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

Sport Centre Operative Information Pack
Dear Colleague,

I am delighted you are considering joining Moseley School and Sixth Form. This is an exciting opportunity to make a significant difference to the life chances of our students. You will have an important role in building on the good standards already achieved at Moseley School and Sixth Form. We are very proud of the achievements our students make academically and in many other spheres. We aspire to provide the very best educational opportunities and outcomes for all our students. Ofsted recognised that we are doing a good job of this when they inspected in May 2016.

Please explore our website and read through the additional materials included in this pack to find out more about Team Moseley. 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.

Your application must be received by **8am on Monday 3rd December 2018**. Please write a letter to accompany your application form that outlines your experience and achievements that equip you for this role and how you will make an impact in our school. Your letter must be no longer than two sides of A4 with a minimum font size of 11. Interviews will take place on **Monday 10th December 2018**.

Yours faithfully,

Roger McBrien
Headteacher
Post Title: Sport Centre Operative

Salary/Grade: Grade 2 (£17,007 - £19,446)
Part Time Hours Actual Salary: £6,290-£7,192

Contract Type: 13.5 hours per week
Contract Term: Permanent
Contract Start Date: January 2019

We require a Sports Centre Operative with a professional outlook, to provide an effective, efficient and welcoming service for all clients using the facilities at Moseley School and Sixth Form Sport Centre. The role can be very fast paced at times and will require someone that can be effective in this environment. The successful candidate will be capable of working within safe codes of conduct and implementing emergency requirements. You will need to hold a current valid Emergency First Aid certificate or be willing to gain this qualification. Experience of both handling cash and operating a computer based management system, such as Sports Booker would be desirable.

The successful post-holders will be willing to work flexibly and able to follow a 7 day shift system.

Are you an ambitious individual, proactive in nature and with a real passion for Health and Fitness?

The Sport Centre Operative role will include:

- Administration
- Cash Handling
- Equipment set up
- Building security
- Providing a high quality service to all customers

If this is you come and join ‘Team Moseley’. The staff at Moseley School and Sixth Form are a passionate team of professionals. Our purpose is to inspire excellence in character and scholarship. The students and their families have bought into this vision. Together we form a friendly and dedicated community.

Moseley School and Sixth Form is a large comprehensive secondary school with a thriving sixth form. Moseley School first opened its doors in 1923. We value our long history whilst being excited about our future. There are 1379 students, 160 teaching and support staff, excellent facilities housed in a grade two listed building, a modern building which opened in 2012 and a recently completed sports complex and extensive grounds. Staff enjoy access to our on-site gym.

Download an application pack from our website www.moseley.bham.sch.uk. If you would like to discuss the position in more detail please contact Joanna Baker, Community Sports Centre Manager, 0121 678 1290.

Closing date: 8am on Monday 3rd December 2018.

Interviews date: Monday 10th December 2018.

Completed applications should be returned to Caroline Schilling, PA to Headteacher, Moseley School and Sixth Form, Wake Green Road, Moseley, Birmingham, B13 9UU or via email to recruit@moseley.bham.sch.uk, with an accompanying letter explaining how you meet the requirements of the role.
Job Description

Post Title: Sport Centre Operative

Salary/Grade: Grade 2 (£17,007 - £19,446)
Part Time Hours Actual Salary: £6,290-£7,192

Contract Type: 13.5 hours per week

Contract Term: Permanent

Contract Start Date: January 2019

Operational Hours:
- Monday to Friday: 5.00pm to 10.15pm
- Saturdays and Sundays: 8.45am to 3.15pm
- Monday and Wednesday: 9.30am to 12.30pm

All year round. Flexibility with working pattern to ensure the Centre is fully staffed. Additional hours available as overtime

Core Purpose:
- To supervise all customers using the School’s Sports Facilities, ensuring the highest standards of customer service are maintained at all times
- Ensure a safe and healthy environment is maintained for you, other staff and members of the public.

Responsibilities:

Customer Service & Service Provision
- Uphold and promote Customer Service Excellence
- In liaison with Community Sports Facilities Manager, deliver a range of programmes that meet the needs of the local community
- Ensure that high levels of cleanliness are maintained at all times and facilities are always well presented
- Ensure that the programme of activities meets the needs and aspirations of service users through the provision of a quality service
- Participate in reception duties to ensure a professional and efficient service is consistently delivered
- Support the planning, implementation and review of the service plan on an ongoing basis
- Safely set up and take down equipment as outlined in the facility normal operating procedure and safe systems of work.

Health & Safety
- Ensure that Health & Safety responsibilities are met to ensure the safety of all service users and statutory regulations/requirements are fulfilled
- Ensure a safe and healthy environment is maintained for you, other staff and members of the public
- Identify and report faults/damage to equipment or the building fabric as appropriate
- Follow safe and correct practices with all equipment, both by you and service users, in compliance with relevant Health and Safety legislation and guidance
- Undertake all work in a safe manner and be responsible for your own health, safety and well-being
- Follow the normal operating procedure and emergency action plan at all times.
Communication
- Liaising with service users and external partners as required
- Presenting a positive and professional image when conducting reception duties and whilst supporting all service users
- Ensure effective communication with colleagues
- Take a proactive approach when working with customers including greeting and assisting at the earliest opportunity.

Other Responsibilities:
- Assist with on call duties as appropriate
- Duties will be carried out during evenings and weekends, as required, as part of an agreed normal work patterns. Work patterns can be changed, with due notice, to satisfy the requirements of the service.
- General administrative duties including reception duties and maintaining updated records
- To become a First Aider and regularly attend staff training to keep skills up to date
- 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
- To respect the confidential nature of information relating to the school, students and customers
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the School
- Treat students, parents and colleagues fairly, equitably and with dignity and respect.
- Develop constructive relationships and communicate with other agencies/professionals
- Be aware of safeguarding and promoting the welfare of children and to 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.

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.
Person Specification

Post Title: Sport Centre Operative

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<thead>
<tr>
<th>Qualifications &amp; Experience</th>
<th>Essential</th>
<th>E/ Desirable D</th>
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<tbody>
<tr>
<td>• Must be able to consistently demonstrate they are numerate and literate, (minimum GCSE Maths &amp; English Grades A*-C or equivalent)</td>
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<tr>
<td>• Good standard of Education to A Level (or equivalent)</td>
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<tr>
<td>• Experience of working in a sports/fitness related environment</td>
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<td>• Experience of working in a similar fitness/sports community centre</td>
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<td>• Computer literate including experience of using Microsoft Office</td>
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<tr>
<td>• Level 2 gym instructor qualification</td>
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<td>• Level 3 gym qualification or commitment to working towards</td>
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<tr>
<td>• Emergency First Aid at work qualification/ be prepared to undertake such a qualification</td>
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<tr>
<th>Skills and Abilities</th>
<th>Essential</th>
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<tr>
<td>• Ability to enthuse and motivate a wide range of people to actively participate in range of activities</td>
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<td>• Ability to interpret and follow policies and procedures</td>
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<td>• Able to communicate in a clear and concise manner both on the telephone and face to face</td>
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<td>• Ability to write clear letters and reports</td>
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<td>• Ability to complete work to the required standards</td>
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<tr>
<td>• Ability to develop and maintain effective working relationships with a wide range of people</td>
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<td>• Ability to work independently on own initiative</td>
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<tr>
<td>• Ability to use IT e.g. Microsoft Office</td>
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<tr>
<td>• Ability to effectively carry out reception duties</td>
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<tr>
<td>• Strong listener and communicator who can effectively convey information at an appropriate level</td>
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<td>• Personable professional whose strengths include cultural sensitivity and an ability to build rapport within diverse multicultural settings</td>
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<td>• Team player who is strong at building trusting relationships with customers and colleagues</td>
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<tr>
<td>• Demonstrates a flexible approach to work to enable effective delivery of programme</td>
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<tr>
<th>Other Attributes</th>
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<tr>
<td>• Evidence of an interest in developing the community usage of the facilities</td>
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<td>• A commitment to attend and support training appropriate to the job, including First Aid training</td>
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<td>• Ability to relate to and promote the ethos of the school</td>
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<td>• Evidence of an interest in working with young people and the community</td>
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<tr>
<td>• Demonstrates a commitment to safeguarding and a suitability to work with children, including appropriate relationships with children, emotional resilience to challenging behaviour and attitudes to the use of authority and maintenance of discipline</td>
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<tr>
<td>• Fluent in community language(s) and/or other languages reflective of our students</td>
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<tr>
<td>• Proven good attendance and punctuality</td>
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<tr>
<td>• Flexible approach to duties, including reception and cleaning duties as directed.</td>
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NB: If shortlisted, any relevant issues arising from references will also be taken up at interview. References will be used to support the selection panel’s assessment.
Moseley School and Sixth Form's purpose is to inspire excellence in character and scholarship.

Our vision for Moseley School and Sixth Form in 2018
Moseley School and Sixth Form is an inspirational place to learn, where passionate teachers nurture the curiosity, creativity and imagination of students. All the School’s systems are geared to support the progress of all students. The curriculum, assessment, staffing, timetable, technology and other resources enable each student to receive personalised support to achieve ambitious goals. A global perspective that celebrates diversity and respect for individual rights pervade the school and nurture responsible citizens and independent thinkers. The School is a place in which all staff develop as leading professionals and make a significant contribution to the educational community in Birmingham and nationally. Staff and students receive support and guidance to prepare them for the next step in their careers.

Moseley School and Sixth Form is a safe and healthy school that enables students to thrive. We want to work in an emotionally intelligent school where we acknowledge the fallibility of human beings and recognise the impact our actions and words have on others. Our pastoral system ensures that each student is cared for and their needs are met through effective partnerships with all our stakeholders, especially parents and carers. All students have opportunities to broaden their social and cultural horizons. The school provides a clear moral framework based on shared values in which the students feel safe and can flourish. Students are able to reflect on their own beliefs, appreciate different views and develop understanding of their own identity and their own self-worth. The School values its long history whilst being dynamic and forward looking; a place where staff and students enjoy memorable experiences.

Moseley School and Sixth Form is a place where staff and students are aware of how personal and political decisions affect the future of the environment and of their responsibility to help to sustain our planet. We are a caring community where positive personal relationships have a civilising influence. We recognise the potential in everyone and we support and challenge everyone to achieve their potential. We provide opportunities for everyone to develop leadership, organisation, resilience, initiative and communication skills. All of the School’s diverse communities share the vision and purpose of the school and through developing character and scholarship achieve excellence.

Moseley School and Sixth Form Values:
We expect all members of our school community to embrace our core values: Respect, Endeavour and Compassion
Key Stage 4

53% of students achieved a Pass (Grade 4) or above in English
44% of students achieved a Pass (Grade 4) or above in Mathematics
53% of students achieved a Pass (Grade 4) or above in Science
38% of students achieved A/A* or equivalent grades

Key Stage 5

92% of students achieved 3 passes with an average of a grade C
75% of students achieved a grade A*-B
45% of all A-level grades achieved were a grade A*-B
What we can offer you

We have a very positive ethos and excellent staff/student relationships; 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.

Following a recent staff survey, 72% of staff identified a key strength of the school was the induction process for new staff. We provide a comprehensive process to ensure that the transition into the school is as smooth as possible. 75% of staff were very positive about the appearance and maintenance of the school, thus creating a positive learning environment for students and a welcoming place to work for all staff.

Staff wellbeing is at the centre of our practice, we are fully inclusive and provide a wide range of programmes to enhance the employee experience and engagement, this includes:

- Employee voice, through surveys and feedback sessions
- A 24-7 confidential employee helpline
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations and wellbeing clinics
- Wellbeing CPD
- A staff Social Committee, organising termly staff events
- Free access to the Schools Health and Fitness Centre
- Free weekly staff activities such as Yoga, Football and badminton
- Hospitality at breaktimes, including free tea and coffee facilities

We are committed to providing a supportive and developmental culture for all staff, through an extensive CPD programme, and identifying training to meet the individual needs of all staff and their varying roles and responsibilities. The school strives to deliver personalised pathways and opportunities in order to enhance the growth and development of all staff members. Over the last two years there has been a deliberate shift to a school-based model, increasing collaboration and the opportunity for reflection.

In order to create and sustain this culture the school has implemented and delivered a range of strategies: lesson collaboration, joint-practice development, Lesson Study, Moseley Teaching Programme, and other initiatives focusing on teaching and learning.

Other benefits to working at Moseley School and Sixth Form include:

- A designated car park space for each staff member
- Pension Scheme
- Appraisal, leading to potential pay progression
- A reward scheme that saves you money on everyday purchases
- Cycle to Work Scheme
- Child care voucher scheme
Curriculum

The curriculum seeks to maximise the achievement of all our students. It aims to provide a broad and balanced education, which meets the requirements of the National Curriculum, and is also tailored to the specific needs, interests and aspirations of our students.

The curriculum contributes to the good spiritual, social, moral and cultural development of students. This is achieved through the taught curriculum and through the programme of enrichment activities which help to deliver key aspects of personal, social and health education, as well as citizenship. The curriculum provision is also supported by a strong commitment to impartial careers information, advice and guidance.

Key Stage 3
At Key Stage 3 all students will study the following subjects

- English
- Maths
- Science
- PE
- Modern Foreign Language
- History
- Geography
- Religious Education
- Design Technology
- Art
- Computing
- Drama
- Music
- PHSE

Key Stage 4
At Key Stage 4 all students follow a core curriculum of English, Maths, Science, Religious Education and PE. They also have the opportunity to study four more subjects to GCSE level. There is a wide range of subjects to choose from which we will discuss with you and your child during our pathways events. Currently 25 subjects are on offer for your child to discover their passions.

Sixth Form
The Sixth Form at Moseley School offers a wide range of academic A level subjects as well as vocational subjects at both Level 2 and Level 3, all providing opportunities for progression on to higher education or apprenticeship programmes. **98% of our students achieved places at their first choice university in 2016.**
Pastoral Care

Student Welfare
Student welfare is supported through vertical tutoring and the house system, both of which enable students to develop positive relationships with their peers and with students from other year groups in school. Students are placed into one of six houses. Each house is led by a pastoral team consisting of an Assistant Headteacher Head of House and a non-teaching House Pastoral Manager.

There are seven tutor groups in each house and each tutor group is made up of students from Year 7 through to Year 11. Although sixth form students do participate in house activities, they are placed in separate Year 12 and Year 13 tutor groups. A wider team of pastoral staff are on hand to provide more personalised support for students who are struggling with their studies or who are facing challenges outside of school. It is our intention to provide early help and support to our students and their families to ensure that all barriers to learning are removed, enabling our students to achieve their very best.

Celebrating Success
Students Excellence, Character & Scholarship is celebrated as we believe it is important to promote an ethos of success. We celebrate all successes through our Mosette rewards system. Students have the opportunity to earn awards through demonstrating excellent attitudes to learning (Scholarship) and positive conduct (Character).

Our rewards are broken up into short, medium and long term celebrations. Every week students are acknowledged and praised during house assemblies and awarded Mosettes and postcards home. For consistent excellence over each half term we promote students through our success posters around our school site and via termly awards assemblies. As long term rewards each term students aspire to earn places on our Gold, Silver and Bronze rewards trips where they will gain new cultural experiences. We also have two awards evenings during the year for KS3 and KS5 awards where students can become a part of the school’s history.

The six houses of Moseley also compete for our four house cups for Attendance, Punctuality, Conduct and Attitude to learning. These are presented to the house student leadership teams each half term by the head teacher and cups are displayed in our main hall.

Student Conduct and Attitudes to Learning
Students are aware of the clear expectations regarding their conduct in and outside of school and we have an established system of rewards and sanctions to support behaviour. With support from parents, we work in partnership to instil the positive values of respect and compassion into our students so that they conduct themselves as excellent ambassadors for the school and the community. Appropriate guidance and support is available for students who require additional help to maintain a high standard of conduct.

Students are provided with regular opportunities to develop positive attitudes to learning in order to secure excellent progress and conduct in lessons. Our focus on Attitudes to Learning is based around helping students to develop the following attributes: passion for learning, focus, initiative, leadership, resilience, reflection and readiness to learn.
Support for Learning

We believe that every member of Team Moseley has a key role to play in creating an inclusive learning community and promoting pride in scholarship. All students can become successful, independent learners able to integrate effectively into society as responsible citizens, confident throughout their lives in their ability to learn. At Moseley School and Sixth Form student safety and well-being are paramount. We are committed to ensuring that no student is left behind or feels that they are at a disadvantage to their peers and we are able to create individual support plans to meet the needs of every student. All children are treated equally with respect and expectations are high to enable all to achieve or exceed their potential.

SEND/EAL
All teachers are responsible for ensuring that all students, in all their classes, including those with SEND or gaps in their learning are accessing the curriculum and making measurable progress. Our SEND (Special Educational Needs or Disability), Literacy and EAL (English as an Additional Language) teams sit at the heart of our school improvement plan and provide excellent support to students, families and carers to remove barriers to learning. Through close relationships with the pastoral and curriculum teams, we are able to make provision for a wide range of needs. Students are identified for targeted interventions, including EAL, literacy and numeracy ‘catch up’ sessions. These are delivered by our team of specialist graduate coaches during the school day and after school in enrichment clubs.

The EAL team lead, manage and work collaboratively with mainstream teachers and graduate progress coaches to plan and deliver effective English Language support to students with EAL, including those who are International Newly Arrived. Their expertise enables students to accelerate their acquisition of English facilitating their access to a broad and balanced curriculum. Occasionally these students have SEND needs too and we work collaboratively across teams to secure the most appropriate provision.

Assessment and Specialist Provision
We recognise that all students may require support at some stage in their education whether it is social, emotional, behavioural or academic. The views, wishes and experiences of students, parents and staff are integral to the planning and review of the support we allocate to our students. For students with pre-identified SEND or literacy needs, we scrutinise all progress data following every assessment point. For students with high-focus SEND needs we also use a range of assessments, in addition to requesting additional expertise from external agencies. For students who require additional support to improve their literacy skills a team of graduate Literacy Coaches work with individuals and small groups. Focused interventions from the Literacy team enable students to make rapid progress and enjoy success in class and examinations.

For students arriving with English as an Additional Language, a comprehensive programme of support is available to meet the individual needs of students. This ranges from an intensive English induction course, to short term language lessons all of which are designed to allow students full access to the curriculum as quickly as possible.

We also offer a large number of extra-curricular activities and clubs at lunch times and before and after school.

Quality First Teaching and Learning
In addition to support from the SEND, Literacy and EAL teams, teachers at Moseley School and Sixth Form are fully committed to maximising inclusion by designing and using teaching methods and resources that provide challenge for all. The key characteristics of Quality First Teaching and Learning are: highly focused lesson design with sharp objectives and outcomes; high demands of student engagement with their learning; high levels of interaction for all students; appropriate use of teacher questioning, modelling and explaining; an emphasis on learning through dialogue, with regular opportunities for students to talk both individually and in groups; regular use of praise to motivate and regular professional training opportunities for staff. Our superb, stimulating learning environments are accessible and fully resourced with state of the art ICT equipment.
Extra-curricular opportunities

At Moseley School and Sixth Form we believe in excellence in character and scholarship. We provide our students with opportunities to develop their character through many extra-curricular activities.

Moseley School and Sixth Form is a Silver: Rights Aware School. We aim to be a school where children’s rights are at the heart of our ethos and culture, to improve well-being and to develop every child’s talents and abilities to their full potential. Both staff and students will learn about their rights and put them into practice every day. By learning about their rights our students will understand the importance of respecting the rights of others. There are many opportunities for our Rights Respecting Student Leaders to shape the development of our school.

There are many ways for students to extend their learning as well as exploring other interests. STEM Club, Debate Mate, International Club and Games Clubs are just a small sample of wider opportunities available.

We also have many sports clubs for students to try out new sports, as well as representing the school in competitive fixtures. Students also have the opportunity to watch live sports events. Groups have recently been to Edgbaston to watch England play cricket, the NIA to watch the National Basketball Finals, the British Gymnastics Championship and Edgbaston Tennis Club to watch the AEGON tennis classic, which is the warm up event for Wimbledon.

In 2018 our school production of ‘Fantastic Mr Fox’ by Roald Dahl, achieved local acclaim and awards were achieved for our 2017 and 2016 productions of ‘The Witches’ and ‘Our Day Out’. There are regular opportunities for students to perform music and drama throughout the year.

Our Moseley Edge Programme is based on the key skills of leadership, organisation, resilience, initiative and communication. At Moseley School and Sixth Form, students will complete three levels of the Edge Award. In Key Stage 3 they will complete the Apprentice Level, at Key Stage 4 they will complete the Graduate Level and in Key Stage 5 they will complete the Master Level.

Students select challenges that they can complete at home, in school time, by attending extra-curricular activities or in the local community. The aim of Moseley Edge is to inspire our youngsters to be confident in demonstrating their leadership, organisation, resilience, initiative and communication in a variety of different situations and therefore having the edge over other students in the local area when applying for universities and further employment.

In Year 7 and 8 the Junior Award Scheme for Schools (JASS) is a progressive learning programme for young people; a key aim has been to meet the challenges of the transition from primary to secondary. JASS develops the whole individual by offering recognition in four key areas – regular physical activity (Get Active, Stay Active), exploring a personal interest (My Interests), working for the good of the community or the environment (Me and My World) and completing an outdoor activity or challenge (Adventure) and is designed so that participants move from Bronze, to Silver and then to Gold with increasing levels of, commitment, learning, and challenge.

The prestigious Duke of Edinburgh’s Award is recognised by universities and employers for its emphasis on character building. Students from Year 9 onwards can start training and preparing for a bronze, silver and ultimately a gold award. Planning and organisation are essential but resilience and leadership are also developed through the demands of the programme:

- Volunteering: helping others.
- Physical: improving in an area of sport, dance or fitness activities.
- Skills: developing practical and social skills and personal interests.
- Expedition: planning, training for and completion of an adventurous journey in the UK or abroad.