



STUDENT SERVICES SUPPORT KEY STAGE 5
Required Immediately

Grade/Salary Range/Hours: Grade F /WBC Spinal Point 11-19, £25,979.00- £29,777.00 p.a, pro-rata (approximately £22,021.00 - £25,241.00 p.a.) 37 hours per week Monday – Friday term time only. A further 4 Inset days and the equivalent of 2 weeks during the holidays will be required, payable as additional hours.

We are seeking to appoint a highly effective support member of staff to join the Sixth Form Team to co-ordinate opportunities to enrich Year 12 and 13 students' experiences, including in our wider personal development curriculum and support with Post-18 destinations. The role is largely student facing; the successful candidate will be a primary point of contact for all students in the Sixth Form.

The person we are seeking will:

- Co-ordinate an enrichment programme at Key Stage 5, including monitoring and evaluation of impact.
- Support the implementation of a Personal Development curriculum at Key Stage 5, including opportunities both in and out of the classroom;
- Support transition processes for Sixth Form students including Year 12 induction, the UCAS process, preparation for employment and apprenticeships;
- Co-ordinate opportunities to support Sixth Form students' mental health and wellbeing;
- Manage aspects of the Sixth Form Library.

Little Heath School is a highly successful comprehensive school (1658 on roll, including 366 in the Sixth Form) situated in a pleasant semi-rural setting to the west of Reading, with good access to road and rail links. The school has recently benefited from a significant and transformational building project, opening a new £15 million main block in spring 2021.

As a school, we pride ourselves on our Continuing Professional Development Programme, which supports teachers to continually improve their practice in innovative ways, collaborating with other members of staff.

Little Heath School is committed to safeguarding children and promoting the welfare of children and young people; we expect all staff and volunteers to share this commitment. Little Heath School will ensure that all recruitment and selection practices reflect this commitment. All shortlisted candidates will be asked to complete a criminal records self-disclosure form and successful candidates will be subject to Disclosure and Barring Service (DBS) checks along with other relevant employment checks

For an application form and information pack please email recruitment@littleheath.org.uk. Please address supporting letter of application to the Headteacher. Closing date for the receipt of completed applications is Monday 12th February 2024. We reserve the right to interview before this date if a suitable shortlist is obtained, so early application is encouraged.