

# Hampton Gardens

Hartland Avenue, Hampton Gardens, Peterborough, PE7 8HR



**Sixth Form Student Services Assistant  
Recruitment Pack  
July 2018**

**Progress, Partnership, Pride**



# Hampton Gardens School

Hartland Avenue, Hampton Gardens, Peterborough, PE7 8HR.

Hampton Gardens is a new 11-19 free school which opened in September 2017 to an initial intake of 180 Year 7 students. When full the school will accommodate 1200 students in years 7-11 and 300 students in Sixth Form. Hampton Gardens is part of the Hampton Academies Trust who also run the highly successful and popular Hampton College.

Required for September 2018:

## Sixth Form Student Services Assistant

We are looking to recruit a Student Services Assistant to join our new Sixth Form Team supporting students in the Sixth Form of the school.

The Student Services Assistant will play an active role in the school and support the Head of School in dealing with student well-being and behaviour. Every member of the team helps to make a difference and contributes to raising standards of achievement for all students.

This is a permanent position of **32.5 hours per week** and is for **term time plus 5 training days**.

### Working Hours:

Sixth Form Student Services Assistant      8.15am to 3.30pm      32.5 hrs (45-min unpaid lunch break)

### Salary:

#### **Sixth Form Student Services Assistant (Grade 7)**

Full-time salary (52 weeks)	From: £21,074	to: £23,866
Term-time salary + 5 days (32.5hrs p/w)	From: £15,782	to: £17,873

Applications to arrive no later than **9.00am on Thursday 12 July 2018**

*Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS).*



## Letter from Head of School

July 2018

Dear Applicant

Thank you for requesting details for the permanent position of Sixth Form Student Services Assistant at Hampton Gardens. This is a unique and exciting opportunity for those wishing to work and develop their skills in a brand new school which opened in September 2017.

The successful candidate will share the Trust's vision that every student will leave Hampton Gardens with excellent academic outcomes and a clear purpose for the next stage of their lives.

Our recruitment pack gives details of the post, the recruitment process and also the history and development of Hampton Gardens and the Hampton Academies Trust. I hope you will be inspired to apply for this exciting opportunity and look forward to receiving your completed application.

In the meantime, if you have any queries please contact our HR Department before the application deadline on 01733 246824.

Yours sincerely

Alastair Greenwood  
Head of School



## Information about Hampton Academies Trust

The Hampton Academies Trust was formed in September 2014 when Hampton College became a convertor academy and formed a multi-academy trust. One of the drivers for conversion was to allow us to bid for other local opportunities. In September 2015 following a competitive bid process, we were named by Peterborough City Council and Cambridgeshire County Council as the preferred education provider for the new secondary school in the locality, Hampton Gardens. In March 2016 we were successful in our free school bid which secured a significant amount of capital funding to build the new school and building commenced in January 2016.

We believe that this development will enable us to provide an excellent education for the children and young people of the area, as well as offering our staff unrivalled promotion and professional development opportunities.

Our vision is to be a locality based, cross -phase MAT. We intend to grow our MAT in the medium term, and have been successful in a free school bid to design and run the primary provision on the new Hampton East development. The name of the trust reflects our local focus and we have no current plans to expand our operations beyond our local area. We are not a corporate MAT (and do not want to be) and neither are we part of a regional/national chain. Our vision is to retain our ‘homegrown’ status and manage our growth in a sustainable way. We believe that MAT working can be most successful when you concentrate on what you know best, in the community you are invested in.

### Vision and Values

Our vision as a Trust is to meet the needs of our students and equip them to fulfil their potential.

#### We value people:

- Our schools will be welcoming places, at the heart of our community, valuing all people and their talents, beliefs and cultures equally;
- Students will feel safe and respected as individuals at school; they will feel happy to come to HAT schools to learn;
- All staff will feel valued, informed and involved in decision making;
- Parents and carers will feel well informed, and involved in their child’s education.
- We recognise families as sources of love and care for their members, and as the basis of a society in which people care for others.

#### We value learning:

- HAT schools will provide for high quality teaching and learning, involving challenging and enjoyable activities; this will enable our students to think, and to produce high quality work;
- Our curriculum will cater for a wide range of ability and talent, and will provide students with a broad, general education of the highest quality. We will provide an outstanding choice of extra-curricular activities.

#### We value positive behaviour:

- HAT schools will have a positive ethos, which emphasises respect, responsibility and participation;
- Students will be encouraged to grow spiritually, morally, socially and culturally;



- We will place a high emphasis on maintaining positive relationships with students based on honesty and fairness;
- We will expect all members of the HAT school community to act with courtesy, respect and good manners;
- We will emphasise the pleasure in learning, and we will do our best to make sure that fun is part of the experience for all at HAT schools.

**We value health:**

- HAT schools will promote the importance of healthy living, and we will emphasise its impact on learning;
- In all areas of operation, HAT will stress the importance of healthy eating; students will be encouraged to drink water in most classes;
- All school sites are no-smoking areas at all times;
- We believe that the health and safety of students, staff and visitors are of paramount importance, and they will always be our first considerations;
- We will work with students, parents/carers and relevant external agencies to promote safe travel to and from school;
- In the interest of safety, students will receive clear messages about items that should not be brought onto HAT premises, or on school visits.

**We value leadership:**

- HAT schools will be well governed, managed and led, having excellent relationships with other schools and agencies. Resources will be used effectively to support learning;
- Students will be offered opportunities to show responsibility, and to develop leadership skills.

**We value our community:**

- HAT schools will emphasise the opportunities and responsibilities that life in a large community can bring;
- We will make our facilities available to members of our community for learning and for leisure;
- HAT schools will enhance community life;
- Students will be made aware of the positive roles they can play in our global community;
- Students will learn to respect religious and cultural diversity.

**We value our environment:**

- We will provide an outstanding learning environment: stimulating, colourful and well cared for;
- Students will learn to respect their environment at a local, national and international level.

**We value the future:**

- We will develop the next generation of citizens and leaders, willing and able to play active roles in their communities;
- We will lead out into the world young people who feel positive about themselves and demonstrate a passion for life, who respect the rights of other people and who are ready to make their mark.



## Information about Hampton Gardens

Hampton Gardens is a new 11-19 free school which opened in September 2017 to an initial intake of 180 Year 7 students. The school will grow each year until it reaches capacity, increasing in PAN to 210 student in 2018 and 240 student in 2019. When full the school will accommodate 1200 students in years 7-11 and 300 students in Sixth Form.

Hampton Gardens will operate its Sixth Form jointly with Hampton College. As the two campuses are on neighbouring plots, we envisage that a number of staff will teach and support across both sites. We will also have the ability to deploy staff flexibly across the trust, as we expand. It is planned to open to Year 12 in September 2018, initially with a smaller number of students and growing to full capacity by approximately 2023/24.



### Hampton Gardens' Facilities

Hampton Gardens is a brand new school which was handed over to the Trust in August 2017. The state of the art school buildings and grounds include the following design features:

- A full size floodlit 3G all-weather pitch, suitable for a range of sports
- An auditorium for performances and assemblies, with retractable seating
- A stunning double height library/learning resource centre at the heart of the school
- An exceptionally well-equipped Science department, including show laboratories for regional events





- An outside amphitheatre and attractively landscaped grounds for sport and for students to enjoy at break and lunchtimes



Classrooms are airy and light and are all equipped with interactive facilities. The school hall provides an impressive public space, with seating capacity for 400 people; the grounds are attractive and spacious and are utilised well at break and lunchtimes in fine weather.

**Vision and Values:** Since opening the trust’s first school, we have emphasised two key themes: ‘People’ and ‘Learning’. We believe that positive working relationships are the key to effective learning, and we work hard to ensure that students and staff feel safe, valued and happy in their work.

### Ofsted

It is the trust’s aspiration that all of its schools are, or are working towards being rated as *Outstanding* by Ofsted. We are clear that the expectation for Hampton Gardens is that it should be *Outstanding* from the outset.

**Curriculum Plan:** The curriculum for Key stage 3 is the same as that at Hampton College (see prospectus or school website). Over time, Hampton Gardens will offer KS4/5 options which complement Hampton College and allow all trust students access to a wide and stimulating range of courses and extra- curricular opportunities across the two schools. The Sixth Form will run completely collaboratively with Hampton College. Every effort is made to offer a strong extra - curricular programme in a range of areas. There is also an enrichment week at the end of the summer term, which will include the possibility of residential trips abroad and in the UK.

**The School Day:** All lessons are one hour.

8.30am	Morning Registration/Assembly
8.45am	Period 1
9.50am	Period 2
10.55am	<b>Morning Break</b>
11.15am	Period 3
12.20pm	Period 4
1.25pm	<b>Lunch Break</b>
2.05pm	Period 5 (Afternoon Registration)
3.10pm	<b>End of School</b>

**Community:** Hampton Gardens will make an important contribution to putting ‘heart and soul’ into the new Hampton East development, and bringing the community together. We will be a venue for learning and leisure and we will develop a range of activities and events to meet local need. We also work in partnership with Vivacity, who operate a public library and sports centre on our Hampton College campus.



## Curriculum

Below are the details for Hampton Gardens' Key Stage 3 provision.

### Key Stage 3

Students have 25 one-hour lessons each week. The timetable is run over a one-week cycle and the allocations of time to subjects are:

#### National Curriculum Core Subjects

	English	Maths	Science	ICT
Year 7	3	3	3	1
Year 8	3	3	3	1
Year 9	3	3	3	1

#### National Curriculum Foundation Subjects

	Tech	PE	MFL	Dance	Music	RE	Hist	Geog	Art	PD
Year 7	1	2	3	1	1	1	2	2	1	1
Year 8	1	2	3	1	1	1	2	2	1	1
Year 9	1	2	3	1	1	1	2	2	1	1

## Key Staff

### Al Greenwood - Head of School, Hampton Gardens

Al Greenwood moved over to join Hampton Gardens in January 2017 in the new role of Head of School. He joined Hampton College as one of the founding members of staff in 2005 and has been a senior leader since 2007. In 2011 he became Deputy Headteacher of Hampton College. He has made an outstanding contribution to Hampton College with particular emphasis upon supporting learners to achieve to the best of their ability. As part of this new role, Al leads Hampton Gardens School on a day to day basis, as well as developing the strategic direction of the school.

### Sharon Gilligan - Deputy Head of School, Hampton Gardens

Sharon Gilligan will be taking up the post of Deputy Head of School in September 2018. Sharon has worked in Peterborough for over twenty years. Sharon is currently working as an Assistant Headteacher in a local school, supporting students to achieve the best possible outcomes. As part of her new role, Sharon will have overall responsibility for students' welfare and wellbeing.

### Helen Price - Executive Headteacher, Hampton Academies Trust

Helen has been at HAT's first school, Hampton College, since it opened in 2005. She was the school's original Deputy Headteacher and took over as Headteacher in 2011. In 2014 when the school converted into a multi-academy trust, Helen became the Executive Headteacher. In January 2017 Helen relinquished the day to day running of Hampton College and moved across full time into her trust role.



## The role

The Sixth Form Student Services Assistant will play an active role in the school and support our Head of School in dealing with student well-being and behaviour. As a member of the team you will help to make a difference and contribute to raising standards of achievement for all students.

If you are looking for a new and exciting challenge, then we can guarantee you a fulfilling and rewarding role working at Hampton Academies Trust. Please see the Job Description and Person Specification for further details.

This is a permanent position of 32.5 hours per week and is for term time only plus 5 training days.

### Working Hours

Sixth Form Student Services Assistant      8.15am to 3.30pm (45 minute unpaid lunch break)

### Salary

Sixth Form Student Services Assistant (Grade 7)

Full time salary (52 weeks)      From: £21,074      to: £23,866

Term time salary + 5 days (32.5hrs p/w)      From: £15,782      to £17,873

The position is for term time only and all holidays must be taken during school holiday periods. Term time contracts are paid pro-rata the full-time salary. Salaries are paid monthly, throughout the year.

## Promotional Opportunities

As part of an expanding Trust there are permanent posts and opportunities for promotion which arise regularly.

## Applications

Please complete an application form, and also enclose a letter of application outlining how your skills and experience meet the requirements of the person specification. Applications should be sent to:

HR Department  
Hampton Gardens School  
Hartland Avenue  
Peterborough  
PE7 8HR

Tel: 01733 246824

OR apply by e-mail to [jobs@hamptonacademiestrust.org.uk](mailto:jobs@hamptonacademiestrust.org.uk)

**Application Closing Date: 9.00am on Thursday 12 July 2018**



## Job Description

<b>POST TITLE:</b>	Sixth Form Student Services Assistant
<b>GRADE:</b>	Grade 7
<b>HOURS OF WORK:</b>	32.5 hours per week (Mon-Fri) Term Time + 5 days
<b>RESPONSIBLE TO:</b>	Head of School for day-to-day responsibilities
<b>RELATIONSHIPS WITH:</b>	Head of School Deputy Head of School Form Tutors SENCo Teaching Assistants Parents/Carers Students

### PURPOSE OF THE JOB:

- To provide support to the Head of School in dealing with student behaviour issues.
- To provide timely and effective administrative support for the Head of School
- To monitor the attendance, punctuality and behaviour of students.
- Contribute to raising standards of achievement for all students.

### MAIN RESPONSIBILITIES

#### Supervision of Sixth Form Students

- Oversee the use of the Sixth Form Study Centre, monitoring its use and encouraging students to use their time effectively.
- Under the direction of the Head of School, supervise students working quietly within the Sixth Form Study Centre.
- Take class registers, as and when appropriate.

#### BEHAVIOUR AND WELL-BEING

1. Contribute to the management of student behaviour, including anticipating and taking action to prevent potential problems arising.
2. Deal with student behaviour issues and act as the first point of contact for parents/carers and make appointments for the Head of School where necessary.
3. Co-ordinate arrangements for student behaviour in accordance with the school's Code of Conduct and Behaviour Policy, eg non-attendance at classes and timetabled sessions, detentions, exclusions letters etc.
4. Monitor attendance at SSP sessions and support the Head of School with non-attendance.



5. Support the Head of School and tutors with enforcement measures for dress code.
6. Maintain records of calls and discussions with parents and students and report issues to the Sixth Form team.

### **ADMINISTRATION**

7. Administration of daily attendance records and undertake appropriate follow up.
8. Monitor and manage the Sixth Form diary.
9. Administer the arrangements for:
  - Parents' Evenings, Options Evening etc
  - School Photographs
  - Parent Surveys and Student Surveys
10. Filing, including Student Records and associated paperwork.
11. Support the Head of School with the administration of student absence requests, eg Holidays, Hospital appointments etc

### **PASTORAL**

12. Undertake the duties of Qualified First-Aider.
13. Contribute to the maintenance of a safe and healthy environment.

### **MISC**

14. Undertake any other duties consistent with the post.

*Hampton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure and Barring Service Check from the Disclosure and Barring Service (DBS). Applicants will be asked to complete a Disqualification by Association Declaration when invited to interview if they will work in early years provision or in later years provision for children who have not yet attained the age of 8 or if their role is directly concerned in the management of such early or later years provision.*



## Person Specification

### THE POST: Sixth Form Student Services Assistant

Criteria	Essential	Desirable
<b>Educational qualifications</b>	<ul style="list-style-type: none"> <li>➤ Good educational background, with minimum 4 GCSEs (or equivalent) including English Language</li> <li>➤ Excellent administrative skills</li> <li>➤ Excellent ICT skills - fully conversant with Internet, Email, Word and Excel</li> </ul>	<ul style="list-style-type: none"> <li>➤ Educated to degree level</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Experience of working with young people</li> <li>➤ Experience of working in a team</li> <li>➤ Experience of organising and prioritising workloads</li> <li>➤ Experience of dealing with parents/carers and external agencies</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of working in a secondary school or related role</li> <li>➤ Experience of dealing with a range of partners to achieve positive outcomes for students</li> </ul>
<b>Skills/Abilities</b>	<ul style="list-style-type: none"> <li>➤ Ability to gain the respect of students</li> <li>➤ Excellent communication skills, oral and written</li> <li>➤ Strong interpersonal skills</li> <li>➤ Ability to work with honesty and integrity</li> <li>➤ Ability to use own initiative</li> <li>➤ Ability to prioritise workload and keep to deadlines</li> <li>➤ Excellent organisational skills</li> <li>➤ Ability to multi-task</li> <li>➤ Good negotiating skills with the ability to gain the confidence of students, staff and parents.</li> <li>➤ Ability to resolve conflict</li> <li>➤ Ability to remain calm</li> <li>➤ Good listening skills</li> <li>➤ Sensitivity and empathy</li> </ul>	<ul style="list-style-type: none"> <li>➤ CAF Training</li> <li>➤ Willingness to learn new skills</li> <li>➤ Ability to problem solve</li> </ul>
<b>Knowledge and Understanding</b>	<ul style="list-style-type: none"> <li>➤ Appreciation of absolute confidentiality of information received in school</li> <li>➤ Understanding of <i>Every Child Matters</i></li> <li>➤ Understanding of Safeguarding and Child Protection issues</li> <li>➤ Knowledge of child and young person development</li> <li>➤ Understanding of the social, educational and personal contexts which relate to children and can become barriers to learning</li> <li>➤ Knowledge of sexual health and/or teenage pregnancy work; substance misuse, domestics</li> </ul>	<ul style="list-style-type: none"> <li>➤ Child Protection Training</li> <li>➤ Safeguarding Training</li> <li>➤ Qualified First Aiders</li> </ul>



	violence etc. and how these issues can impact on parenting ability ➤ Understanding of SEN ➤ Knowledge of Health and Safety issues	
<b>Other Requirements</b>	➤ Accuracy and attention to detail with record keeping ➤ Ability to work flexibly ➤ Willingness to undertake training, as required ➤ Ability to maintain confidential information and records with the upmost discretion and levels of security ➤ Willingness to take a full and active role in college life ➤ Cheerful disposition and good sense of humour	