



# Sixth Form Study Supervisor Candidate Information

December 2022



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives  
through learning



# CHELTENHAM BOURNSIDE SCHOOL



## Welcome to Bournside

### People are at the heart of Bournside.

Rating us as “Good” in all areas, OFSTED saw that “staff well-being, as well as curriculum knowledge, are paramount”. Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you’ll see them written on our website and on our corridor walls, where you’ll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn. All that leads to what OFSTED called “a harmonious school”.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. Indeed, OFSTED commented on the strong sense of community for both staff and pupils” and that “pupils are ready for learning and engage well with teachers and other adults. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.

It’s not at all unusual for several generations from the same family to have been part of Bournside School. We’ve been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Kevin Warren (Head of Sixth Form) [kw@bournside.gloucs.sch.uk](mailto:kw@bournside.gloucs.sch.uk). I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is 9:00am on Monday 16<sup>th</sup> January 2023.

I look forward to receiving your application to join us in **empowering lives through learning**.

**Steve Jefferies**  
Headteacher





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## Sixth Form Study Supervisor

**Start date: February 2022**

**Salary: £21,709- £24,240 pro rata**

**Contract: 32.5 hours per week,  
Term Time 39 weeks**

Cheltenham Bournside School has a fantastic opportunity to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2022), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are seeking to appoint a Sixth Form Study Supervisor to create a study environment for students in their private study lessons. This will result in learners who are independent and resilient and



suitably prepared for Key Stage 5 study

**Applications by:  
9:00am Mon 16<sup>th</sup> January 2023**

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The successful candidate will be someone who is likely to have had previous experience in teaching and or learning support but any suitable background will be considered. They will be someone with the skills, knowledge and enthusiasm to inspire independent learning in our Sixth Form students.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

### **Application pack:**

[www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/)

**Warden Hill Road, Cheltenham, GL51 3EF | [hr@bournside.gloucs.sch.uk](mailto:hr@bournside.gloucs.sch.uk) | 01242 235555**



# CHELTENHAM BOURNSIDE SCHOOL

## Job Description

### Sixth Form Study Supervisor

**Post title:** Sixth Form Study Supervisor

**Responsible to:** Head of 6<sup>th</sup> Form

**Hours per week:** 32.5 hours a week

**Working days and hours:** Monday to Friday 8:30am to 3:30pm

**Working Weeks:** Term time only

**Contract Type:** Permanent

**Salary:** £21,709 - £24,240 (Based on grades H14-H20 £25,409 – £28,371 FTE)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

#### Purpose

- To supervise and support students in their Sixth Form private study timetabled lessons
- To ensure that private study lessons are attended and that appropriate student behaviour is maintained so that an environment conducive to learning is evident at all times.
- To create an independent learning environment for our Sixth Form students and to advise them on appropriate study techniques

#### Specific responsibilities

- To support all Sixth Form students in their private study lessons
- To engage with all students in their supervised private study sessions and advise them on suitable study techniques, resources, websites etc and to promote engagement with the study lessons.
- To liaise with Heads of Department for subject specific advice and support
- To effectively manage the Sixth Form private study areas and any additional resources e.g. laptops, Ipads etc to ensure an effective learning environment and standards are enforced and maintained
- To create wall displays/signs reinforcing the ethos of the private study areas.
- To support Sixth Form students to develop the skills necessary to study independently in addition to their classroom based learning
- To be accountable for and to complete all supervised private study registers and to follow up any associated absence
- To undertake any additional activities identified, commensurate with the level of the post
- To sign out and sign in Sixth Form students during their lunch time (1:05pm – 1:40pm) from Student Services

#### Special conditions

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



## Person Specification

### Sixth Form Study Supervisor

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>A level/Degree qualified</li></ul>	<ul style="list-style-type: none"><li>QTS, degree or equivalent teaching qualification</li><li>Safeguarding training</li></ul>
Experience, understanding, and knowledge	<ul style="list-style-type: none"><li>Experience of working with students aged 16+</li><li>Experience and understanding of managing student behaviour</li><li>Experience in the use of ICT</li></ul>	<ul style="list-style-type: none"><li>Experience of using Bromcom</li><li>Experience of successfully implementing strategies for developing study skills of the students</li><li>Experience of effective teaching</li></ul>
Personal qualities	<ul style="list-style-type: none"><li>Effective practices and approaches to developing young people.</li><li>Strategies for raising student achievement</li><li>Ability to inspire young people in terms of their education</li></ul>	<ul style="list-style-type: none"><li></li></ul>



## Settling in at Bournside

We will fully support you with your transition to Bournside. The Deputy Headteacher, oversees the provision for new staff, including your induction during the first year of teaching with us to support you in understanding and coping with your new role.

### Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as your start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

### Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



### Continuing Professional Development

We are forward-thinking in our approach to Continuing Professional Development (CPD) and pride ourselves on the opportunities we offer to support your progression. Whether you join us as a member of teaching or support staff, we invest in your career through whole staff training, sharing best practice, peer observation, personal and departmental development time, focused workshops, external courses, and performance management and review.

We are delighted to have been awarded the Silver Award for Professional Development from the Teacher Development Trust (TDT) in recognition of our CPD provision for teaching and support staff.

The auditor praised the consideration of the needs of all colleagues is a real strength here, in particular considering how best to support the CPD needs of part-time staff and flexible working, showing a real understanding of the impact that a supportive working environment can have on teacher wellbeing and outcomes for students.



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## Employee Benefits

### Support Staff

#### General

- Provision of all necessary IT equipment.

#### Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

#### Professional development

- Support to complete further academic study and professional qualifications.

#### Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.





# Our Values

## We are...

### **PURPOSEFUL**

We persevere to achieve our goals and aspirations

### **PROUD**

We celebrate everyone's effort and achievements

### **RESPECTFUL**

We care about each other and believe in equality and kindness

### **CURIOUS**

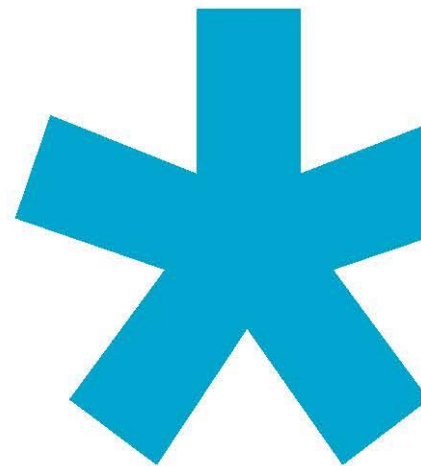
We have enquiring minds and are not afraid of challenge

### **SUPPORTIVE**

We make a positive difference to each other's lives

### **AMBITIOUS**

We aim for the very best in all we do



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