

St Gregory's

CATHOLIC SCHOOL



Sixth Form Development Supervisor

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



St Gregory's students make the world a better place

Letter from the Headteacher

Dear Prospective Candidate

Thank you for your interest in this exciting opportunity to join our dynamic team of dedicated professionals striving to provide our students with the very best Catholic education possible.

Our mission is clear and profound: to provide every student in our care with a world-class Catholic education, ensuring they are embraced by our inclusive and loving community. At the heart of our educational philosophy is the belief that **every child is known and loved**. Inspired by the life of St Gregory, we strive to empower our students, teaching them to understand their own unique value and dignity. Through this understanding, they can recognise and realise their God-given potential.

We aim for our students to become servant leaders, guided by principles of empathy and integrity, making unique and positive contributions to society and the world. We hold ambitious expectations for our students and challenge them to strive for the very best they can achieve. We enable our students to take personal responsibility for their education and development, overcoming barriers and owning their actions so that they can be rightly proud of their achievements.

At St Gregory's, we are dedicated to creating a safe environment for our students so that they can be themselves with confidence. Clear expectations are provided, allowing them to flourish academically, emotionally and spiritually. Our commitment to truly knowing each student enables us to provide a nurturing atmosphere where they can grow and thrive.

Central to our educational approach is the emphasis on personal and spiritual development. Opportunities for prayer, reflection, and collective worship form an integral part of school life. Through these experiences, students gain a deeper understanding of themselves and their spiritual formation. We encourage them to reflect on their lives, their beliefs, and the unique role they play in the world around them.

By joining us, you will play a crucial role in shaping the educational journey of our students. We would be delighted to discuss how you could become a part of our dynamic community, where a commitment to excellence, inclusivity and the values of our Catholic tradition defines who we are.

Thank you for considering St Gregory's as the place to inspire and be inspired.

Yours faithfully
Mike Wilson
Headteacher - St Gregory's Catholic School



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School vision and values

Our Vision

We provide the students in our care with a world-class Catholic education. We guide our students to understand their own unique value and dignity. Inspired by the life of St Gregory, we empower our students to approach, with vigour, the opportunities of their education; to recognise and realise their potential as servant leaders and use their discernment to choose how they will make the world a better place.

Our Aims

With Christ's **love** at the centre of all that we do, students;

- **live** life to the full
- **learn** all they can about their world in order to
- **lead** lives which change it for the better

Students accomplish this because our curriculum:

- is appropriately ambitious for all our students, including SEND and Disadvantaged students
- is progressive, interleaved and sequenced to develop knowledge and understanding
- provides opportunities to develop and strengthen literacy across all curriculum areas
- provides opportunities for reading
- promotes opportunities for the development of strong relationships, healthy lifestyles and good wellbeing
- challenges students to apply their knowledge and make informed decisions
- teaches our students how to learn and develop scholarly habits so that they become confident, independent learners
- promotes a learning environment in which students discover and develop new talents helping them to become well-rounded individuals
- provides world class opportunities in our schools' four pillars enabling students to gain a strong understanding of how to achieve success through balance in their lives

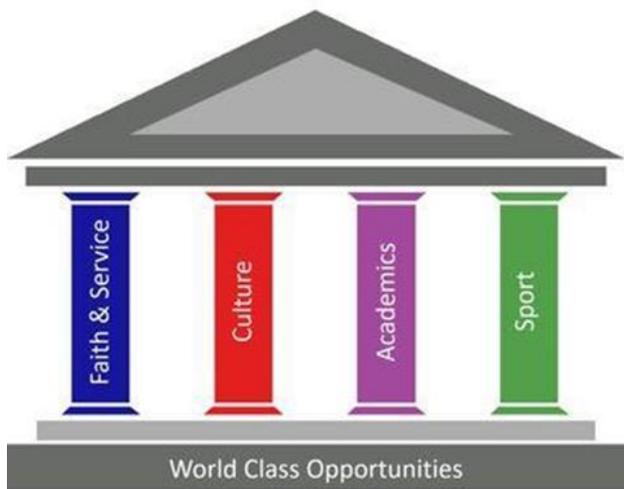
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School vision and values

These pillars provide a framework to focus students as they set ambitious goals for their future.

Our aim, through our curriculum is to develop young people:

- who are happy and feel fulfilled
- who have the confidence, resilience and knowledge to build relationships, pursue active and healthy lifestyles and stay mentally healthy
- who are curious, enjoy learning and have high expectations for themselves and are ambitious for their futures
- who know how to learn and evaluate their own strengths to make progress
- who can make and articulate informed decisions and are aware of their rights and responsibilities in a global society
- who demonstrate respect, compassion and empathy towards the beliefs and values of others
- who possess the cultural capital they need so that they are not disadvantaged by the social context in which they live



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About St Gregory's Catholic School



St Gregory's Catholic School is a Catholic secondary school and part of the Kent Catholic Schools' Partnership (KCSP). KCSP is a multi-academy trust (MAT) established by the Archdiocese of Southwark for Catholic education across Kent and it currently comprises 26 academies of which 21 are primary schools and five are secondary schools.

St Gregory's Catholic School is an over-subscribed seven-form entry secondary school located in Tunbridge Wells and is a popular destination for pupils from its Catholic partner primary schools in Tunbridge Wells, Tonbridge and Sevenoaks.

St Gregory's Catholic School is an inclusive academy. Its dedicated staff, helpers and governance committee members work hard to ensure that every student is supported and challenged to be their very best. Each individual is encouraged to grow spiritually and intellectually, so that unique and positive contributions can be made to society and the world. Its most recent denominational inspection in March 2018 judged it as 'Outstanding' and its most recent Ofsted inspection in March 2013 judged the academy to be 'Outstanding' in all areas.



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Role description

A great opportunity has arisen for an enthusiastic and experienced **Sixth Form Development Supervisor** to assist the Assistant Head Teacher - Head of Sixth Form and the Sixth Form team in the monitoring and support provided to students in our successful Sixth Form.

You will need excellent communication skills, work as an effective team player and be able to work in a busy environment. Ideally, experience of working in a school environment and knowledge of SIMS would be an advantage, although not essential for the right candidate. The role will be with students in a supervisory capacity but will be mainly administrative in nature.

Benefits of working at St Gregory's:

- A supportive and caring working environment for staff and students
- Dedicated and bespoke CPD time for all staff each term
- Opportunities to complete external qualifications such as Masters
- Free Gym Membership
- Kent Rewards Scheme

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

Our Offer: We create an environment where our staff can thrive and enjoy the work that they do which enables our young people to flourish, gain confidence, achieve and be happy. We have a reputation for being a very caring environment and we have a great record for investing in staff training and development.



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Job description

Job Title:	Sixth Form Development Supervisor
Salary Grade:	KR7 (£25,378 - £28,466) subject to pro rata
Hours	37 hours per week
Week	41 weeks per year
Responsible to:	Head of Sixth Form

Key duties and responsibilities:

- Monitoring student attendance, notifying parents of any unexplained absences and putting attendance support plans in place with students
- Inputting attendance data as required, including attendance on study periods, assembly days etc.
- Promoting good attendance and dealing with attendance concerns, including support plans for student
- To support the examination and results process through supervision and organisation of pupils including the supervision of revision & private study
- Be the point of contact for parents with regard to Sixth Form absences, the Post 16 Bursary and other queries.
- Being an integral part of the post 16 admissions process using Kent Choices, compiling and updating a variety of documents necessary for applications, enrolment and induction.
- Contact schools for external student files, including safeguarding files
- To support the programmes of careers advice, work experience and alternative education programmes in Key Stage 4 and 5, working with the designated staff responsible.
- Supporting the Head of Year 13 with UCAS applications
- Providing administrative support to the Assistant Head Teacher– Head of Sixth Form, Deputy Head of Sixth Form and Sixth Form pastoral manager.



Personal Specification

	Criteria	Essential/ Desirable
<u>Qualifications</u>	Minimum Level 2 qualification in Maths and English	E
	Educated to degree level or equivalent	D
	Successful experience of working with students in a school environment	E
<u>Experience, Skills and</u>	Knowledge and understanding of adolescent development	E
	Skilled in dealing with both challenging and able students	E
	Experience of dealing effectively with parents, staff and students	E
	High level of organisational skill	E
	Ability to use ICT effectively	E
	Ability to provide high-quality outcomes	E
	Ability to provide high-quality outcomes	E
<u>Knowledge</u>	Experience of dealing effectively with the general public	E
	Clarity of communication to a range of audiences	E
	Knowledge of maintaining confidentiality in sensitive situations, knowing when to share information and to accept responsibility for decision making	E
	Understanding of different social backgrounds of students	E
	Understanding the needs of students and the appropriate strategies to support them	E
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<u>Abilities, Skills and</u> <u>Attributes</u>	Able to work as part of a team	E
	Ability to engage and provide empathy and understanding	E
	To be able to promote the safety and wellbeing of students, ensuring that the school's Child Protection and Safeguarding policies and procedures are promoted within the Academy	E
	Willingness to undergo appropriate checks, including enhanced DBS Checks	E
	Motivation to work with children and young people	E
	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	E

Application process

You are welcome to contact HR at HR@sgschool.org.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly by clicking the “**Quick apply**” button..

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: 19 May 2024

Start date: September 2024

All applicants need to have the Right to Work in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly

Safer Recruitment

St Gregory's is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service.

We are an equal opportunities employer.

Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.



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