



**Longley Park**  
SIXTH FORM ACADEMY  
Creating Excellence Together,  
through a culture of care

# Job Description and Person Specification

## ILC (Independent Learning Centre) and Administration Assistant



**BRIGANTIA**  
LEARNING TRUST

Creating Excellence Together,  
through a culture of care

## Introduction from the Executive Principal

Welcome to Longley Park Sixth Form Academy Academy,

Thank you for considering joining our Longley Park Sixth Form Academy team within Brigantia Learning Trust. As a Sixth Form, we are all about providing an amazing place for 16–19 year-olds to study and this role provides an opportunity to work with people who share your passion and will provide you with the opportunity to develop new skills and contribute to an ambitious, caring and vibrant community.

I am excited to be able to offer this opportunity to join our team at Longley Park Sixth Form Academy. You will be joining a team of staff dedicated to improving the life chances of young people by providing the best environment in which they can flourish academically and personally.

Longley Park Sixth Form Academy is situated in the North East of Sheffield. We draw from a diverse community around us. Sheffield is an emerging powerhouse city of the north. Staff and students model and celebrate our diversity very well. Students from a wide range of cultures behave well, work diligently together and respect the views of others.

Our community of 1,100 students study a wide range of courses from ESOL to Level 3 Applied Generals and A Levels. Our students go on to some excellent destinations. In 2018, Ofsted rated the Sixth Form as 'good' stating "staff and students value the rich diversity of the Sixth Form population. They work harmoniously with each other in an atmosphere of respect and tolerance. Students learn, develop and put into practice British values during their time at Sixth Form". We welcomed the comments around leadership and management affirming that "leaders, managers and governors have high expectations of staff and students."

Core to our values are inclusivity and robust support in a culture of care. We are passionate about making sure that students who would not otherwise have access to academic and vocational courses can study and be successful. At Longley Park Sixth Form Academy, we strive to be a diverse and inclusive organisation where we can all be ourselves. We particularly encourage applications from people who identify as Black, Asian or from a Minority Ethnic background and/or from people experienced in working in communities of diversity.

Our expectations are high and we are committed to staff development and providing opportunities to further your career, both at the Sixth Form and within the Trust. If you want a role that will be challenging, fulfilling and developmental, this could be it.

I hope you are interested in joining us on our journey.



Jamie Davies  
Executive Principal

For more information or a confidential conversation about the role, please contact Matthew Fieldsend on [MFieldsend@brigantiastrust.net](mailto:MFieldsend@brigantiastrust.net)

## Longley Park Sixth Form Academy

### Vision and Strategic Objectives

#### Our Vision

Challenging all students to make more progress than they ever thought themselves capable.

#### Our Strategic Objectives

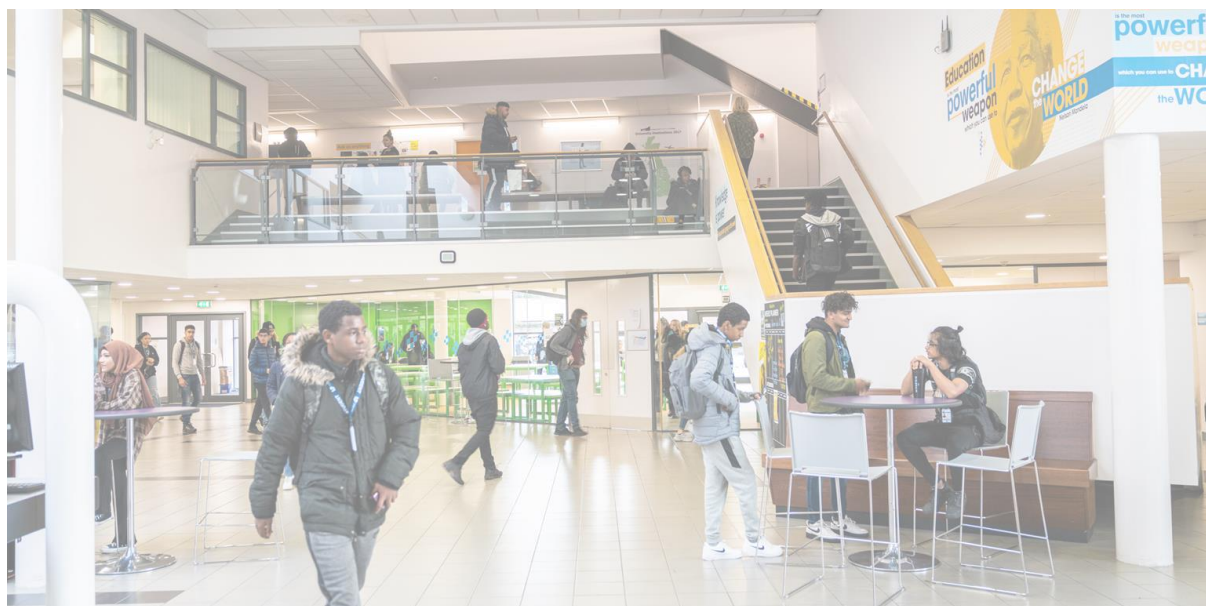
1. Ensure excellent outcomes by delivering an exceptional teaching experience – a community of learning and professional development
2. Provide robust support for students within a culture of care, so they feel safe, can achieve and are prepared for their next steps
3. Sustain student recruitment by providing an engaging and efficient provision that meets the aspirational needs of the local community and beyond

Through all of this, ensure staff and student wellbeing.

Longley Park Sixth Form Academy is an exciting mix of ideas, beliefs, cultures and languages - a place where young people are able to develop confidence in themselves, aspire and achieve.

At Longley Park we recognise the importance of choice and believe that a student's study programme should be designed around their abilities and aspirations. We are committed to providing a well-balanced and challenging curriculum for all students, both inside and outside of the classroom. We have courses for students joining us from a variety of different starting points.

From excellent academic support to a wide range of work experience and enrichment opportunities, there are so many ways for young people to develop their character and skills with Longley Park Sixth Form Academy.



## Welcome to the Brigantia Learning Trust

An inclusive multiphase journey at the heart of our community

Across the Trust, we pride ourselves on our close-knit community, where we value every pupil and student as an individual, enabling us to drive their ambition, inspire their passions and teach innovatively and passionately, creating leaders within a rapidly changing world. We also know that the bedrock of any academy is the quality and stability of the staff team. We care about staff wellbeing and are committed to attracting, developing, retaining and promoting them within our Trust.

Our core vision is to change life chances and secure social mobility and justice for young people in our community through a culture of care. We are dedicated to Creating Excellence Together and these words have been carefully chosen to reflect our commitment to continuous improvement and working together in partnership.

We create opportunities and enrichment within and beyond the classroom, so that every pupil and student is provided with a platform from which to succeed. We achieve this through:

- A strong and shared moral purpose that underpins our work
- A vision that is coherent and a logical step for education in the area.
- Effectiveness rooted in an understanding of the complex local context.
- Leadership that is immensely strong, ambitious and committed.
- A clear operating model for partnership that focuses upon school improvement.
- A proven track record of success including the transformation of vulnerable schools.
- Immense staff capacity and expertise to drive improvement.



Mike Westerdale  
Chief Executive Officer

Within the Trust, our academies have continued to grow as centres of excellence; drawing upon a collective pool of expertise and resource. Our staff and Trustees work collaboratively to deliver the very best in traditional education with a forward-thinking approach, ensuring that every child and young adult in our care is prepared and well-equipped for the demands of a global and everchanging society.

As pioneers of 2-19 education within Sheffield, we believe our offer truly sets us apart. Through orchestrated efficiency, development and innovation, every child and young adult benefits from a truly unique and bespoke approach to education at Brigantia Learning Trust. From their passions and personalities to their learning styles and ambitions, everything is taken into account to ensure a smooth and seamless transition throughout all the phases of their academy life and beyond.

Our strong leadership teams are ambitious and dedicated to driving improvement and securing the very best outcomes in each of our academies, through a commitment to excellence and unwavering values.

As we continue to improve, grow and develop we are motivated to find the right talent for our academies and our young people. This is an exciting opportunity within our organisation and we invite you to be part of creating an engine of community cohesion, aspiration, achievement, success and social mobility for every young person we serve.

**Mike Westerdale**, CEO Brigantia Learning Trust.

## JOB DESCRIPTION AND PERSON SPECIFICATION

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

<b>POST TITLE</b>	ILC (Independent Learning Centre) and Administration Assistant
<b>GRADE</b>	Grade 3 (£24,789 - £25,182) Pro rata based on hours per week, term time
<b>RESPONSIBLE TO</b>	Operations Manager
<b>BASE</b>	Longley Park Sixth Form Academy
<b>RESPONSIBLE FOR</b>	<p>The ILC assistant is responsible for supporting the successful day-to-day operation of the IT area of the ILC.</p> <p>To support and engage students in the ILC to maximise resources effectively and to encourage independent learning.</p> <p>To welcome students and staff to the helpdesk and offer an efficient and friendly ILC service</p> <p>General administrative support including maintaining main reception</p>
<b>PURPOSE OF THE JOB</b>	<p>The focus will be on supporting and encouraging students to participate and achieve to their full potential and to use the IT space of the ILC effectively. To maintain a quiet and studious atmosphere in the ILC</p> <p>To provide a full range of reception support</p>

## MAIN DUTIES AND RESPONSIBILITIES

- To be enthusiastic about working with young people, keen to share their knowledge with students and develop effective study skills and research techniques.
- To assist in the organisation and participation of, events to promote the ILC and encourage Independent learning skills.
- To maintain a safe and stimulating ILC environment, including supervising students use of the space, IT and resources as well as supporting stock monitoring.
- To support the central office function with regards to main reception duties, including meeting and greeting visitors, organising post, dealing with Sixth Form trips, issuing students with hardship money, maintaining Sixth Form switchboard, dealing with students and external queries and general filing.
- To greet all enquirers in a friendly, helpful and effective manner, dealing with them promptly
- Answer phone calls in a professional and courteous manner and redirect calls and queries as appropriate.
- To support students with any queries and direct them to the most appropriate support.
- Ensure the IT space of the ILC is tidy and well presented
- Support with the management and maintaining printers and IT equipment
- Support with managing and maintaining ILC supplies
- To guide students to relevant resources and encourage their use of the space.
- Compliance with all Sixth Form policies and procedures.
- Any other duties commensurate with the level of the post, which may be required from time to time.

## PERSON SPECIFICATION

<b>Method of Assessment</b> The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	<b>Application Form</b>	<b>Interview</b>	<b>Presentation</b>	<b>Assessment Centre</b>	<b>Personality Instrument</b>	<b>Other</b>
<b>Qualifications</b>						
General qualifications including GCSE Maths and English at grade C/4 or above	X					
Any appropriate learning support qualifications	X					
<b>Knowledge</b>						
Understanding of post-16 education an advantage	X	X		X		
<b>Experience</b>						
Experience of working with young people	X	X				
Experience of helping others to develop skills, ideally in numeracy or literacy	X	X				
Experience of administrative systems	X	X		X		
Experience of working as a member of a team	X	X		X		
<b>Technical Skills / Abilities</b>						
The equivalent of at least a Level 2 qualification in English and Maths in order to support literacy and numeracy	X					
Any specialist qualifications in areas such as dyslexia, learning support, ESOL etc.	X	X				
Good knowledge of ICT	X	X				
<b>Personal Attributes</b>						
Committed to excellence, equal opportunities, continuous improvement, customer focus, team working and self / staff development	X	X		X		
Flexible and approachable, enthusiastic and self-motivated	X	X		X		