



**Burnside
College**



Assistant Head of Sixth Form

Application Pack

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

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E: office@burnsidecollege.org.uk
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Wellbeing Award
for Schools

2023-2026





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.

The school went through a considerable period of change following the 2017 inspection in order to raise standards and provide the best possible quality of education for our pupils. We were delighted that this was recognised in our 2020 Ofsted inspection. 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 2023-24 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: Assistant Head of Sixth Form

Type of Contract:	Full Time Permanent - 195 day contract
Salary/Scale:	Grade 7 - £25,499 - £27,338
Start Date:	As soon as possible
Closing Date for Applications:	9am Friday 26th January 2024
Interview Date:	w/c Monday 29th January 2024

We are seeking to appoint an enthusiastic and proactive individual to work alongside our Head of Sixth Form to ensure our students are able to achieve high standards of attendance, behaviour and outcomes.

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 core standards of **pride, respect** and **achievement** with all learners but also ensure that all students receive the highest standard of bespoke support.

As Assistant Head of Sixth the successful candidate will:

- Be responsible for the day to day monitoring of attendance and intervention
- Identify students who require additional support to achieve their potential, liaising with colleagues and outside agencies as appropriate
- Be a point of contact for parental enquiries
- Have an understanding of Post 16 options and be able to advise students on progression pathways
- Work with the Head of Sixth Form on results days to ensure appropriate progression routes are in place for year 11 and year 13 leavers
- Assist the Head of Sixth Form with open evenings, assemblies and outreach events to promote the Sixth Form
- Have an understanding of the UCAS process and be able to support students through their application process
- Have an understanding of the guidance curriculum and work closely with tutors to deliver this effectively including planning the assembly rota
- Carry out monitoring and administration linked to sixth form including managing the 16-19 Bursary Scheme
- Take a lead on developing appropriate extra curricular activities that enhance progression opportunities

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 more information about this post please contact Mrs N Stephenson, Assistant Headteacher [**n.stephenson@burnsidecollege.org.uk**](mailto:n.stephenson@burnsidecollege.org.uk)

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.

Purpose of the role (job statement)

To provide a complementary service to existing teachers and pastoral staff in the school: addressing the needs of children who need help to overcome barriers to learning both inside and outside the school in order to achieve their full potential.

Main duties and responsibilities:

- To have responsibility for planning and delivering appropriate learning opportunities for students
- To work as a team with other Lead Learning Mentors to co-ordinate provision for students with barriers to learning
- To line manage the other Learning Mentor(s) within the provision (as appropriate)
- To deputise for the Manager of the provision when unavailable
- To design an appropriate programme for students
- To liaise with parents to encourage their support
- Ensure contact with parents is maintained
- To work with students and their families
- To liaise with school staff in order to provide National Curriculum packages of work appropriate to each student
- To be familiar with and use identification, tracking and referral systems to meet the needs of students, and to develop effective record keeping and information transfer systems
- To network with other Learning Mentors and share best practice
- To undertake further duties in agreement with the Manager
- Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security
- Confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, as required
- Participate in training and other learning activities and performance development, as required
- Special conditions: There will be a need for flexible working arrangements

Person Specification

Criteria E = Essential D = Desirable	
Skills, Knowledge and Aptitudes	
• Experience and ability to line manage the Learning Mentor(s) within the provision	E
• Ability to plan and deliver appropriate learning opportunities	E
• Ability to coordinate provision with other learning mentors	E
• The ability to engage constructively with, and relate to, a wide range of young people and families/carers with different ethnic and social backgrounds	E
• The ability to work effectively with, and command the confidence of, teaching staff and senior management	E
• Working with others, the ability to assess and review young people and family circumstances and plan appropriate responses, drawing on in-school and external advice and expertise of, where necessary	E
• A proven track record in working with young people and the ability to see a child's needs in the round	E
• A desire to do something worthwhile for young people, to understand their needs and to gain insights into how they think	E
• Knowledge of, and ability to work effectively and network with, a wide range of supporting services in both the public and private sectors: and the ability to draw on a wide range of support, information, opportunities and guidance	E
• Ability to identify potential barriers to learning and jointly engage in strategies to overcome these barriers	E
• Ability to see the mentoring role as a long-term activity designed to achieve the goals in the Learning Action Plan and not a quick fix/troubleshooting role	E
• Ability to engage in joint goal setting with the individual child as part of the learning action planning process	E
• Have time and energy to put into the relationship	E
• Be up to date with current 'know-how' management	E
• Competence in the skills of networking, counselling, facilitating and developing others	E
• A willingness and ability to learn and see potential benefits	E
Qualifications & Training	
• Current national qualification at level 4, or degree in relevant discipline – excellent numeracy/literacy skills.	E
Experience	
• Evidence of successful experience of working with, or caring for, children of relevant age	E
Disposition	
• Able to work on own initiative and as part of a team with minimal supervision	E
• A friendly, positive and flexible approach.	E

Burnside College is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure from the Disclosure & Barring Service. 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

Closing Date: 9am Friday 26th January 2024

Interview Date: Week commencing Monday 29th January 2024

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.