



Receptionist CANDIDATE INFORMATION



Thank you for your interest in The Swan School, part of the River Learning Trust. The Swan became Oxford's first completely new secondary school for over 50 years when it opened in September 2019. When full, we will have approximately 1,200 students on roll, of whom around 300 will be in the Sixth Form. Our students are drawn from a local catchment area and the school will be at the heart of the community.

Learning from the most successful approaches at the best schools, The Swan School provides a uniquely challenging and structured experience in a caring and disciplined environment.

The ethos is academic; we regard an excellent academic education as the entitlement of all young people, no matter what their background or previous experiences of learning.

Our students will be inspired and nurtured, acquiring the knowledge and skills to think critically and creatively. They will learn to be confident, resilient and ambitious, and will have high expectations in terms of their own achievements and their contribution to wider society.

To achieve these aims we draw on best practices proven elsewhere, including a longer school day and enrichment activities embedded in the curriculum.

Students read and are read to and we expect all students to work to the best of their abilities and have excellent attendance and behaviour.

The Swan School is set to move into its brand-new buildings in Marston in September 2020. It will benefit from state-of-the-art facilities in Marston, Oxford, an area of natural beauty close to the centre of Oxford.

If you have any questions or would like to speak to someone about this post, please contact our school office via office@theswanschool.org.uk or on 01865 416 070. We very much look forward to hearing from you.

Kay Wood (Headteacher)



How is The Swan School unique?



A Unique Curriculum

The curriculum at The Swan School is tailored to provide a rigorous academic education. We have the highest expectations of what students can learn and encourage them to learn quickly and securely, while being considerate of different starting points. We know that giving all young people access to knowledge through which they can be successful promotes social justice and ensures students have the full range of opportunities open to them in the future.

The subjects taught are broadly traditional, but all students are motivated to stretch themselves beyond what is normally expected in English, mathematics, sciences, a modern foreign language, history, geography and religious education. Alongside this, and seen as of equal value, is their learning in art, design and technology, and music, in which they will be taught to both appreciate the achievements of others and to develop their own creative abilities. In all subjects, the emphasis is on expertly-designed learning with high levels of structure. There is absolute clarity for all on what students are expected to know and do at each point. No time is spent on tasks that don't move students on.

This is also evident in the provision

of independent work – some of which is completed during supervised study periods, and some at home. This is purposeful, clear and useful, normally involving practice or learning by heart of material taught in lessons.

A longer day also means time for 'electives' every week. Electives are timetabled slots in which students choose from a range of enriching activities alongside the main curriculum. Currently these include specialised sport, music, drama, additional languages and volunteering. Electives are a chance for students to explore existing passions and discover new ones. They are a compulsory part of school life so that enrichment is an entitlement for all, not an optional extra for a few.

Everyone at The Swan School works hard, guided by the belief that, through effort and dedication, wonderful things can happen. Students are expected to show commitment, self-discipline and responsibility in their studies. As a result, they produce work of the highest quality and learn to achieve more than they ever believed possible. All staff show the same level of dedication and thus experience the professional joys and satisfaction brought by helping young people to learn and grow.

Co-curricular Activities

Students at The Swan School are able to access a wide range of activities outside the curriculum, helping them to develop confidence, curiosity and resilience, and ensure their development into well-rounded young people. Students will be active participants in the school, local community and beyond. They learn consideration and kindness, and contribute to society.

Swan students have 40 minutes of tutor time every day where we focus on their personal and social development. Tutors and co-tutors guide their tutees through a centrally planned 'pastoral curriculum' that includes PHSCE topics, values-based activities, and opportunities to debate topical issues in 'Thought for the Week'.

Tutor time also includes 'guided reading' where tutors read to their tutees for 20 minutes to help develop their literacy, love of reading, and cultural capital.

Support and Inclusivity

The Swan School is an inclusive school, where all students learn well, no matter what their previous experiences of learning, background or circumstances.

Our experience in schools confirms that all young people can learn challenging content. Therefore, our approach to teaching students with SEND or other barriers to learning is to ensure that classroom delivery and organisation is of the highest standard, and to intervene immediately when evidence shows that a student is falling behind.

If a student demonstrates lower than expected levels of literacy or numeracy in the early years, intensive teaching will be provided to ensure that this is, where possible, remedied. An outstanding learning support team and the extra-flexibility provided by the extended day allow us to make sure that no student falls behind or does not make good progress. Good

schools do not give up on students, and we intend to be a great school.

The School Buildings and Grounds

The Swan School's permanent site will be located in Marston, an area of natural beauty a short distance from the centre of Oxford. The site is close to several other primary and secondary schools, with whom we will develop close and mutually beneficial working relationships.

The Swan School will benefit from the most modern of facilities in wonderful new buildings in Marston. This will include state-of-the-art accommodation, equipment and technology, plus a sports hall, activities studio, drama and music rooms, specialist art, design and technology spaces and much more.

Family Lunch

Students and staff sit and eat together every day to promote healthy eating, caring for others, maturity and conversation skills. This communal approach helps all our students to learn good habits, consideration for others, and also how to engage in discussions with confidence. Breakfast and healthy snacks at breaktime are also available.



Structure of the School

	2019	2020	2021	2022	2023	2024	2025	2026	2027
Year 7	120	120	180	180	180	180	180	180	180
Year 8		120	120	180	180	180	180	180	180
Year 9			120	120	180	180	180	180	180
Year 10				120	120	180	180	180	180
Year 11					120	120	180	180	180
Year 12			40*	40*	40*	120	120	180	180
Year 13				40*	40*	40*	120	120	180
Totals	120	240	420	600	780	960	1140	1200	1260

* Our intention is to open a Sixth Form prior to 2023 by working in close partnership with The Cherwell School



PART OF THE
RLT RIVER
LEARNING
TRUST

The River Learning Trust is a multi-academy trust that is committed to working together to achieve excellence in education. RLT is responsible for a number of schools and a school-centred initial teacher training provider (SCITT).

Currently, RLT comprises six secondary schools, including The Swan School, 16 primary schools, and the SCITT.

Two of the 16 primary schools joined in late 2019, with other secondary schools

in discussions about the possibility of joining RLT.

The schools and SCITT are united by their commitment to the principles of the Trust and a common belief in the benefits of everything that is gained by working together.

Further details about the Trust, including its history, names and location of schools, and details about the central team can be found on the RLT website: riverlearningtrust.org

The principles of the River Learning Trust are:

Commitment to Excellence; striving for the best educational experience through continuous improvement

Everyone Learning; creating and taking opportunities that enhance lives through evidence-based practice supporting adult and pupil learning

Respectful Relationships; acting with care, integrity, and fairness in all we do

As a member of staff in a RLT school you will benefit from the support, opportunities and leadership development provided by the Trust central team and colleagues in other schools.

Job Description: **Receptionist**

Title of Post:

Receptionist

Contract Terms:

Permanent

Salary Scale:

Grade 4 (Term time only)

Accountable to:

School Administrator/Office Manager

PURPOSE OF THE POST:

To provide general clerical, administrative, and financial support to the school.

KEY RESPONSIBILITIES

Under the direction of the line manager:

Supporting the student

- Assist with pupil first aid/welfare duties, looking after sick pupils, liaising with parents/staff etc.

Supporting teachers

- Provide routine clerical support e.g. photocopying, filing, faxing, emailing, complete routine forms
- Maintain manual and computerised records/management information systems
- Undertake typing, word-processing and other IT based tasks
- Sort and distribute mail
- Undertake routine administration e.g. registers/school meals
- Assist with arrangements for visits to the school, e.g. school nurse, photographer.

Supporting resource management

- Operate office equipment e.g. photocopier, computer
- Arrange orderly and secure storage of supplies
- Undertake routine financial administration e.g. collect and record dinner money

Supporting the school

- Undertake reception duties, answering routine telephone and face to face enquiries and signing in visitors
- To contribute towards instilling a culture of high expectations for all students across the school.
- Provide consistent and effective support for colleagues in line with the responsibilities of this role.
- To consistently apply whole school policies, including behaviour and rewards.
- Support the maintenance of student safety and security and minimise the risks from health emergencies.
- Build successful relationships with students, parents, teaching staff, support staff and outside agencies, as appropriate.
- To be an effective member of a pastoral team.
- To contribute to some school events.

Supporting your own development

- Participate in regular performance reviews to ensure that any personal development needs are identified and met.
- Attend relevant professional development training.

- Review and maintain your own professional practice through agreed development activities.

Other duties

- To be familiar with and adhere to all school policies.
- To fulfil your duties and responsibilities regarding safeguarding pupils, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
- To set a good example in terms of dress, punctuality and attendance.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.



Person Specification

Criteria	Qualities	
Qualifications	<ul style="list-style-type: none"> Educated to GCSE level or above, or relevant experience in absence of formal qualifications. 	E
Experience	<ul style="list-style-type: none"> Clerical/administrative work 	E
Skills and knowledge	<ul style="list-style-type: none"> Good numeracy and literacy skills An ability to use ICT as an administrative tool - keyboard and computer skills. An ability to work as part of a team An ability to work to deadlines An ability to support students through the pastoral programme and extra-curricular activities An ability to relate well to children and adults Relevant knowledge of first aid 	E E E E E D C
Personal qualities	<ul style="list-style-type: none"> A fundamental belief that all children can achieve great things, no matter what their background or prior experiences. An ability and willingness to empathise and listen, and to be self critical and reflective. Enthusiasm, hard-work, integrity, creativity, flexibility, and resilience. Interest in developing own personal skills. An understanding of, and commitment to, equal opportunities in its widest sense and a commitment to inclusive education. A sense of fun as well as the ability to work hard and calmly under pressure. A commitment to child protection in its broadest sense to empower learners and prevent harm. 	E E E E E E E

SAFEGUARDING

The Swan School and River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

March 2020



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