



CANDIDATE BRIEF
POST 16 ACADEMIC SUPERVISOR


QUEENSMEAD
excellence through learning

LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as NQTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email recruitment@qmschool.org.uk or visit our website:- www.queensmeadschool.org.uk

Yours sincerely

Rhona Johnston
Head Teacher

HOW TO APPLY



Applications must be received by **12noon** on **Friday 21st April 2023**.

Please email your completed application form and covering letter for the attention of the Head Teacher to:
recruitment@qmschool.org.uk

If you have any questions, please email recruitment@qmschool.org.uk

JOB DESCRIPTION



Overall Responsibilities

- To supervise and support students in working independently in the Post 16 area.
- To support the development and implementation of strategies which will contribute towards effective learning, behaviour and achievement across Post 16.
- To contribute to a healthy, safe, happy and challenging environment in which Post 16 students can work hard, free of disruption, develop mutual respect for each other, grow in maturity and achieve their potential.
- To support safeguarding and prioritising the welfare of Post 16 students.
- To inspire, challenge and motivate students.

Key Accountabilities

- To ensure that students are receiving an education appropriate to their needs by removing barriers to learning and developing effective learning behaviour.
- To assist and develop appropriate intervention strategies, working with curriculum team leaders, to ensure that students achieve and develop learning behaviour.
- To work with students on the development of skills necessary for academic success, such as time management, organisation, study strategies and reading techniques.
- To have a commitment to develop strategies that raise student achievement which can be adapted in tutorial/academic mentoring.
- To work closely with the Post 16 Leadership Team and the Post 16 Tutor Team to ensure that the needs of all students are met, including those with additional needs.
- To identify those students who would benefit most from intervention work and, working with others, assist with the implementation of action plans for students who need particular support.
- To contribute to Enrichment activities relating to helping students access Higher Education and other professional routes.
- To have full knowledge and appreciation of the range of activities, courses, opportunities, organisations and individuals that could be drawn upon to provide extra support for students.
- To contribute to discussions, meetings and the management and administration systems within Post 16.
- To keep abreast of new developments in Post 16 Education and to share and implement good practice.
- Supervision of Post 16 Study Room and Common Room.

- Classroom management and organisation, including health and safety.
- Behaviour management duties as required.
- Upholding school policy and promoting active learning.
- Supporting the delivery of a programme of Personal Development.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person
- Contribute to the overall ethos/work/aims of the school
- Participate in training, other learning activities and performance development as required
- Attend and participate in meetings as required
- This is not intended to be an exhaustive or definitive list. This role profile is non contractual

PERSON SPECIFICATION

Essential

- Ability to manage classroom activities and the physical learning space safely
- Ability to manage student behaviour effectively
- Ability to use ICT
- Excellent verbal and written communication skills
- Be able to work effectively with other members of staff
- Ability to communicate at all levels in a professional manner
- Ability to be flexible and adaptable
- Ability to use own initiative
- Where appropriate, to attend events and meetings outside of school hours

Desirable

- Educated to Degree level
- Understanding of the UCAS Process
- Excellent numeracy / literacy skills
- Understanding of principles of how young people learn and develop
- First Aid qualification
- Knowledge of effective behaviour management strategies
- Experience of working with children

Personal Attributes

- Conscientious
- Reliable
- Reasonable
- Calm
- Well organised and efficient
- Good attention to detail
- Understand the principles of confidentiality
- Good sense of humour

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