




Royal Greenwich
Trust School



Candidate Information Pack

Royal Greenwich Trust School is part of the





“ Providing transformational educational
opportunities for all children...” ”



6th Form Attendance Officer Royal Greenwich Trust School

University Schools Trust

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Welcome

Thank you for considering applying for a teaching post at the Royal Greenwich Trust School. We are proud to be a part of the University Schools Trust, a cross borough Multi Academy Trust which includes St Paul's Way Trust School and St. Paul's Way Trust Foundation School in the London Borough of Tower Hamlets.

As part of the University Schools Trust (UST), we have strong partnerships with six world-leading universities and five sector-leading bodies partners. Together we are working hard to deliver the very best outcomes and life chances for all our pupils.

Our staff are at the centre of all our achievements and, as part of the UST, we are developing an exciting People Strategy focussed on competitive pay and reward, staff well-being and development and family friendly employment practices at its core. The UST has already established the School of Education to support the training and career development of staff at all levels.

On our website you will find other key information about the school; our prospectus, school improvement plan and a range of policies which will give a broader picture of who we are and if we are the right place for you to grow as a school leader.

We warmly invite you to visit the school to see for yourself what a special place it is.

We look forward to receiving your application.

Dr Richard Marshall

Headteacher

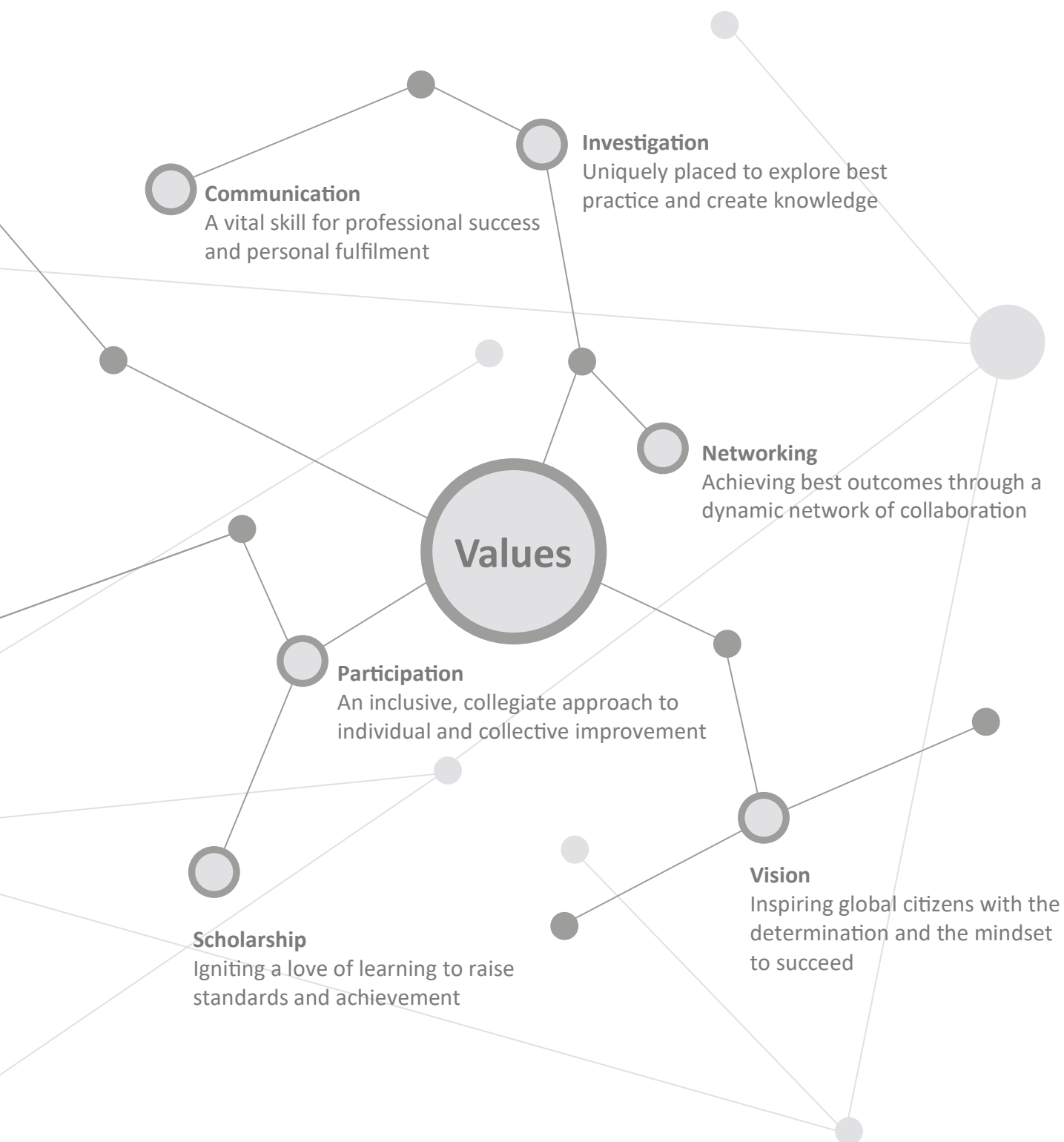
Our Priorities

Vision

Providing transformational educational opportunities for all children, including those facing disadvantage, setting the agenda for social mobility and sector-wide innovation and change.

Mission

Excellent outcomes for all our pupils, we deliver the highest quality teaching and learning by working collaboratively within impactful university, public body and private sector partnerships which influence policy locally, nationally and internationally.



The University Schools Trust

The University Schools Trust (UST) and our schools provide excellent education, derived from exceptional teaching and learning, for thousands of pupils each year.

UST is a unique partnership of six world-leading universities and five sector-leading bodies who are working together to deliver a shared vision of inclusive, high quality and transformational education delivered by schools which are deeply rooted in the communities they serve.

We take a rigorous approach – educating from nursery to university and beyond – to all aspects of our work. Our teaching practice is effective, our students are academically challenged and we use our resources efficiently. The inspirational staff at UST are our greatest resource, and they are encouraged to innovate, share and continually raise our standards.

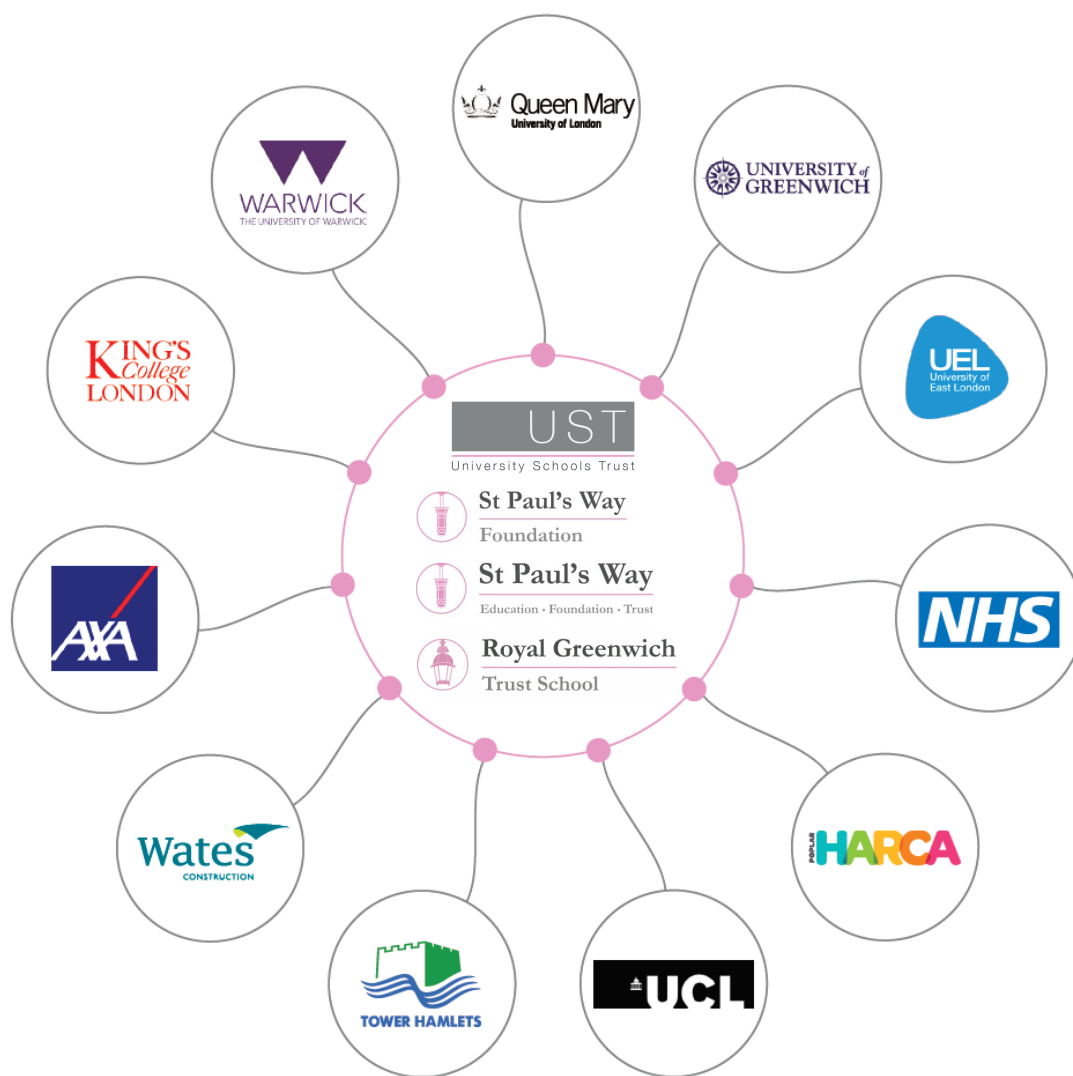
The UST School of Education, our innovative centre of excellence for school improvement, supports all our teaching and learning.

Our university links enable us to co-commission and participate in research to stretch our knowledge of what works and why, and our culture of open collaborative partnership encourages staff to share and learn with other education professionals.

By developing a culture of growth and excellence, the School of Education adds value to our greatest resource – our staff.

For more information about our School of Education please see:

www.ust.london/444/school-of-education



6

University
Trust Partners

5

Trust Partners

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Schools

The Royal Greenwich Trust School

The Royal Greenwich Trust School is a new school facing exciting times.

We recognise that learning is complex and there are several forces that influence learning. In order to harness this, we recognise that complexity and diversity are increasingly integrated using time, technology and space in new ways.

Our curriculum and our approach to teaching and learning places strong emphasis on our six UST values. It is because students learn to excel in these areas that they gain the confidence to become successful global citizens.

We place learner engagement and learner voice at the heart of our vision. Students must be able to access, analyse, and synthesise information in pursuit of solutions to real-life problems, work cooperatively with others and be receptive to new ideas, value education

and maintain excellent attendance and disciplinary records. The students must study wherever needed information is to be found, must participate in the construction of their learning and must be transitional learners, moving comfortably and confidently between structured to unstructured learning environments.

We aim to work reflecting the knowledge that all children have the potential to succeed and should go as far as their talents can take them; that children and young people need to enjoy their childhood as well as grow up prepared for adult life; that our school needs to be shaped by and responsive to children, young people and families, not designed around professional boundaries and that it is always better to prevent failure than tackle a crisis later.

In addition, we are excited with the extension of our new build which will extend and enhance our current accommodation to ensure that the school becomes the educational hub on the Greenwich peninsula. This £13.8 million building project funded by Greenwich Local Authority is due open in Summer 2020 in order to accommodate the projected increased number of students brought about by the new admissions arrangements.

Currently the school building is designed to accommodate 600 students. By the time the school is full in 2022 the school will have 950 students. The new accommodation will include brand new classrooms, including new science laboratories, a Dance and Drama Studio, music facilities, a large multi-purpose atrium and a four court Sports Hall. This is an exciting project and will ensure that students and staff are provided with a world class set of educational facilities.



Organisation Chart





Our People Strategy

Like many schools, and their overarching organisations, the Royal Greenwich Trust School and the UST prioritises the support and development of its staff. Our people are our most important resource. However, our approach is special given our expertise in developing talent.

The UST has its School of Education whose remit is to develop and support all its staff. The School offers training courses, an annual conference and bespoke support for its staff so they can develop their skills. The work of the School of Education is primarily focussed on developing the skills of our teaching staff, but essential training (for example on safeguarding, health and safety, information technology, etc) is available for all our staff.

Overall the Trust looks at its staffing policies under three broad headings:

- Recruitment and Retention
- People Development
- Well-being and Workload

Further information on our approach and activities on all these areas of work are detailed on the Key Information page of our website:

www.ust.london/352/key-information

This year we have seconded some of our most talented staff into the UST School of Education to further develop our work to support our staff.

Our Offer to you

Exceptional outcomes

- Outstanding English and Maths GCSE resit results.
- BTEC average grade: Distinction.
- Continuous upward trend of A-Level results.

Attractive pay/conditions

- Inner London pay spine.
- Cycle to work scheme.

Great location

- Located in the Royal Borough of Greenwich and very near to Greenwich Peninsula.
- Walking distance from Charlton Station.
- 10 minute bus journey to the O2 Arena.
- Walking distance from Charlton Riverside Retail Parks.
- On the Quietway 14 Cycle route.
- On the Thames Pathway.
- 5 minutes by bus to Woolwich Arsenal DLR.
- Access to the proposed Charlton redevelopment and 'creative quarter' along the Thames Barrier.

Bespoke career pathways

- University of Greenwich accredited 'research-lead' professional learning opportunities.
- IOE accredited leadership courses (NPQML/NPQSL/NPQH).
- Lead Practitioner development programme.
- Bespoke career pathways for teaching and non teaching support staff.

Partnerships

- Teacher Development Trust membership.
- University partners including those from Russell Groups.
- 3 year partnership with Bloomberg including the Bloomberg Start-Up Programme.
- UST school - opportunities to positively affect student life chances in schools across London.

Unique curriculum

- Fully comprehensive sixth form intake.
- Academic and Vocational pathways for sixth form students.
- Inclusive provision.
- Engineering specialism.
- Opportunity to shape the curriculum as the school grows.
- Innovative pupil feedback mechanisms - use of the revolutionary 'Dynamic Progress Reporting' system.

Workload and well-being

- Annual workload/well-being survey.
- Access to school gym.
- Tickets for sporting events.
- Free staff breakfast.

Application and Selection Process

All applications will be acknowledged. There is a nominal closing date for this role, however candidates are encouraged to submit their applications as soon as possible, as preliminary discussions may begin as soon as expressions of interest are received.

Timetable

Advert goes live	26/07/2019
Closing date for applications	18/08/2019
Shortlisting and advising candidates of the next steps	by 21/08/2019
First round interviews/assessments	n/a
Final round interviews	Tuesday, 27th August 19

To apply please:

- Submit your completed UST application form via the website, including names, positions, organisations and telephone contact numbers for at least two referees (preferably your most recent employer(s)). If you do not wish referees to be approached without your permission, please indicate this clearly.
- Provide a short (no more than two pages) personal statement highlighting your motivation for the role. This provides you with the opportunity to explain your motivation, as well as highlighting how your experience and achievements fit with the requirements of the role as well as the School's and Trust's objectives.
- Complete the equality and diversity questionnaire within the application form.



Job Description

Sixth Form Attendance Officer

Job Title:	Sixth Form Attendance Officer	Department/Group:	Support Staff
Line Manager:	Attendance Manager/Director of Learning for 6 th Form	Salary Range	Scale 5 (£24,462 - £25,809) FTE
Start date:	September 2019	Contract Type	Term Time + 4 weeks

Job Description

Main purpose of this role

To provide administrative support to the Sixth Form team, primarily for the monitoring and working with the Sixth Form Department to support student attendance.

Duties and Responsibilities:

1. Monitor student attendance.
2. Maintain accurate records of student attendance, monitoring absences through established school systems and responding to attendance issues according to Sixth Form policies and procedures.
3. Be responsible, daily, for regular communication with relevant members of the Sixth Form team, SLT and other teaching staff regarding attendance issues, absence statistics and individual patterns of attendance.
4. Communicate with parents, both by telephone, email and in formal letters, regarding matters of student attendance. Ensuring that records are routinely kept up-to-date and concerns shared with relevant members of the Sixth Form team.
5. Act as the main point of contact for students concerning attendance issues, registering late students, recording and reporting students who require permission to leave during the day and issuing late passes for lessons and 'Absence from Course' forms.
6. Review, on a regular basis, the systems in operation to record and monitor attendance, in order to make recommendations to further improve existing systems and overall levels of attendance.
7. Meet with parents of students who are facing attendance issues
8. Put in place, track and review student attendance agreements



9. Maintain a system of recording student punctuality and informing parents where students arrive late
10. Review student registers and ensure these are completed accurately and in a timely manner
11. Maintain up-to-date student records on the school's database, including personal information and contact details
12. Assist with the administrative tasks in the Sixth Form Office
13. Assist with the production of letters and other typing, including student references and Universities and Colleges Admissions Service (UCAS) Applications processing, as directed
14. Assist with all office tasks, including filing and the maintenance of accurate student records.
15. Assist with the organisational and administrative requirements of major Sixth Form events.

Additional requirements:

The post holder must demonstrate a flexible approach in the delivery of work. Consequently, the post holder may be required to perform work not specifically identified in the job profile, but which is in line with the general level of scope, grade and responsibilities of the post.

1. Carry out the work of the job in a way that is consistent with the culture, ethos, equalities and inclusion policies of the school and the University Schools Trust.
2. The Governing Body is committed to safeguarding, child protection and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment, recording and reporting all concerns to the appropriate person and disclosures to the relevant professional.
3. Undertake all duties with due regard to the provisions of health and safety regulations and legislation, Data Protection/GDPR, the Trust's Equal Opportunities policy and Use of ICT policy.
4. Complete any training required to improve performance and take part in the school performance management systems (where relevant)
5. Undertake such other duties as are commensurate with the post and which may reasonably be required by the Governing Body.

Reviewed By:		Date:	
Approved By:	Deputy Head teacher	Date:	
Last Updated By:		Date	



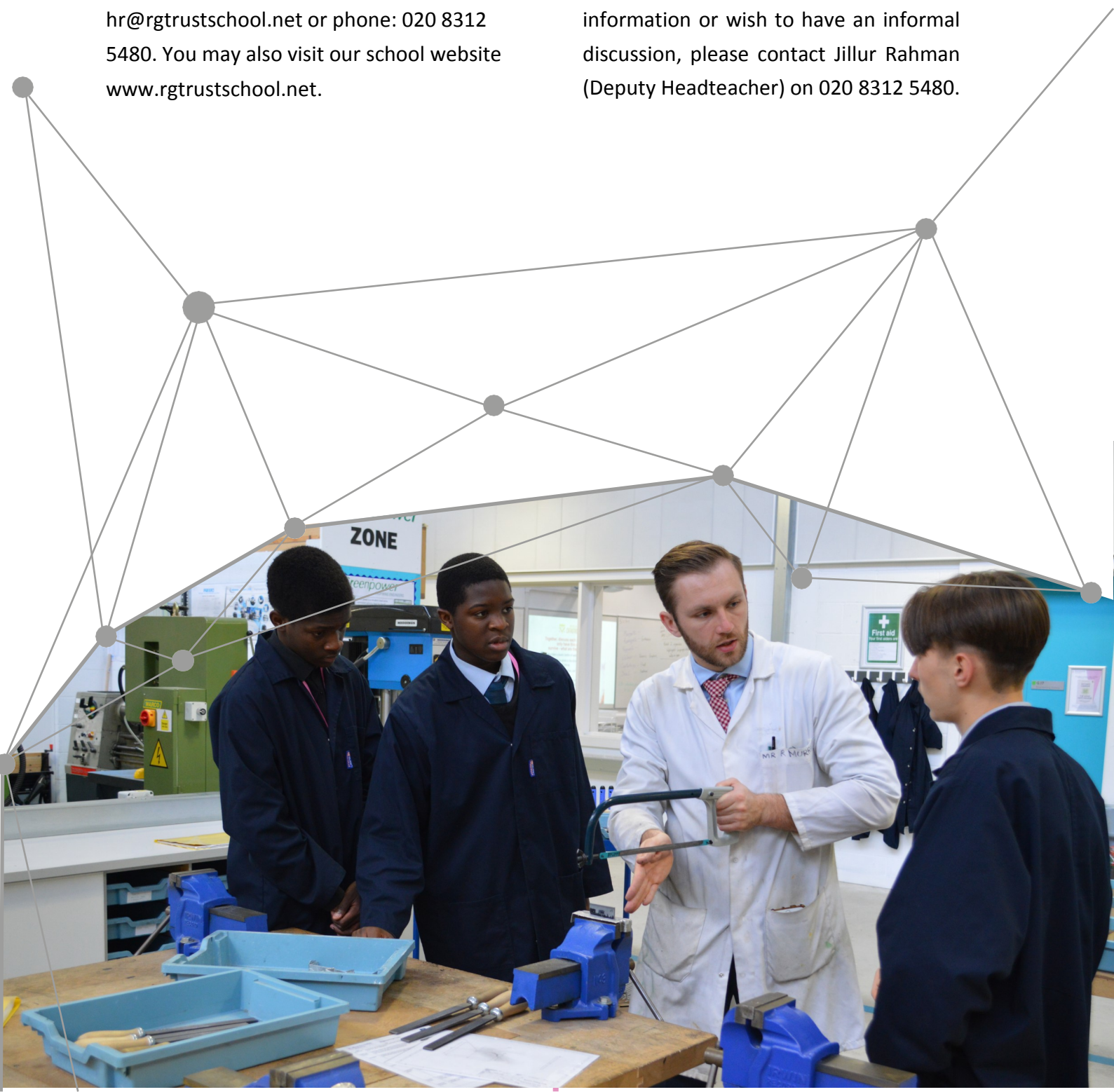
Person Specification

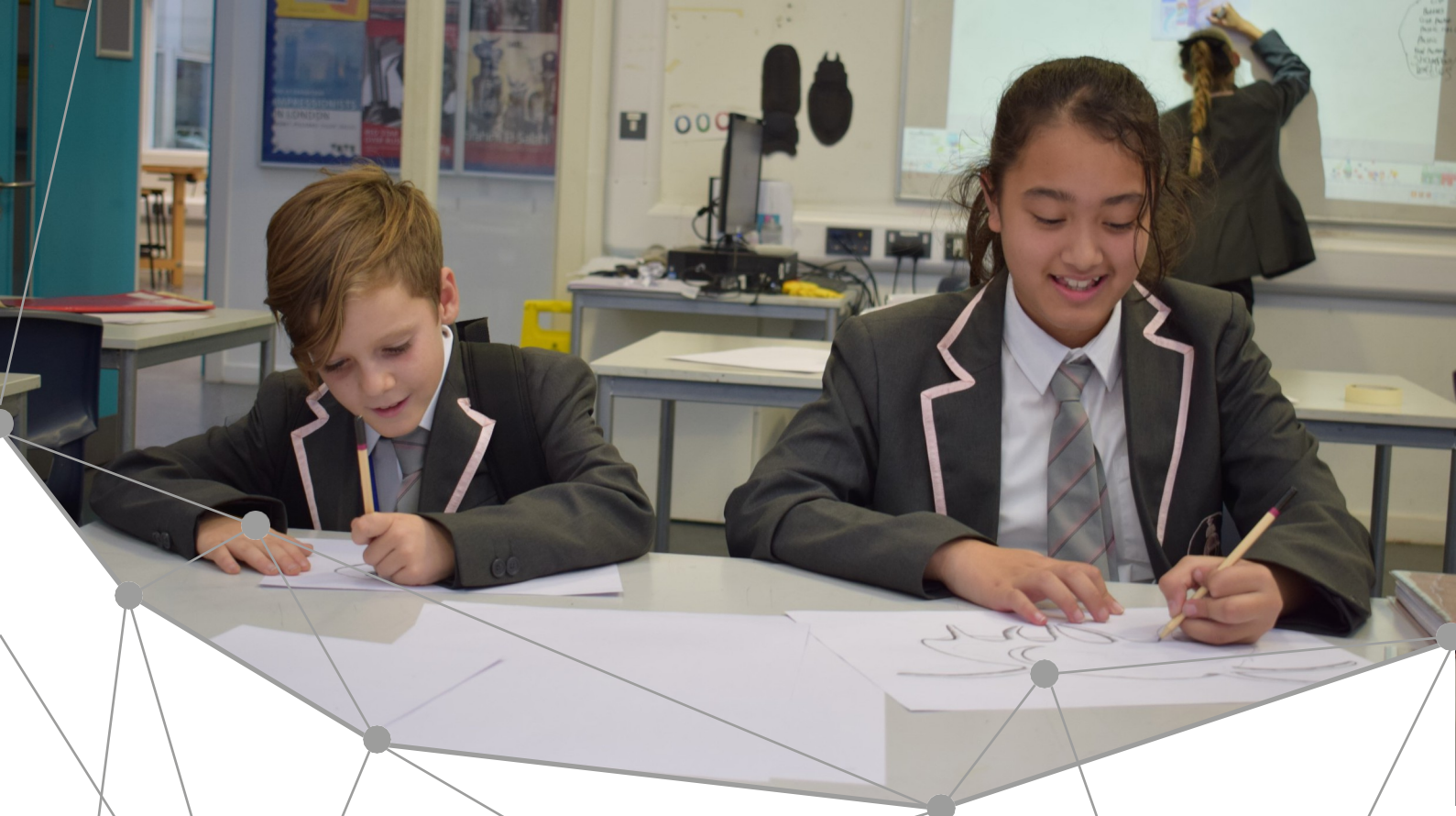
Education/ Qualifications	Essential	Desirable
GCSE at A* - C in English and mathematics or equivalent	✓	
Knowledge/ Understanding	Essential	Desirable
Knowledge of SIMS (Schools Information Management System)	✓	
Strong ICT skills, including the use of spreadsheets	✓	
Excellent interpersonal and organisational skills	✓	
An understanding of Child protection policies and procedures in schools	✓	
Attention to detail and a good level of numeracy	✓	
Experience	Essential	Desirable
Prior experience of working in a similar role in an educational environment		✓
Willingness and motivation to participate in any training or development required to improve skills/ performance	✓	
Skills & abilities	Essential	Desirable
Able to organise one's own work, to priorities tasks and keep deadlines	✓	
Able to work independently as well as part of the team	✓	
Able to be flexible and respond effectively to the 'unexpected'	✓	
Able to communicate and interact effectively with adults, children and young people	✓	

Further information

To arrange a visit to the school, please contact Fiona Benjamin (Senior HR Advisor) by email hr@rgtrustschool.net or phone: 020 8312 5480. You may also visit our school website www.rgtrustschool.net.

If you have any queries on any aspect of the appointment process, need additional information or wish to have an informal discussion, please contact Jillur Rahman (Deputy Headteacher) on 020 8312 5480.





Royal Greenwich Trust School

765 Woolwich Road, Charlton, London SE7 8LJ

T 020 8312 5480
E info@rgtrustschool.net
W rgtrustschool.net

