



Dame Alice Owen's School

NoR: 1,441, Sixth form: 426

Ofsted: "An outstanding school", "Students achieve outstandingly well",
"Behaviour ... is excellent"

SIXTH FORM LEARNING MANAGER

Required for September 2022

**Permanent part-time post,
35 hours per week, Term-Time only
Monday to Friday, 8.30am – 4pm,
including half hour unpaid for lunch
Salary Scale: H5 - pro-rata actual annual salary £16,707,
Based on £21,269 for the full-time equivalent post**

Closing date: Noon, Monday 4th July 2022

Interview date: Wednesday 6th July 2022

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governors of this highly successful, partially selective, mixed school invite applications for the post of Learning Manager. The Learning Manager would manage the sixth form study areas and provide administrative services for the sixth form and its leadership team. They would support the students with their learning, helping them to become effective independent learners. While the students were studying, the Learning Manager would support the team with administrative and student support roles, to include checking on attendance and punctuality to class.

Dame Alice Owen's School is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. The school is close to motorway links and Central London is easily reached by rail from Potters Bar.

The Governing Body is committed to admitting the children of staff in line with our admissions procedures.

Please download our [Support Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CV's for any posts based in school. To apply, please email your completed application forms together with a covering letter stating why you are well placed to take this position at our school to recruitment@damealiceowens.herts.sch.uk by **noon, Monday 4th July 2022**.



Dame Alice Owen's School

Dugdale Hill Lane | Potters Bar | Hertfordshire EN6 2DU

Headteacher | Mrs Hannah Nemko MA

T: 01707 643 441

F: 01707 645 011

admin@damealiceowens.herts.sch.uk

www.damealiceowens.herts.sch.uk

INFORMATION FOR APPLICANTS

Name of post: Sixth Form Learning Manager
Location: Potters Bar, Hertfordshire
Closing date: Noon, Monday 4th July 2022
Interview date: Wednesday 6th July 2022

Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies available in the vacancy section of our website.

The selection process includes scrutiny of the information provided in your application form and a request for references including a reference from your current/previous employer.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact Jeni McClean (Assistant Headteacher, Head of Sixth Form) at mccleanj@damealiceowens.herts.sch.uk

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will also be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to recruitment@damealiceowens.herts.sch.uk by **noon, Monday 4th July 2022**.

We look forward to receiving your completed application.

Hannah Nemko
Headteacher

About the school

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,440 registered pupils and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are 20 places each year for 11 year old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for the most talented or able musicians who apply for a place in Year 7. The remainder of the places in an annual cohort of 200 go to siblings, local pupils on the basis of proximity to the school and to those with priority need.

It is this combination of students and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, governing body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

We were delighted to be recognised as The Sunday Times Regional School of the Decade in November 2020; securing a place at Owen's has been described as "winning the lottery" in the Good School Guide and "the golden ticket" in Tatler. Our school benefits from some of the most able students in the country. Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over one million pounds of additional income for the school annually, to support the school and especially the Sports Department. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation

The Sixth Form

The Sixth Form team consists of enthusiastic, positive committed non teachers and teachers, working together to support students both in their personal and academic development. We place a strong emphasis on developing autonomous, hard-working, efficient and aspirational students. The majority of our students choose to go on to University, and this year we have had 24 students receive offers to Oxbridge which is something to celebrate, while we are proud of all of our students, their hard work and their vision and plans for the future.

All Sixth Form students have designated study periods in our self-accessed learning centre (the SALC) and they are encouraged to manage their own time and learning. Our students have a rich offering of extra-curricular, super-curricular and leadership opportunities, and they are encouraged to get involved in the full life of the school.

The Sixth Form is accommodated in a purpose built building which is due to be refurbished with a new study centre and common room in Summer 2023.



Job Description

Post Title: Sixth Form Learning Manager
Responsible to: Assistant Headteacher, Head of Sixth Form

Purpose of the post:

- To manage the sixth form study areas.
- To provide administrative support for the sixth form and its leadership team to ensure the smooth running of the Sixth Form.
- To provide admin support to the Head of Careers and assist with the running of career-related activities in school.

Duties and Responsibilities:

1. To be responsible for routine aspects of administration for the Sixth Form and provide support to the Head of Sixth Form and Sixth Form Team for all aspects of daily and weekly routines, to include SIMs reporting and management of detentions.
2. To proactively manage the Private Study areas on a day to day basis including; supervision of students to ensure on-task behaviour and liaising with relevant subject staff to ensure provision of appropriate levels of student work.
3. To monitor and follow-up on attendance and/or punctuality concerns, putting interventions in place where necessary. To produce regular reporting information for the Sixth Form leadership team.
4. Working with Head of Sixth Form, Heads of Year and Pastoral Manager to identify students who need a higher level of support and intervention, including personalised learning programmes, and managing the delivery of these.
5. To contribute to the safeguarding of students by completing appropriate training, reporting issues and welfare concerns to appropriate staff, and acting as an additional point of contact for students during the day.
6. To take on an appropriate caseload of students in order to bring about a sustained improvement in their academic motivation and application to work.
7. To generate, manage and administer Sixth Form timetables and to make amendments throughout the year, as required.
8. To ensure accurate SIMs data management throughout the year, as required.
9. To support the Head of Sixth Form and Heads of Year during the Year 12 and 13 internal and external exams.
10. To support the Head of Sixth Form and Heads of Year in the organisation and delivery of open evenings, prom and other Sixth Form events where necessary.
11. To assist with the administration of Year 13 leaver processes such as yearbooks and leavers hoodies.
12. To manage locker keys, their distribution and replacement.
13. To support the checking of UCAS applications.
14. To provide admin support to the Head of Careers particularly for the work experience programme and other career activities such as Careers Talk Week and the Careers Fair.
15. To support with the administration of Work Experience.
16. To monitor the learning and behaviour of students from any year group who are included in the private study room as a sanction.
17. Any other reasonable task, commensurate with your responsibility, as deemed necessary by the Headteacher or member of SLT.



Person Specification

Qualifications and Training	Desirable /Essential
Good level of literacy and numeracy	E
NVQ Level 3 or equivalent	E
5 GCSEs including grade C in English and Maths	E
General requirements	
Excellent communication skills	E
Commitment to equal opportunities in service delivery and employment	E
Flexible approach to supporting children and families	E
Ability to maintain a professional manner in challenging situations	E
Confidence to challenge difficult behaviour	E
Confidence to challenge other professionals	E
Enjoys working within education	D
Competence	
Good organisational skills and good time keeping	E
Good interpersonal skills including mediation and conflict resolution	E
Demonstrable awareness relating to the welfare and protection of children	E
Experience of working in an educational and/or social care setting with young people.	D
Effective communication with children, carers and other professionals	E
Ability to display an understanding of social/welfare issues as they affect children, families and schools.	E
Ability to work on own initiative within department protocols/procedures	E
Ability to deal with difficult situations.	E
A positive attitude to personal development and training	E
Ability to prepare and write reports and produce factual and statistical information as required.	E
Knowledge of the education system	D
Experience in working within statutory/voluntary agencies dealing with children and families	D
IT literacy, knowledge of Excel/Google Sheets and SIMs (or other MIT)	D
Personal	
Flexibility	E
Ability to use own initiative	E
Resourceful, patient and resilient	E
A friendly manner and good sense of humour	E