



Salvatorian  
College

# CANDIDATE INFORMATION PACK

## Sixth Form Assistant



# FROM THE HEAD OF SCHOOL

Dear prospective candidate,

I am delighted that you have taken an interest in a vacancy at Salvatorian College. This pack is designed to brief you on the opportunities and expectations of working as part of a team which is totally focussed on providing the very best education to the pupils in our care.

The College has a long and proud history: founded in 1926 by the Society of the Divine Saviour, a Roman Catholic religious order, the school has evolved over the years to meet the changing needs of pupils, the local, and the national educational context. Salvatorian College remains at the heart of the local community.

Teachers and leaders at Salvatorian College are committed to a carefully structured and enriching curriculum intended to empower pupils to develop the knowledge and skills they need to become effective leaders of good influence.

In addition to academic learning, we foster the spiritual growth of the pupils in our care. They develop a sense of their own worth as unique human beings and are provided with a wide range of opportunities to develop their gifts and talents.

Staff build quality relationships with pupils within the context of firm boundaries. Effective systems of behaviour management and leadership support free up staff to focus on delivering quality of education. The learning environment is calm, respectful, and conducive to learning.

Colleagues at Salvatorian College are highly valued. In return for your outstanding contribution to our community, we can promise you rapid career development opportunities, a wide-ranging CPD programme, extensive opportunities to earn additional income, non-salary benefit schemes, and concessions to work life balance including work-from-home days and lower than average timetabled teaching hours.

I encourage you to read through our website, review our history of examination success, and take a look at our YouTube and other social media channels, to get a feel for school life. You are most welcome to visit us – whether you have decided to make an application or not – and I would encourage you to do so. We hope that you discover a community whose values you share, and that you make an application with the same excitement with which it will be received.

With my best wishes,



Alan Bryant  
**Head of School**



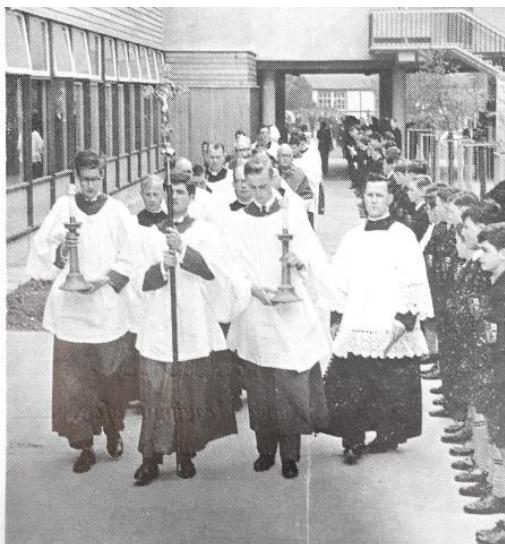


# OUR HISTORY



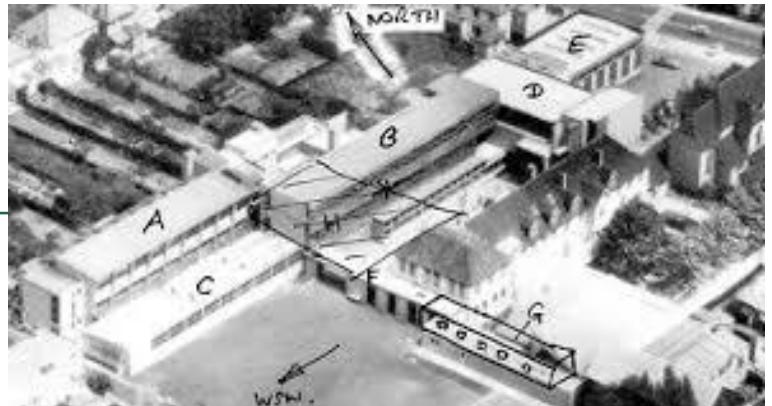
An English province of the Salvatorian Order was founded in 1901, having purchased a large house in Wealdstone, in what was then rural Middlesex. The Order opened a small private school in September 1926 prompted by the wishes of the local Catholic community. An initial group of thirteen boys entered the school.

By the late 1940s, it became clear that the school was outgrowing its original accommodation which was provided in a series of extensions to the Salvatorian Community House. The decision was taken to construct a purpose-built facility for the growing student population.



By the late 1950s the school was again expanding, and the new extensions were opened by the Rt. Rev. David Cashman, Bishop of Caetano in 1961. At this time the school became a Voluntary Aided Grammar School.

In 1979, the sixth form was closed and the College became a comprehensive school for boys aged 11 to 16. The first lay headmaster was appointed in 1981.





In 2012, the College became an Academy, and plans were announced for the complete rebuilding of the campus under the Department for Education's Priority Schools Building Programme.

The school underwent a complete rebuild between 2017 and 2021, and was opened by Bishop John Sherrington in October 2021. From September 2024 we will re-open our 6<sup>th</sup> Form.



# JOB DESCRIPTION

The Sixth Form Assistant is responsible for the provision of an efficient administrative, clerical and supervisory support function for the Sixth Form. It is anticipated that in aggregate this will comprise approximately 80% of the post-holder's time. Additionally for the other 20% of the time to work in a teaching assistant (TA) role.

They will advise on and implement the day-to-day support that enables the school to operate effectively and efficiently, and that allows other members of the leadership team to focus on teaching and learning.

## The Role

Job title: Sixth Form Assistant  
Salary: Scale points 5-6 on NJC pay scale (£27-28k full-time equivalent)  
Contract: Part-time (term time only), permanent  
Holiday entitlement: Minimum of 28 days plus bank holidays (dependent on local government continuous service)  
Reporting to: Head of Sixth Form

## Key Responsibilities

### Supervision and Maintenance

- Supervise the Sixth Form common room and study areas, ensuring a conducive environment for learning and relaxation.
- Monitor student behaviour, addressing any issues promptly and in accordance with school policies.
- Ensure the common room is kept clean, tidy, and well-organized.

### Study Management

- Supervise the Sixth Form common room and study areas, ensuring a conducive environment for learning and relaxation.
- Monitor student behaviour, addressing any issues promptly and in accordance with school policies.
- Ensure the common room is kept clean, tidy, and well-organized.

### Administrative Tasks

- Perform daily registration of Sixth Form students, maintaining accurate records.
- Manage correspondence and communications related to the Sixth Form, including emails, phone calls, and in-person inquiries.
- Prepare and distribute reports, schedules, and other documentation as required.
- Ensure Sixth Form display is of high quality.

### Admissions Support

- Handle initial inquiries and provide information about Sixth Form courses and admission requirements.
- Process application forms, ensuring all necessary documentation is received and correctly filed.
- Assist in organising open days, orientation sessions, and other events for prospective and new students.

### **Calendar and Events Management**

- Maintain an up-to-date calendar of Sixth Form activities, deadlines, and key dates.
- Communicate important dates and events to students, staff, and parents via various channels (newsletters, emails, notice boards).
- Assist in the planning and execution of Sixth Form events, such as parent-teacher evenings meetings, career fairs, and social activities.

### **Teaching Assistant Role**

- Maintain an up-to-date calendar of Sixth Form activities, deadlines, and key dates.
- Communicate important dates and events to students, staff, and parents via various channels (newsletters, emails, notice boards).
- Assist in the planning and execution of Sixth Form events, such as parent-teacher evenings meetings, career fairs, and social activities.

### **General Support**

- Undertake other duties as directed by the Head of Sixth Form to ensure the smooth running of the Sixth Form.
- Contribute to a positive and inclusive Sixth Form environment, supporting students' academic and personal development.

The Sixth Form Assistant will be required to safeguard and promote the welfare of children and young people and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Sixth Form Assistant will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.



# PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Qualifications and training	<ul style="list-style-type: none"> <li>■ Post-GCSE qualifications (A-levels or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>■ Additional qualifications in administration or education-related fields.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>■ Proven experience in an administrative role.</li> <li>■ Experience working with young people in an educational or similar setting.</li> </ul>	<ul style="list-style-type: none"> <li>■ Previous experience working in a school or educational environment.</li> <li>■ Experience in a supervisory role.</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>■ Strong administrative skills, including proficiency in Microsoft Office Suite (Word, Excel, Outlook)</li> <li>■ Effective communication skills, both written and verbal.</li> <li>■ Ability to manage and prioritise tasks effectively.</li> <li>■ Excellent organisational skills and attention to detail.</li> <li>■ Ability to handle inquiries and provide clear information.</li> </ul>	<ul style="list-style-type: none"> <li>■ Knowledge of school management software.</li> <li>■ Ability to support classroom activities and assist with teaching materials.</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>■ Ability to work independently and as part of a team.</li> <li>■ Strong interpersonal skills with the ability to relate well to students, staff, and parents.</li> <li>■ Ability to maintain a tidy and organized working environment.</li> <li>■ Flexibility to work additional days as required (e.g., during examination periods).</li> <li>■ Supportive of the school's Catholic ethos.</li> <li>■ Professional demeanour.</li> </ul>	<ul style="list-style-type: none"> <li>■ Understanding of the specific needs and challenges of Sixth Form students.</li> <li>■ Enthusiasm for contributing to the academic and personal development of students.</li> <li>■ Willingness to participate in school events and activities outside regular hours.</li> </ul>



## BENEFITS

We offer remuneration commensurate with the qualifications and experience of the successful candidate. In addition, we offer the following:

- Access to generous Local Government Pension Scheme
- Cycle to work scheme
- Complimentary Friday breakfast
- Staff fitness classes
- Additional pay available for lunchtime and morning duties
- Occasional work-from-home days
- Employee Assistance Programme

## WHAT OUR STAFF SAY

What do you like about working at Salvatorian College?

- "Collegiality and centralised behaviour systems. Calm and well-resourced environment."
- "The students are good and behave well. They are thoughtful."
- "Friendly staff - Effective and clear systems/procedures - Strong teaching resources - New and spacious classrooms"
- "Sense of community support from Head of School and other members of the Senior Management Team"
- "Very friendly and understanding management and supportive team."
- "Excellent leadership, discipline, instilling humanity and Catholic values, good relationship with the community and feeder schools, cares about staff and their well-being."
- "Clear expectation and policies. Promoting the common good. Creating a caring community among students."
- "Motivated staff completing statutory duties and offering wide enrichment programme. Good sets of Progress 8, Attainment 8 results."
- "My contribution and ideas are taken seriously."
- "Consistent effort from everyone in the school. Strong communication around individual students. Effective behavioural strategies. Lots of Senior Management Team visibility. Good lesson resources. Consistent, flexible, and well-planned CPD."
- "Leadership team that are approachable who care and support their staff. I feel confident to ask for support if I need it."

# APPLICATION PROCESS

---

To apply, please complete the application form on the TES Jobs website, ensuring that your referees include your current or most recent employer.

If you have any questions regarding the role, or to arrange an informal discussion or visit to the school, please contact:

**TELEPHONE**

(+44)20 8863 2706

**EMAIL**

[a.hussain@salvatorian.harrow.sch.uk](mailto:a.hussain@salvatorian.harrow.sch.uk)

The School of First Choice  
**salvatoriancollege.com**



**Salvatorian College**

High Road  
Harrow  
HA3 5DY

020 8863 2706  
[salvatoriancollege.com](http://salvatoriancollege.com)