

## **APPOINTMENT OF SIXTH FORM STUDY SKILLS COORDINATOR (Temporary 1 Year Fixed Term Contract)**

### **CONTEXTUAL INFORMATION**

Working with our Sixth Form students is an enormous privilege. It is a fast-paced, exciting environment in which to work. It is not without its challenges, though, and potential applicants should expect to support students reactively and proactively as they encounter the many challenges this stage of their educational and developmental journey presents. Sixth Form provision has increased in the local area, and it is testament to the success of our Sixth Form that our numbers continue to grow, with 270 Sixth Form students this academic year.

Most students in the Sixth Form study 3 A Levels across two years alongside one enrichment course. This academic programme is supported by Supervised Study. Supervised Study has helped develop a culture of professional working expectations in study sessions and David Buckle (Lead Ofsted Inspector) commented: *'I have seen it in other schools but never seen it working quite so well as it does here.'* This is an exciting opportunity to join a Sixth Form where students are led to be happy, successful, role models, ready for the world.

Year 12 and 13 students have 9 periods of Supervised Study per week. These sessions largely take place in dedicated Sixth Form spaces. Most sessions are led by one of the two Study Skills Coordinators, supported by a small additional team of staff where necessary. During study sessions students complete work for their academic subjects, and enrichment. Regular, informal assessment of students is supported by formal termly assessments to measure progress. These take place for an hour after school during calendared assessment weeks.

As well as ensuring that Supervised Study sessions run smoothly on a day-to-day basis, the post holder also coordinates a programme of taught sessions and presentations to actively develop study skills, covering topics such as:

- Studying independently
- Prioritisation
- Referencing
- Reading for information
- Essay Structure
- Revision Techniques

These skills are often the key to unlocking students' potential. They can be particularly helpful for students who are falling below target.

The Study Skills Coordinator also plays a key role in supporting students who are not reaching their academic potential by holding 1:1 meetings focused on analysis of student performance data. A proficiency with reading and understanding Excel is therefore a key skill.

You would be joining a high-performing, dedicated team which has high expectations of one another. The team is supportive, encouraging and keen to help you develop. You will comfortably fulfil the responsibilities outlined in the job description, but will also play a proactive role in helping to identify and address areas for improvement in the Sixth Form as a whole.

If this sounds to you like the sort of environment in which you would like to work, and that you have what it takes to play a leading role in helping us continue to improve, we would like to hear from you.

### **Working Hours and Holiday Arrangements**

The post is for 37 hours per week term time, plus 1 week staff learning days; 39 weeks per year. Hours based on 8.30am – 4.40pm Monday to Thursday 8.30 - 4.10 on Friday with a 40-minute unpaid break

Flexibility can be offered to the right candidate in terms of the actual hours worked.

## Holidays

- a) Term-time staff are paid for a pro-rata proportion of holidays applicable to the grading of the post and the length of their service.
- b) All holidays are deemed to be taken within school holidays.
- c) The allocation of holidays against which pro-rata payment is made is 23 days for new entrants to schools, academies or local government. 28 days after 4 years' continuous service, plus 8 Bank Holidays and 4 Statutory days

## Grading of the Post

The pay system in operation uses a banding system, and this post is aligned to Band H, representing the job weight of the post.

Payment is made monthly at the end of the calendar month direct into a nominated bank or building society account, and employees can access their payslip through a password-protected area on our HR system. Cost of living rises are awarded for all support staff on or around 1<sup>st</sup> April each year, except during national wage freezes. Increments until the top of the scale for the post has been reached are automatic each April, as long as a minimum of six months has been completed by the time of the first increment. For example, if starting in September, the increment would be paid the following April, but if starting on 1<sup>st</sup> December, the first increment would not be paid until six months had elapsed, that is on 1<sup>st</sup> June.

## Induction and Professional Development

An induction programme will be developed for the successful applicant and a programme of support and training will be given. After the induction period, a planned professional development programme will be agreed, linked to the performance review system, which is carried out in school for all staff.

The line manager will be responsible for performance management and review.

## The Organisation of Staff at Stratford upon Avon School.

There are just over 200 staff employed at the school, with slightly over half being support staff. We aim to be a cohesive, inclusive workforce, and we operate in a professional environment of respect, with the overriding purpose for every post in the school being to support the learning of our students.

The school is organised into three colleges, with a lower and upper school tier, so there are 6 groups led by a College Leader, making them of a human, manageable size, whereby a college leader can know everyone in their college.

We take seriously the wellbeing of our staff and believe that everyone has a vital contribution to make to the life and vibrancy of the school. We operate a promoting effective working ("wellbeing") programme; all staff have the opportunity to be involved in school improvement activities and, if they wish, to contribute to pupil development through activities such as co-tutoring, mentoring and other areas appropriate to their role and expertise. Other opportunities involve running extra-curricular clubs, accompanying school trips, leading an assembly, getting involved in sport (e.g., staff half-marathon team), and participating in staff social events.

## Start Date

It is anticipated that the successful candidates will be able to start as soon as possible following appointment. However, we will always appoint the individual whom we believe to be the best person for the job, and if there is a delay whilst extended notice is worked, then that is accepted.

## Interviews

Interviews will be held within the week after the closing date for applications.

Stratford upon Avon School is a friendly school, with high expectations for the attainment and behaviour of our students, and with a supportive ethos for all staff.

We hope you find this opportunity of interest, and we look forward to receiving your completed application form. Meanwhile if you have any questions or queries about the post, please contact HR at the school, [recruitment@stratfordschool.co.uk](mailto:recruitment@stratfordschool.co.uk)

Luke Bolton  
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June 2026