

Rutlish School



Careers and UCAS/Post-18 Applications Coordinator and Sixth Form Study Supervisor

Job Information Pack



Deadline: 10.00am on Friday, 22nd March 2024



RUTLISH SCHOOL

Watery Lane, Merton, London SW20 9AD

Telephone: 020 8542 1212

Headteacher: Ms Laura Howarth

Careers and UCAS/Post-18 Applications Coordinator and Sixth Form Study Supervisor

21 hours per week x 39 weeks per year plus 21 hours to be worked during August for GCSE and A Level results*

Grade: ME5 / ME6 (dependent on qualifications)

Salary: ME5 Point 5 to 6 £27,030 to £27,438 (full-time / £14,465 to £14,683 (actual)

ME6 Point 7 to 10 £27,855 to £29,139 (full-time) / £14,907 to £15,594 (actual)

Contract: Permanent

Hours: 8.00am – 3.30pm (with a 30minute unpaid lunch break)

Start date: ASAP

**Please note, for the right candidate, the option of four or five days per week would be considered.*

Rutlish is a very successful, oversubscribed comprehensive school, which provides an outstanding learning environment for both students and staff. RR6 is our combined Sixth Form with Ricards Lodge High School, offering students at every academic level, access to courses in all curriculum areas. RR6 students benefit from our commitment to first class teaching and providing a pastoral framework. Our Sixth Form works to ensure quality and continuity of support, advice and guidance for all students.

We are looking for a self-motivated, confident and articulate Study Supervisor with good general administrative, typing, computer and communication skills (knowledge of Word and Excel an advantage). As part of the Support Team you will need the ability to develop good relationships with all stakeholders (students, parents, carers, staff and outside agencies). The duties of all support positions are varied and based upon the needs of the School.

A Job Information Pack and Application Form can be downloaded from our website www.rutlish.merton.sch.uk "Vacancies"

Completed applications should be e-mailed to jobs@rutlish.merton.sch.uk by **10.00am on Friday, 22nd March 2024**

Please contact Administration@rutlish.merton.sch.uk if you have any queries regarding this opportunity.

No Agencies or CVs please as these will not be considered for shortlisting

We are committed to safeguarding the welfare of children in line with Keeping Children Safe in Education. All applicants are required to undertake an enhanced Disclosure and Barring Service check. We fully support the London Borough of Merton's Equal Opportunities Policy.

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Job Description



Post Title: Careers and UCAS/Post 18 Applications Coordinator and Sixth Form Study Supervisor

Grade: ME5 / ME6 (dependent on qualifications)

Contract: 21 hours per week x 39 weeks per year plus 21 hours to be worked during August for GCSE and A Level results

Responsible to: Assistant Headteacher

Purpose of the Post: Responsible for Careers, UCAS and other Post-18 applications
To supervise students in the Sixth Form Learning Resource Centre

Main Responsibilities – Careers Education, Information, Advice and Guidance for the Sixth form

1. To be responsible for Careers Education, Information, Advice and Guidance for the Sixth form
2. To lead on post 18 applications, (UCAS, apprenticeships, employment and training)
3. To provide information and guidance on pathways and careers available to students Post 18
4. Give impartial course advice and guidance
5. Work with individual students giving impartial course advice and assistance with applications
6. To inform students, staff and parents on university admissions and apprenticeship applications
7. To ensure personal statements and references of are a high standard
8. To ensure all students have appropriate Post 18 destinations
9. To keep teaching staff updated on the application process for universities in the UK and abroad
10. To work closely with the Careers Lead in the school and the school careers adviser
11. To work closely with the heads of year of Year 12 and 13 in ensuring they are informed of Careers events and opportunities
12. To communicate with staff, students and parent on Careers related events and activities.
13. To liaise and collaborate with the Head of PSHE in delivery of Careers based lessons
14. To collaborate and take a lead role in planning a programme of activities in careers guidance
15. To liaise with universities, speakers and other career agencies in providing guidance and experiences to the students
16. To support students on results day with queries and UCAS clearing
17. To lead and work with the team in the delivery of Year 12 Work experience
18. Assist with Drop-Down Days, UCAS Fairs, Induction Days, 6th Form Trips, Work Related Learning activities and University visits when required

Main Responsibilities – Study Support

19. Ensure an appropriate study environment is created in the Sixth Form Learning Resource Centre and adopt good working relationships with students
20. Maintain good discipline by encouraging quiet study through non-confrontational intervention
21. Record student attendance at the start of each study lesson and liaise with staff with regard to attendance and behaviour concerns
22. To support with the administration and implementation of Enrichment activities
23. To maintain and develop resources and noticeboards used in the LRC

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General - Administrator

1. To support the School Administration Team with any other duties which fall within the overall purpose and scope of the job; issuing student ID badges, ordering of stationery, laminating, photocopying, filing, collection and distribution of students mobile phones etc
2. Ensure at the start of the day that all LRC computers are working and report any issues to the IT Technicians
3. To evaluate student medical concerns and liaise with parents/carers (First Aid training will be provided)
4. To support and cover RR6 attendance as and when required

This Job Description sets out the tasks and responsibilities of the post at the time it was prepared. These may vary from time to time without changing the general character of the task or responsibility entailed. Such variations are a common occurrence and cannot themselves justify a re-grading of the post.

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Person Specification



Post Title:	Careers and UCAS/Post-18 Applications Coordinator and Sixth Form Study Supervisor
Grade:	ME5 / ME6 (dependent on qualifications)
Contract:	21hours per week x 39weeks per year plus 21hours to be worked during August for GCSE and A Level results
Responsible to:	Assistant Headteacher
Purpose of the Post:	To organise Careers, UCAS and other Post-18 applications To supervise students in the Sixth Form Learning Resource Centre

The Person Specification is strictly related to the requirements of the post as determined by the current Job Description. Shortlisting is carried out on the basis of how well you meet the requirement of the person profile. You should refer to these requirements when you complete your application form.

E = Essential D = Desirable

KNOWLEDGE, SKILLS AND APTITUDES

1. Attention to detail and ability to keep accurate records (E)
2. Excellent written and oral communication skills (E)
3. Ability to work under pressure and manage conflicting demands (E)
4. Ability to work effectively as part of a team and on own initiative (E)
5. Ability to maintain accuracy when dealing with repetitive tasks (E)
6. Ability to use information technology for accessing, inputting and retrieving data (E)
7. Flexibility to workload and working hours (E)
8. Good knowledge of Word/Excel and a willingness to undertake further training (D)
9. The confidence and people skills needed to oversee and manage the behaviour of young people courteously and assertively (E)
10. Knowledge of UCAS applications; including Oxbridge entrance and other Post 18 applications (E)
11. Qualified First Aider (training will be provided) (D)

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EXPERIENCE

1. Experience of administrative procedures and routines (D)
2. Experience of using office equipment e.g. computers, photocopiers etc (D)
3. Experience of working in a school environment (D)
4. Experience of SIMS (D)
5. Experience of engaging with local business providers(D)

PERSONAL QUALITIES

- 1 A positive and “can do” attitude
- 2 Organised
- 3 A self-starter
- 4 Strong communication skills
- 5 Sense of humour
- 6 Team player
- 7 Resilient

QUALIFICATIONS

Diploma in Careers Guidance or qualification in Careers Guidance (or willing to complete this with some support from the School) (D)