



**Burnside
College**



Head of Sixth Form Application Pack

Burnside College
St Peters Road
Wallsend
Tyne & Wear
NE28 7LQ

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Dear Colleague,

Thank you for your interest in joining our team. Burnside College is characterised by its strong community spirit and friendly working environment. Respect is one of our core values and is tangible throughout the school. We believe that strong relationships are the fabric of any successful school. Interactions at Burnside between staff, and with pupils, are based on mutual respect and are positive.

In our most recent OfSTED inspection in 2020 Burnside College was acknowledged to be a good school in all areas with outstanding sixth form provision. Staff are proud to work at our school and proud of the young people in our community. Our team continues to expand year on year as a result of now being oversubscribed.

These improvements were secured through a relentless focus on teaching and learning; we routinely consider the latest educational thinking in order to reflect on and refine what happens in classrooms. This goes hand in hand with a strong, caring system of pastoral support and a focus on the personal development of our pupils.

Standards have continued to remain high at Burnside and there is an expectation at Burnside that staff will be determined to do the very best for the young people of Wallsend and always work positively, with the best interest of young people at heart.

In return the school offers excellent support and professional development. We offer high quality staff training which is personalised to the experience and needs of the individual. A particular strength is the effective programme of support in place for early years teachers. School leaders are considerate of the workload and wellbeing of staff and the school provides good career progression opportunities.

We were delighted to once again receive the Wellbeing Award for Schools in 2023 and the inspection report stated that "Burnside College is a happy place to work and learn." In 2024-25 as part of our continued commitment to staff wellbeing, all teaching staff receive at least 33% additional non-contact time. We are looking to recruit staff to our team that are committed to high standards and to improving the life chances of young people. Further details about our school are available on the school website.

Yours faithfully

Mr D Jamieson
Headteacher

The Role: Head of Sixth Form

Type of Contract:	Full Time Permanent
Salary/Scale:	Grade 9 £37,938 - £41,511 - 52/52 Contract
Start Date:	As soon as possible
Closing Date for Applications:	9am Friday 13th December 2024
Interview Date:	w/c Monday 16th December 2024

We are seeking to appoint a dynamic and experienced individual who will be responsible for the day to day running of our outstanding sixth form provision. This is a permanent, full time, non-teaching position.

Applicants will be highly motivated and have a passion to ensure that our learners achieve the very best that they can at all times. The core purpose of the role will be to uphold the fundamental standards of **Pride, Respect** and **Achievement** with all learners but also ensure that all students receive the highest standard of bespoke support.

In this role, you will be the first point of contact on attendance, behaviour, and above all achievement. You will then liaise with the appropriate colleagues in the school to ensure that all students are adequately supported and challenged. The successful candidate will be able to:

- Communicate effectively, and build trust, with all learners and be able to speak to large groups of students, for example whole classes and year group assemblies
- Communicate effectively with parents and external agencies
- Analyse school data (achievement/behaviour/attendance) in detail in order to identify key priorities
- Liaise with other colleagues to share information and data and ensure that appropriate action planning is put in place
- Manage a large and varied workload and maintain positivity when faced with challenges

You will be expected to build a culture of Pride, Respect and Achievement and ensure that all students strive towards being the best they can be.

Burnside College is a good school, with outstanding sixth form provision. We put teaching and learning first and are committed to providing a high quality and inclusive learning experience for all. Furthermore, we are committed to the development of staff and you will be joining a supportive school with an excellent environment in which to continue your professional development.

If you would like any further information, or to discuss this role in more detail, please contact Lauren Price by email at l.price@burnsidecollege.org.uk

Purpose of the role (job statement)

To lead and manage all aspects of support and guidance to ensure that every student in the sixth form achieves as much as they possibly can in their time here; to lead and manage a sixth form team.

Key Roles and Responsibilities

Management of staff

- managing the work of all tutors in the year team
- managing the tutorial work of all ITT students, supply staff and substitute staff
- building, co-ordinating and developing a team
- managing effective year team meetings/briefings

Management & development of support/guidance within the year group

Creating and sustaining an achievement culture across the key stages, in line with the School Development Plan:

- working with the SENCo on the induction and monitoring of students who have special educational needs
- leading and managing year group assemblies on a regular basis
- managing appropriate student monitoring and support systems such as daily reports, achievement reporting, individual target setting, mentoring, personalised curricula
- managing, with curriculum leaders, a programme of study support activities in each year, devising and evaluating tutorial programmes which support the work of the curriculum and the raising achievement agenda
- working in partnership with others e.g. Connexions and progress leaders to inform, advise and guide students and parents on transitions between key stages
- managing all student admissions to the sixth form
- taking responsibility for all child protection issues in the sixth form
- inducting new students and parents into the operational systems of the school

Liaising on a regular basis with

- individual teachers and departments in relation to behaviour and learning of individuals and groups of students
- parents and other agencies on a regular basis to address any issues of concern in relation to behaviour and/or achievement
- feeder school staff and other schools/providers in the transfer of students at any age
- the Educational Welfare Service, School Nurse, Educational Psychologist, Social Services, Health Service, the Police and a wide variety of other organisations and support agencies
- Progress leaders, Connexions advisors and learning support assistants
- parents and other relevant agencies

Management of Students

- supporting staff in managing the behaviour of students including through the school's behaviour support and call out systems
- managing all serious incidents of poor behaviour in the year group
- managing a student council which meets regularly to discuss whole-school and sixth form issues and make recommendations to the leadership team
- monitoring, recording and encouraging attendance and punctuality through the work of the tutors and with the attendance team, the data team and curriculum leaders as required
- setting up and co-ordinating positive activities to develop the skills, qualities and talents of students e.g. charity activities
- attending statutory meetings and producing written reports for other relevant committees/ care team
- to be visible and available for students throughout the day
- covering for absent colleagues when necessary

Monitoring and Reviewing

- monitoring and evaluating the work of tutors on a regular basis in line with the monitoring and evaluation schedule
- monitoring the progress of students within the year group using the range of data available

Policy and Planning

- managing regular, minuted year team meetings
- formulating policies and procedures for the guidance system
- writing an annual development plan in line with the school development plan
- writing information booklets for parents on an annual basis
- participating in discussions to ensure the integration of the work of the sixth form team into the school as a whole
- meeting regularly with a senior line manager to discuss matters relating to the sixth form and sixth form team

Management of Resources

- managing sixth form resources including ordering equipment, books etc in line with school procedures
- keeping up to date records of resources and their use
- keeping up to date financial records
- any other duties/responsibilities as may be agreed with the Headteacher from time to time

Person Specification

Criteria E = Essential D = Desirable	
<p>Skills, Knowledge and Aptitudes</p> <ul style="list-style-type: none"> • Effective use of specialist ICT packages • Use of specialist equipment / resources • Full working knowledge of relevant policies/codes of practice/legislation • Ability to organise, lead and motivate other staff • Ability to plan and develop systems • Ability to relate well to children and adults • Ability to self-evaluate learning needs and actively seek learning opportunities • Knowledge of resources available to support students and families • Work constructively as part of a team: understanding College roles and responsibilities and your own position within these 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>
<p>Qualifications & Training</p> <ul style="list-style-type: none"> • NVQ Level 4 or equivalent qualification or experience in relevant discipline • Excellent numeracy/literacy skills 	<p>E</p> <p>E</p>
<p>Experience</p> <ul style="list-style-type: none"> • Several years' experience working in a relevant discipline in a learning environment 	<p>D</p>
<p>Disposition</p> <ul style="list-style-type: none"> • Ability to remain calm and constructive in difficult situations 	<p>E</p>

Burnside College is committed to safeguarding and all offers of employment are subject to satisfactory enhanced DBS clearance and other pre-employment checks.
This post is exempt from the Rehabilitation of Offenders Act.

How to Apply

Please submit the application form accompanied by a covering letter, of no more than two sides of A4, in which you outline your experience and suitability for the post.

Completed applications should be returned to:

Miss K Drury
FAO: Mr D Jamieson
Burnside College
St. Peter's Road
Wallsend
NE28 7LQ
or electronically to k.drury@burnsidecollege.org.uk

Please contact the school if you require any further information relating to this post.
Telephone: 0191 2598500

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