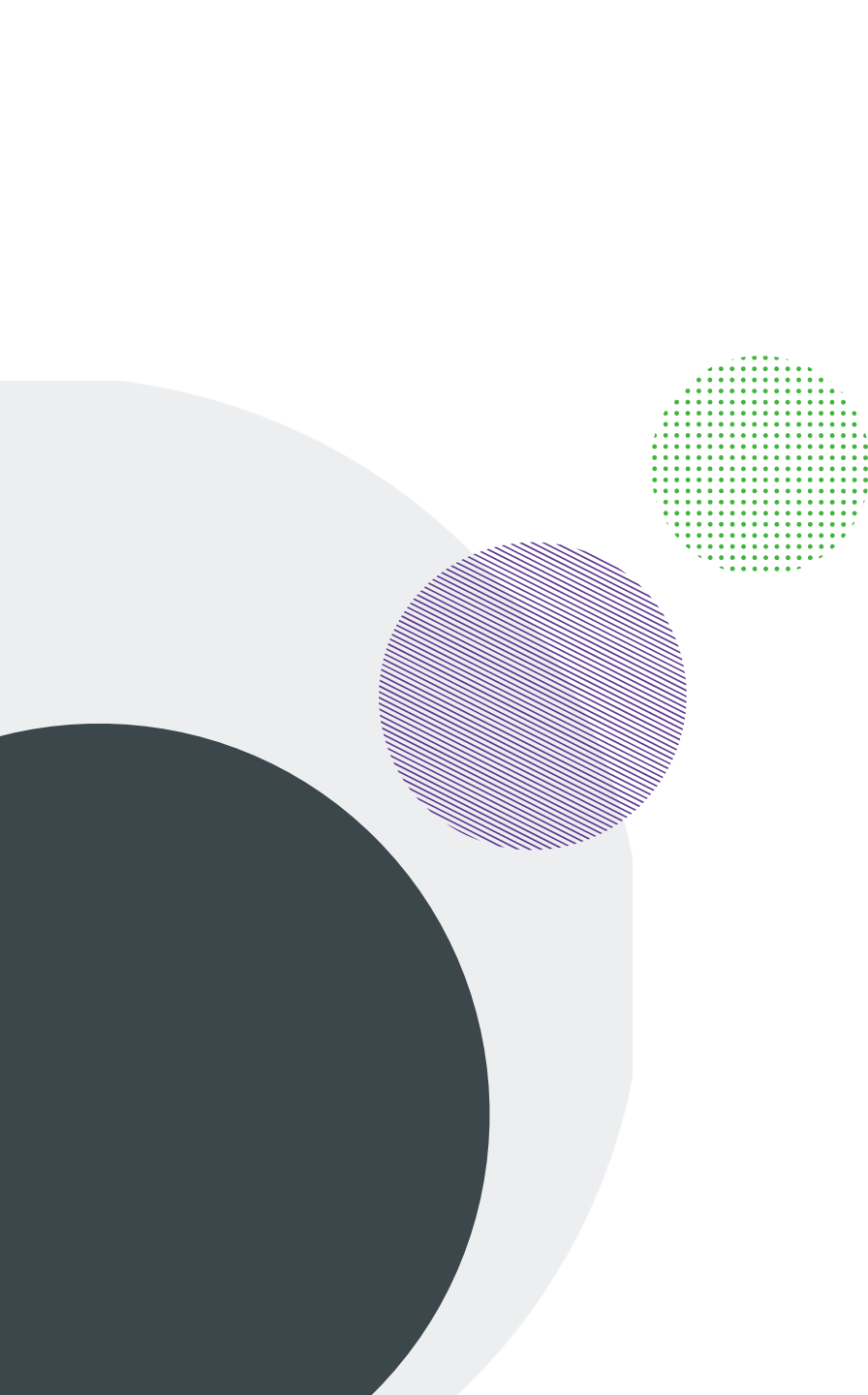
- **Masks and PPE**

We expect staff (unless exempt) to wear masks in communal spaces and encourage their use in the classroom. Masks can be collected at reception and there is adequate supply of hand sanitiser.

- **Social Distancing**

Our classrooms are set up to support 1-2metre social distancing wherever possible and there is a clearly defined space at the front of the room for the teacher to deliver from.

Equally, our staffroom and office space (for the interview) are all set up with 2m social distancing.



The Rise Sixth Form Provision is a vibrant, special school dedicated to educating pupils with autism.

Contact us

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🌐 theriseschool.com

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