



ALTRINCHAM GRAMMAR SCHOOL FOR BOYS



**APPOINTMENT OF UCAS CO-ORDINATOR
(NON-TEACHING)**



Altrincham Grammar School for Boys

Information Pack for Candidates UCAS Co-Ordinator (Non-Teaching)

Start Date: September 2022

Marlborough Road, Bowdon, Altrincham, Cheshire,

WA14 2RS Tel: Tel: 0161 928 0858. www.agsb.co.uk

This document is a prospectus designed specifically for you as a candidate, the aim being to summarise the relevant information you require to reach your decision on whether to apply for a position at our School. We hope you find this useful. Please access the School website www.agsb.co.uk for further information.





WELCOME FROM THE HEAD MASTER

I am delighted to welcome you to the recruitment area for Altrincham Grammar School for Boys, one of the top performing boys' schools in the country.

Founded in 1912, the school is rated "Outstanding" by Ofsted and secures some of the best examination results at GCSE and A level in the country. Almost all students progress to university with many attending the best Russell Group universities including Oxford, Cambridge and many others.

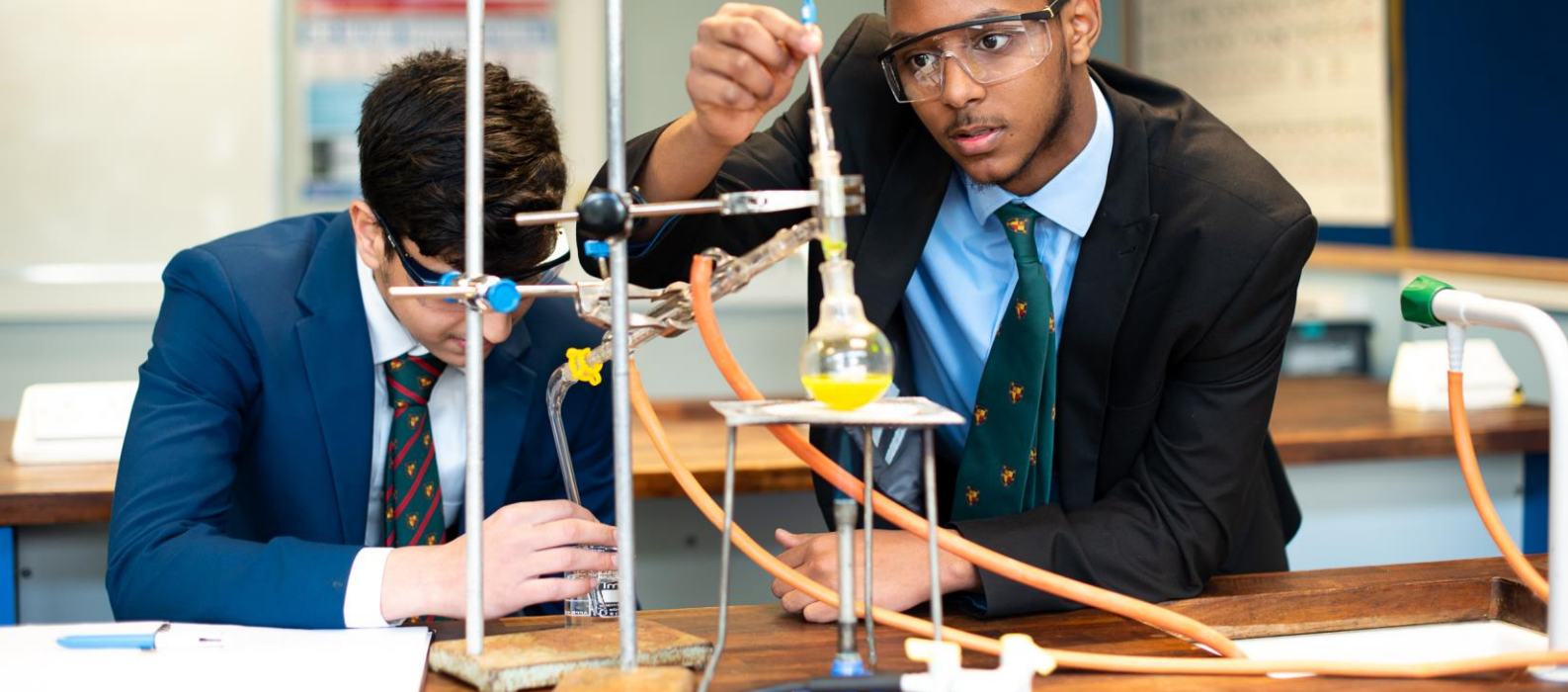
We tailor our curriculum to ensure students are nurtured as well-rounded individuals, excelling in core subjects like Mathematics, English and the Sciences but who are also deeply knowledgeable about the Arts and Humanities.

Knowledge, however, is only one component of success. At this school we aim to equip our students with the range of skills to succeed in a rapidly changing world. All students are offered a wide-ranging programme of extra-curricular activities and enrichment that hone essential character traits such as leadership, resilience, moral purpose, integrity and honesty.

AGSB is a great place to work and I look forward to receiving your application.

Yours sincerely

G.A. Wright
Head Master



THE SCHOOL

Altrincham Grammar School for Boys is a multi-ethnic seven-form entry 11-18 selective Academy School. It caters for boys who have been selected for a grammar school education from a wide area of South Manchester and North Cheshire. Pupils travel to the School from Wilmslow, Knutsford, Lymm, Warrington, Sale, Urmston, Old Trafford and Cheadle Hulme.

The number of boys in the School has been rising steadily in recent years as its popularity has increased. In September 2021, there were 1345 boys in the school of whom 402 are in the Sixth Form. The School is very popular with parents and in the current year received over 1,300 applications for 202 places.

The academic results are outstanding and they place the School in the top 25 maintained schools in the country. Our GCSE results are strong in respect of 9/8 grades and our 'A' level results in respect of A*/A/B grades. The 2007 Ofsted Report graded the School as 'outstanding'.

We have the highest expectations of our students, not only in their academic performance, but in their commitment to extra-curricular activities be it in sport, drama, music or wider community service.

We are a school that values diversity and individual contribution; supporting and encouraging both students and staff to pursue their interests and achieve their ambitions.

An investment of £4M in improved sports facilities has been completed and all School employees benefit from free use of the facilities.

There are exciting times ahead at AGSB. In September 2020, the school moved from six to seven-form entry. In December 2020, work was completed on a state of the art £2.8 million teaching complex which is located in the heart of the School.



THE LOCATION

Altrincham Grammar School for Boys is situated a mile from Altrincham town centre within the Parish of Bowden, and close to the surrounding parishes of Hale, Altrincham and Timperley. The surrounding area is a desirable place to live and work. The School prides itself on its excellent relationship with the local community and parents. These are important factors that have contributed to the School's success and enable pupils to reach their full potential both academically and personally.

Ten miles from Manchester city centre and thirty miles from Liverpool and Chester, the area is served by an excellent motorway network and the Manchester Metrolink rail. Manchester International Airport is sited in the east of the School's catchment area, five miles from Altrincham town centre. Wythenshawe Teaching Hospital, a pioneer in advanced surgery, is sited just outside the catchment area to the north. The School has strong connections with Manchester University and Manchester Metropolitan University both through teacher training links and through links with academic departments.

Manchester is a cosmopolitan centre of international commerce, arts, music, theatre, opera, ballet, sports, museums and events. The Bridgewater Hall in Manchester is the home of the Hallé Orchestra, there are numerous venues for major rock concerts, and the city centre theatres regularly host major West End productions. Old Trafford, home of Manchester United Football Club and Lancashire Cricket Club, is within easy reach of Altrincham.



THE SIXTH FORM

Our Sixth Form offers a first-class education for bright young students and future leaders. Expectations and aspirations are high and are reflected in our consistently outstanding results and value added. Our students benefit from these high expectations and support each other to achieve them. They similarly support each other to achieve high aspirations and in 2021 over 50% of our students applied for early entry courses, such as those offered by the Universities of Oxford and Cambridge, as well as courses in Medicine, Dentistry and Veterinary Science. Typically, 80% of the offers that our students secure will be from higher tariff Universities, such as those in the Russell Group of Universities.

We are proud of the level of individual support through the UCAS process that our students benefit from and reflect very positively on. We are continually looking at ways on how we can improve this and how to develop the advice that we provide to parents during this application process. All our students benefit from equal support to secure the destinations of their choice, and many have gone on to secure a range of degree level apprenticeships with companies such as Dyson, Airbus, PWC and Jaguar Land Rover.

The curriculum and extra-curriculum offering is designed to develop a range of 'soft skills' that will help them develop into successful leaders and life-long learners. We support our students in dealing with the academic rigour of A-Levels, as well as adjusting to more independent learning styles, by ensuring that every student benefits from one-to-one mentoring and has a range of pastoral structures in place should they face any challenges as they transition to adulthood. In further supporting this transition we also provide supervised private study throughout the day for all our Year 12 students and a range of different private study areas for our Year 13 students.

Our aim throughout is to lay firm foundations for each and every student, encouraging them to be self-confident, healthy and enquiring young men, whilst displaying the virtues of tolerance and respect.



THE ROLE

AGSB requires an enthusiastic and committed individual to become a member of the Sixth Form Team with a specific focus on supporting our students to make timely and successful UCAS Applications who will report to the Head of Sixth Form.

Specific “UCAS Co-Ordinator” responsibilities include:

- Management of the UCAS application process – ensuring a fair allocation of the writing of early entry references (and writing a significant allocation of these).
- Arranging allocation of writing of all other references; monitoring the reference writing of Form Tutors so that all UCAS references are prepared for the “sign-off” stage.
- Working closely with the Sixth Form Officer and Head of Sixth Form to ensure that the sign-off process is fit for purpose.
- To manage the sign-off process on a day-to-day basis from September until January each year.
- Providing one-to-one university entrance advice as required by parents/students. To become recognised as an authority in this area – alongside the Head of Sixth Form.
- Planning regular programmes of training for form tutors on UCAS reference writing to maintain/improve standards across the Sixth Form.

In addition to this main role:

- Providing support to students on August A-Level results day.
- Additional hours during the Summer term to launch the UCAS process with the next cohort of students.

Person specification:

- Educated to degree level.
- High degree of proficiency in English and the ability to proof read accurately and write convincingly.
- Some understanding of the Higher Education sector and application process.
- Communication skills with young adults.
- Ability to meet deadlines under strict time constraint.
- Working in a team.

APPLICATIONS

UCAS Co-Ordinator (Non-Teaching) from September 2022

One of the leading Boys' Grammar Schools requires an enthusiastic and committed UCAS Co-Ordinator to join an outstanding Sixth Form from September 2022.

The successful applicant will be remunerated at **Point 28** of Scale S01 (NJC Scale) and will work 24 hours per week – September 1st- January 31st (term time only).

Actual salary for September 1st to 31st January: **£7,675** (£18,420 per annum)

There will be some flexibility over days/hours of work (to be agreed with the successful applicant).

To arrange a visit or for an informal chat about working at the School please contact the Head Master's PA: Mrs M Brickell (mbrickell@agsb.co.uk) or call on 0161 928 0858.

Applicants are requested to submit a completed Application Form via the TES website which should include a separate formal letter of application addressed to the Head Master.

Closing date for applications is 3.30pm on Friday, 3rd June 2022. Interviews will take place in School on **Friday 10th June.**

Further background information is available on our website – <https://www.agsb.co.uk/>.

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within two weeks of the closing date please assume your application has been unsuccessful.

Safer Recruitment

Altrincham Grammar School for Boys is committed to safeguarding and promoting the welfare of children. Applicants must be willing to go through child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

Equal Opportunities

We are an equal opportunity employer. We are also a multi-ethnic school and we particularly welcome applications from ethnic minority candidates who are under-represented in our staff population compared to our pupil population.

Head Master: Mr G.A Wright MA (Hons) FRSA. Altrincham Grammar School for Boys, Marlborough Road, Bowdon, Altrincham, Cheshire, WA14 2RS.