

Richard Hale School



400 YEARS OF EXCELLENCE

Application Pack

6th Form

Study Support Officer &
Enrichment Coordinator

April/ASAP



Richard Hale School

6th Form Study Support Officer & Enrichment Coordinator

Thank you for your interest in the post of 6th Form Study Support Officer & Enrichment Coordinator. The Application Pack consists of the following:

- Copy of the advertisement
- Information about the school
- Information on the department
- Job Description

Please note:

- **Closing date: 9am on Monday 16th March, 2026.** Please note we reserve the right to close this vacancy early should sufficient applications be received so early application is essential.
- **Electronic version of the application form**
Application is via the My New Term platform <https://mynewterm.com/>
- **References**
Please ensure that you provide **email addresses** for all your referees as we will request references by email. A **mobile number** for them would also be useful.
- **If you have any queries regarding this post**
For general enquiries about the recruitment process, please contact Mrs Homan, HR Manager on 01992 583441 (sho@richardhale.co.uk).
- **How to apply and where to send your completed form**
Application is via the My New Term platform <https://mynewterm.com/>
- **Criminal Declaration Form**
All applicants invited to interview will be required to complete a Criminal Declaration Form prior to interview.

We look forward to reading your application, and thank you for your interest in our school.



Richard Hale School

6th Form Study Support Officer & Enrichment Coordinator Required ASAP

We are looking to appoint a 6th Form Study Support Officer & Enrichment Coordinator to support our students during their independent study periods due to significant growth in student numbers in the 6th Form. We are looking to build on the success of our 6th Form outcomes by giving students more structure and support during their independent study periods. The successful candidate will be based in the Library, which is used as a 6th Form study area for significant parts of the day. The ideal candidate will be able to manage groups of students, motivate and support them in their study periods to ensure that they utilise their time in school effectively, as well as supporting students on a 1:1 basis or in small groups as required. Additionally, as Enrichment Coordinator, the candidate will assist with the planning, administration and delivery of enrichment activities at the school. There will be a particular focus on the 6th Form enrichment programme, which has developed significantly in the last year, but also whole-school areas as well, for example supporting with administration of the Duke of Edinburgh programme. The candidate will play an important role in ensuring our school enrichment activities continue to develop both in scope and in engagement levels.

The successful candidate will also assist with the smooth running of the Library for other users throughout the day, for example at lunchtime. This is a secondary role, and will largely consist of ensuring that the environment is kept orderly and monitoring the use of resources.

The position is for a minimum of 5.5 hours a day, Monday to Friday, total hours may vary each week, term time plus one week. Full or part-time would be considered. The salary will be dependent upon experience but will be paid on point H5, salary in the range of £27,254-£29,540 (FTE) plus outer fringe allowance.

The school is committed to safeguarding children and young people. All postholders are subject to a satisfactory enhanced DBS (Disclosure & Barring Service).



Richard Hale School

Information about the school

Richard Hale School, called after its original wealthy benefactor, has stood on its present site since 1930. It was founded as Hertford Grammar School in 1617 on a site behind All Saints' Church nearer the town centre and changed its name in 1974 when it became a comprehensive school. A door from the original school can be seen in the main foyer when you enter the school giving that sense of history that we are very proud of.



Richard Hale is an 11 - 18 year old boys' comprehensive school with a six-form entry in Year 7. The school has 1200 students with 180 in each year group and over 300 in the sixth form which is mixed. We are heavily oversubscribed with 500 applications for 180 places.

Year 7 students are drawn from approximately 50 primary schools with admissions based on the post coding of traditional parishes. The intake comes from a large area of East Hertfordshire, particularly Hertford, Ware and the surrounding villages. The Sixth Form has continued to grow since becoming co-educational in 2005. It is now one of the largest in the area, attracting boys and girls from further afield than the immediate locality.

The school's buildings have been improved extensively over the years. Facilities include a Sixth Form Centre with tutorial rooms and a large study room. We have improved the facilities on site with a refurbished Engineering block. During 2017 a 3G all-weather football pitch was added to provide improved sport facilities for the students and in September 2022, we opened our brand-new Sports Hall, which includes a fully equipped gym. We play Rugby games at Hertford Rugby Club; this provides a real experience for the students playing in front of a good crowd and under floodlight during the winter evenings. We run a complete set of Saturday morning fixtures in rugby, football, and cricket over the year.



Underpinning all the work done within the school is a steadfast commitment to develop our students into thoughtful, respectful, and focused individuals who are able to make a positive contribution to the community and wider world.



We are a Good School as Ofsted confirmed in our Ofsted Inspection from 2019. The feedback and report reflect the many strengths of the school. The report is available on the website, but the following quotes really show what the school is like, “Pupils are proud to tell their friends that they attend the school. Parents typically say, ‘My son loves coming to school. We are proud that our son is a Richard Hale pupil,’” and “Staff and pupils explained to inspectors that they feel like they are part of a large, supportive family.”

The school curriculum and extra-curricular activities

Our curriculum is traditional in principle, but also provides innovation where possible. Some key characteristics:

- We teach KS4 over three years so we can develop skills and enrich the students’ learning experience alongside the increased content the new qualifications require.
- Approximately 70% of students take a modern foreign language and individual sciences at GCSE, placing the school in the top 20 percentile for these subjects.
- Our Design and Technology provision includes Engineering, which is very popular at KS4.
- We have a garage on site allowing the students to experience motor engineering, this is alongside the other D&T disciplines.
- We offer a broad and balanced curriculum which provides a range of opportunities for our students catering for all interests and aspirations.
- Students in the Sixth Form have access to two learning pathways, academic or vocational. The Advanced Level offer is extensive with 21 subjects taught on site. BTEC Business, Science and Sport provide students with a more focused vocational curriculum.



At KS5 we teach a linear syllabus with students sitting examinations at the end of the two-year course. Our destination data is strong with all our students achieving offers for university, many of these from the Russell Group, or successful entry into apprenticeships or employment.

Student achievement is high with 83% achieving 9 to 4 in English and Maths in 2024 and 66% achieving 9 to 5 in these subjects. The progress of students is an area which has been a focus over the last few years, and we are delighted that our progress score will be above average again this year and well above average for boys. The school's performance indicators are all significantly above the national average in every measure, but particularly for boys.

Our aim is to create a learning environment in which all students can develop their learning, intellectual and personal abilities, both inside and outside the classroom. To this end we provide an extensive extra-curricular programme, with the school excelling in sport, music, drama, science and engineering competitions. Our Duke of Edinburgh's Award programme is strong with large numbers of students taking bronze or gold awards. The school's ethos is one of encouraging the participation of students in the wider school community through a diverse range of opportunities at all levels.



Much of the school activity is centred on the House system. Each pupil is allocated to one of the six houses (Cowper, Croft, Hale, Kinman, Page, Wallace) and throughout their school lives enjoy and compete in many activities, mainly organised by themselves and supported by the Heads of House. These range from sport, music and drama competitions to chess and other types of activity.

Further information on the school and its history and achievements can be found on our website at www.richardhale.herts.sch.uk



Richard Hale School

6th Form Study Support Officer & Enrichment Coordinator Job Description

Purpose:

To provide support for 6th Form students with their learning and well-being. To contribute to ensuring that the 6th Form study areas are a disciplined, well-ordered place for purposeful independent study to take place. To assist with the planning, organisation and tracking of 6th Form enrichment activities. To support with the smooth running of the Library as a place for students of all ages to read, revise and complete homework.

Principal Areas of Responsibility:

- Supervise the Library study area and monitor the effectiveness of 6th Form private study, working in conjunction with our current Study Support Officers.
- To help coach students with their organisation and independent learning techniques.
- Work in conjunction with the Deputy Headteacher and 6th Form Heads of Year to further develop our 6th Form enrichment programme. This will include administrative tasks to track participation, as well as a role in planning and delivering enrichment opportunities.
- Work in conjunction with a range of staff who have responsibility for specific areas of whole school enrichment to support the effective organisation and delivery of activities.
- To ensure the Library is used appropriately by students in all Year Groups, for example during lunchtimes and reading lessons.
- To support class teachers when they use the Library for timetabled lessons, for example with facilitating access to our Accelerated Reader programme.
- To raise issues with the appropriate Head of Year and/or Deputy Headteacher
- To support with administration tasks as required
- To liaise with students, staff and parents under the direction of the Heads of Year
- To contribute to the monitoring and evaluating of student progress
- To work with students to promote learning and good behaviour
- To celebrate success through the use of displays in the Library
- To attend appropriate meetings during the school day

The position will be paid on H5 £27,254-£29,540 plus Outer Fringe allowance and is for a minimum of 5 hours 30 minutes per day with varied start and end times (9.00am or 10.00am – 1.30pm or 3.30pm), all to be agreed with the successful candidate. Possible job share will also be considered.

Responsible to: Head of Year / Assistant Headteacher

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check is required for this post.

The job description is current at the date shown, but, in consultation with the post holder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.



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6th Form Study Support Officer & Enrichment Coordinator Person Specification

Qualification	Essential	Desirable
Good standard of literacy and numeracy.	Y	
At least Level 2 qualifications in English and maths.	Y	
Level 3 qualifications (A Level or equivalent)		Y

Professional experience	Essential	Desirable
Experience of working with young people (preferably of secondary school age)		Y
Experience of working as part of a team	Y	

Knowledge, skills and attributes	Essential	Desirable
Show an understanding of how to support young people (preferably of secondary school age)	Y	
Ability to manage groups of students and motivate them to ensure they are using their independent study time effectively	Y	
Show an understanding of post-16 and higher education		Y
Show an understanding of effective study and revision techniques and how to promote these with 6 th Form students	Y	
Possess competent ICT skills in the use of spreadsheets, word processing, etc	Y	
Show an understanding of how to support students of all abilities both academically and pastorally	Y	
Be able to communicate effectively with a variety of audiences, both orally and in writing	Y	
Have the ability to organize and manage time effectively and prioritise workload.	Y	
Show an ability to support students with their time management and monitor completion of tasks effectively.	Y	
Show an understanding of safeguarding procedures and willingness to work with the DSLs to promote safeguarding across all year groups.	Y	
Be calm, patient and reflective.	Y	
Be sympathetic to the needs of all young people.	Y	
Be positive and enthusiastic.	Y	

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