



Moseley School
and Sixth Form



Moseley School
and Sixth Form

Sixth Form Academic Coach



Succeeding together



Dear Colleague,

Welcome to Moseley School and Sixth Form and thank you for your interest in joining our vibrant, diverse, and inclusive community. We are seeking to appoint an exceptional **Sixth Form Academic Coach** who is driven by a passion for motivating young people and transforming life chances. This is a rewarding opportunity for an enthusiastic and dedicated individual who can inspire students to believe in themselves and strive for excellence.

At Moseley School & Sixth Form, our ethos is built on our RAISE values:

- **Resilience** – empowering students to overcome challenges
- **Ambition** - inspiring high aspirations and achievement
- **Independence** – fostering confident, self-directed learners
- **Supportive** – nurturing a caring and inclusive environment
- **Effective Communication** – encouraging clarity, collaboration and understanding

These values underpin everything we do and guide our mission to provide the best possible futures for our students and staff. The job description and person specification give you an indication of the scale and ambition we have for this post. If you have the passion, commitment and resilience to make a significant difference in this role I would be delighted to receive your application.

We welcome visitors to the school. Please contact recruitment@moseley.bham.sch.uk if you have any questions about the role or school and would like to arrange a visit.

Your application must be received by 8.00am on Monday 29th June 2026

Please note this advert may close when sufficient applications are received

Interviews will be held on Friday 3rd July 2026

Best wishes,

Mr Simon Edwards
Head of School

Mr Richard Reeve
Executive Headteacher



Post Information

Post Title:	Sixth Form Academic Coach
Salary/Grade:	Grade 3b spine point 16 to spine point 22, full time equivalent £30,518 - £33,699
Actual Salary:	Grade 3b spine point 16 £27,473 to spine point 22 £30,336 before deductions
Contract Type:	Permanent
Contract Term:	Term-time only plus 5 days
Contract Hours:	Full time 36.5 hours per week, term time only plus 5 days to be worked in the holidays, Given the nature of the role some flexibility may be required concerning start and end times to meet the needs of the school.
Contract Start Date:	1st September 2026
Disclosure Level:	Enhanced

Inspire Ambition. Transform Futures.

We are seeking an exceptional Sixth Form Academic Coach who thrives on motivating young people and transforming life chances. This is an exciting opportunity for a dynamic individual who ignites ambition, builds belief and drives students to excel.

At Moseley School and Sixth Form, we deliver strong student progress. Our mission is clear: every student, whatever their background, is empowered to achieve their very best.

You will play a pivotal role at the heart of our Sixth Form—raising aspirations, driving confidence and embedding a culture of high expectations. You will coach, challenge and inspire students to unlock potential and pursue ambitious futures.

Join us and help shape confident, ambitious young people ready to succeed.

The successful candidate will:

- Inspire and motivate students to develop ambition, resilience and a strong work ethic
- Provide targeted coaching and guidance to support academic progress and independent learning
- Build positive, trusting relationships that encourage students to engage and succeed
- Challenge students to set and achieve aspirational goals for their future
- Contribute to a culture of excellence and high expectations across the Sixth Form



Why join us?

You will play a pivotal role in shaping students' futures as part of a high-performing, supportive team that is committed to unlocking potential and celebrating success.

Safeguarding Statement

Moseley School and Sixth Form is committed to safeguarding and promoting the welfare of children and young people. All staff are expected to share this commitment. This post is subject to an enhanced DBS check and satisfactory references. As part of our safer recruitment process, we will explore candidates' suitability to work with children at interview.

What we can offer you:

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.

We offer a wide range of programmes to enhance the employee experience and engagement, including:

- Employee voice through surveys and feedback sessions
- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals.
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations
- Free access to the school's onsite gym
- A designated car park space for each staff member
- Generous Pension Scheme
- Appraisal, leading to potential pay progression.
- Cycle to Work Scheme
- Paid and unpaid leave to support life events.

Your application must be received by 8.00am on Monday 29th June 2026

Please note this advert may close when sufficient applications are received

Interviews will be held on Friday 3rd July 2026

Disclaimer

By submitting this application form, you declare that all information provided is accurate and truthful. You further confirm that you have not used any artificial intelligence (AI) tools or software to generate, edit, or enhance any part of this application. Any application found to have utilized AI will be subject to disqualification.



Job Description

Post Title:	Sixth Form Academic Coach
Salary/Grade:	Grade 3b spine point 16 to spine point 22, full time equivalent £30,518 - £33,699
Actual Salary:	Grade 3b spine point 16 £27,473 to spine point 22 £30,336 before deductions
Contract Type:	Permanent
Contract Term:	Term-time only plus 5 days
Contract Hours:	Full time 36.5 hours per week, term time only plus 5 days to be worked in the holidays, Given the nature of the role some flexibility may be required concerning start and end times to meet the needs of the school.
Contract Start Date:	1st September 2026
Disclosure Level:	Enhanced

Core Purpose: To support the effective operation of the Sixth Form by managing the library and study provision, ensuring students are engaged, supported, and meeting expectations for independent learning and behaviour. To lead key administrative, progression, and enrichment processes, including UCAS, student development, and partnerships, while maintaining strong communication, safeguarding, and a positive school ethos.

Specific Responsibilities of this role

- To manage the Sixth Form Library including silent study periods
- To provide academic support for students working within the Sixth Form library to ensure that they are focused and know where/how to access further information/support
- Regular liaison with Head of Sixth Form to advise of inappropriate behaviour or non-attendance to independent study in the Sixth Form library
- Responsible for student behaviour and welfare in public places during break, lunch, change of lesson, beginning and end of school day as directed
- To ensure that period 5 study sessions are effectively planned and organised; communicated to relevant students and monitored to ensure their effectiveness including communicating home where necessary
- Liaise with sixth form team to support sixth form student development
- Lead UCAS process including: Post 16 tutorial, staff support/training, QA of personal statements, QA of teacher references, results day guidance and student finance support
- Lead the delivery and organisation of UCAS week



- Liaise with and support careers advisor regarding UCAS/student destinations
- Organise and manage administration for sixth form work experience including liaison with external agencies
- Promote, maintain and grow HE links to grow mentoring opportunities for students and other enrichment opportunities
- Establish and grow the sixth form alumni
- Lead on a number of administrative tasks for the sixth form including daily communication with tutors re tutor time, trips/visits, induction and enrolment, recruitment, exam entries recording, EPQ qualification
- Liaise with exams officer and the finance team regarding additional exam entries (GCSE and A level)
- Effective management of Sixth Form IT equipment including the administrative side of device management
- Lead the planning of PSHE curriculum for tutor time and organise workshops with external agencies
- Support the student leadership team and programmes including charity events
- Ensure effective communication across teaching and non-teaching staff
- Attend meetings with line manager as required
- Contribute to school development through identified communication and consultation channels
- Represent the school in a manner consistent with its ethos and values
- To respect the confidential nature of information relating to the school and students

Other Responsibilities:

- Assist with on call duties as appropriate.
- Responsible for student behaviour and welfare in public places during break, lunch, change of lesson, beginning and end of school day as directed.
- Attend meetings as required.
- Participate in professional development opportunities, willingness to develop additional skills and expertise.
- Keep up to date with current educational developments and legislation affecting your area of responsibility.
- Contribute to school development through identified communication and consultation channels.
- Treat students, parents and colleagues fairly, equitably and with dignity and respect.
- To respect the confidential nature of information relating to the school, students and customers.
- Be aware of and support differences and ensure equal opportunities for all.
- Contribute to the overall ethos/work/aims of the school.
- Develop constructive relationships and communicate with other agencies/professionals.
- Be aware of safeguarding and promoting the welfare of children and report any concerns in accordance with the school's safeguarding policy.
- To comply with the school's Health and Safety policy and statutory requirements.
- To undertake any other duties not detailed above commensurate with the level of the post.



Your application must be received by 8.00am on Monday 6th July 2026

Please note this advert may close when sufficient applications are received

Interviews will be held on Friday 10th July 2026

Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

An online search will be carried out as part of due diligence on all short-listed candidates. References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.



Person Specification

Post Title: Sixth Form Academic Coach

Method of Assessment

(MOA) AF Application Form

L Lesson

observation

I Interview

T Test or

Exercise

P

Presentation

Qualifications & Experience	Essential E/	Method of assessment
<ul style="list-style-type: none"> Must be numerate and literate (minimum GCSE Maths & English Grades A*-C). 	E	AF/I
<ul style="list-style-type: none"> Educated to degree level 	E	AF/I
<ul style="list-style-type: none"> Experience of supporting students with UCAS applications 	D	AF/I
<ul style="list-style-type: none"> Experience of working in a school environment 	D	AF/I
Skills and Abilities		
<ul style="list-style-type: none"> Excellent communication skills 	E	AF/I
<ul style="list-style-type: none"> Ability to organise own work effectively. 	E	AF/I
<ul style="list-style-type: none"> Ability to deal consistently and effectively with a wide range of people i.e. students, teachers, and support staff. 	E	AF/I
<ul style="list-style-type: none"> Ability to use IT (e.g. Microsoft Office) 	E	AF/I
<ul style="list-style-type: none"> Ability to work calmly and effectively under pressure. 	E	AF/I
Other Attributes		
<ul style="list-style-type: none"> Proactive, flexible and adaptable 	E	AF/I
<ul style="list-style-type: none"> Punctual and conscientious 	E	AF/I
<ul style="list-style-type: none"> Evidence of successful team working 	E	AF/I
<ul style="list-style-type: none"> Ability to adapt to changes in the workplace 	E	AF/I
<ul style="list-style-type: none"> Commitment to equal opportunities 	E	AF/I
<ul style="list-style-type: none"> Ability to speak languages other than English 	D	AF/I
<ul style="list-style-type: none"> The ability to converse at ease with parents, pupils and members of the public and provide advice in accurate spoken English 	E	AF/I



Moseley School
and Sixth Form



Moseley School
and Sixth Form



At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students

Succeeding together