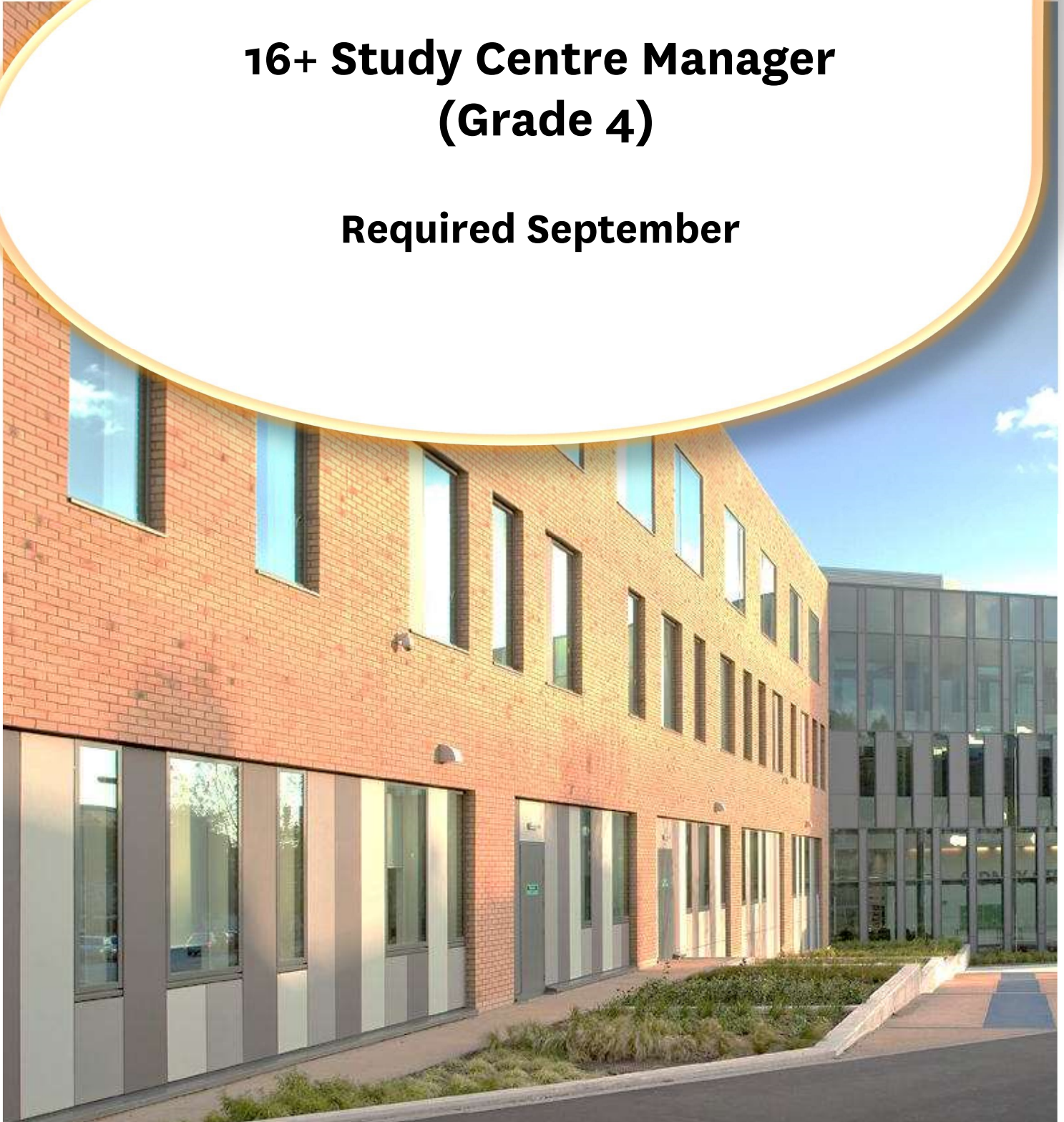


# **16+ Study Centre Manager (Grade 4)**

**Required September**



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



## 16+ Study Centre Manager

Our sixth form is oversubscribed and continue to grow year on year. We currently have nearly 400 students on roll across both year 12 and year 13. The team is led by the Assistant Principal for 16+, VP for 16+, 2 pastoral managers and one admin assistant currently. This is a new role and involves leading on the 16+ Study Centre so that all students are supported to learn effectively when they attend.

# Why work at Sidney Stringer Academy:



- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and the opportunity to be involved in additional career-development programmes
- Excellent professional development opportunities across a wide range of areas, delivered by experienced specialists and practitioners

- Free tea and coffee
- Social committee with subsidised events
- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards
- Dynamic and exciting environment
- Strong community links
- Supportive team and atmosphere



## **JOB DESCRIPTION – 16+ Study Centre Manager**

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

<b>Grade</b>	4
<b>Hours:</b>	Full time hours are 8. 30- 4.30pm Monday- Thursday and 8.30 - 4pm Friday
<b>Reporting to:</b>	Assistant Principal 16+ and SVP
<b>JOB PURPOSE:</b>	To lead and manage the 16+ Study Centre

**Overall responsibility is to lead the 16+ Study Centre so that all students are supported to learn effectively when they attend**

### **DESCRIPTION OF DUTIES AND RESPONSIBILITIES:**

- Provide pastoral and academic support for students when they are in the 16+ Centre.
- To be responsible for attendance and registering 16+ students when they are in the 16+ Centre on their in-school study days.
- To lead on the development of a 16+ reference library in the post 16 Centre.
- To ensure that the 16+ Study Centre is a calm and quiet environment for students to work in.
- To lead on communicating the procedures for the 16+ Centre to any other staff that are supporting 16+ supervision.
- To provide one-to-one support for SEND pupils who are in 16+ Centre by ensuring pupils have access to the right level of support in their private study time.
- Liaise with subject leaders and teachers with regards underperforming students, any work that is outstanding and mentoring for students that may require it, when necessary
- To support and lead on the data analysis on Uplearn and ensure that targeted students are using this.
- To support and lead on Bedrock data analysis and ensure targeted students are using this.
- To support the 16+ team by managing the behaviour and conduct of post 16 students.
- To develop strong working relationships with post 16 students.
- Support the administration of 16+ detentions (this is done by the 16+ team but you may be required to distribute slips or provide reminders to students).
- Support 16+ students with any queries or requests.
- Any other duties that are within the scope and the spirit of the job purpose, the title of the post and its grading.
- Provide cover or support to a form tutor during registration when it is needed
- Support with the duty rota in 16+ which includes the supervision of students.
- To support AP 16+ by providing enrichment opportunities for pupils after school.
- To cover lessons should this be required.

### **Other Duties**





# Sidney Stringer

## Academy

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with the line manager.

### Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

### Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions, cautions and reprimands being considered. Any convictions, cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

### Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

### Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

### Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this

commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

### **Training and Development**

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may be subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

**Job Description Reviewed By: Z Bharuchi (July 2024 )**

### **Person Specification**

Specification	Essential	Desirable
<b>Qualifications and Training</b>	<ul style="list-style-type: none"> <li>• 5 GCSE grade "C" or above, or equivalent</li> <li>• Excellent IT skills including Microsoft Word, Excel &amp; PowerPoint</li> </ul>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience working with young people</li> <li>• Experience managing behaviour and conduct of students.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of Unifrog</li> <li>• Experience of Bedrock for post 16</li> <li>• Experience running after school enrichment.</li> </ul>
<b>Qualities, Skills, Knowledge and Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to work on own initiative and as part of a dedicated team</li> <li>• Ability to manage large groups of students</li> <li>• Ability to establish strong relationships with pupils.</li> </ul>	



## Sidney Stringer Academy

	<ul style="list-style-type: none"><li>• Ability to communicate clearly and effectively with students, staff and parents/families.</li><li>• Responsive, flexible, reliable and confident</li><li>• Ability to work under pressure.</li><li>• A positive interest in working with students, and an ability to inspire them</li><li>• Tactful, respectful and sensitive to the needs of others</li></ul>	
<b>Special Recruitment</b>	<ul style="list-style-type: none"><li>• Occupational Health Clearance</li><li>• Receipt of a satisfactory Enhanced DBS Check</li></ul>	
<b>References</b>	<ul style="list-style-type: none"><li>• Receipt of two satisfactory references</li></ul>	

## 16+ Study Centre Manager

**Grade:** 4 (£20,734 - £23,720 actual salary PA)  
**Hours:** 37 hours per week  
*Monday to Thursday 8.30am to 4.30pm and Friday 8.30am to 4.00pm*  
195 days per year

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary School and Sidney Stringer Academy.

We are looking to appoint a 16+ Study Centre Manager to work closely with the rest of the 16+ team. This is a new role and we are looking for an effective and enthusiastic person to join our team.

If you would like any further information about the role, please contact the VP for 16+ Zaynab Bharuchi, [zbharuchi.staff@sidneystringeracademy.org.uk](mailto:zbharuchi.staff@sidneystringeracademy.org.uk)

### **How to apply**

For further details, an application form, and to apply, please visit our website:

**[www.sidneystringeracademy.org.uk](http://www.sidneystringeracademy.org.uk) – ‘Vacancies page’**

Please return completed application forms to: [recruitment@sidneystringeracademy.org.uk](mailto:recruitment@sidneystringeracademy.org.uk) [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

**Closing date: Monday 26<sup>th</sup> August 2024 at noon**

**Interview date: W/C 02 September 2024 (Day TBC)**

*Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.*