



ST GEORGE'S
BRITISH INTERNATIONAL SCHOOL

Application Pack

Head of Sixth Form

Job reference TEAHOSF0317



ST GEORGE'S
BRITISH INTERNATIONAL SCHOOL



Message from the Principal, Martyn Hales

Welcome to St George's British International School.

Since the foundation of the school in 1958, we have had a clear vision of what we hope to achieve for our students. We want our *Georgians* to reach the highest academic standards through being analytical, critical and compassionate thinkers so they can access the world's best universities. We want them to be able to relate their classroom experience to the world outside so they become informed, active participants in local and world affairs. We want them to be truly international in their outlook, respectful of other cultures and attitudes, and conscious of their shared humanity. We want them to be confident leaders, ready to take a risk and make a difference in the challenging 21st century world they will inherit.

Our [website](#) and the pages that follow will help you to understand more about us and all we do to provide our students with a world-class education. I am delighted that you are considering working at our school.

Martyn Hales
Principal
St George's British International School



St George's British International School is one of Europe's leading British-curriculum schools with a recent excellent [ISI inspection report](#). It is co-educational, non-selective and offers a broad and successful academic programme. The school, founded in 1958, has a spacious 14-acre site and is located north of the city. St. George's is an International member of HMC, an executive member of COBIS, and is a member of ECIS, CIS and AGBIS.

Although the school follows a strong British curriculum, it is international in many other aspects: it has been offering the IB diploma programme since 1996 and its pupils represent over 70 nationalities. A wide range of subjects are taught to GCSE/IGCSE level prior to the sixth form and in the IB programme over 25 subjects are offered. Teachers are highly qualified and participate in pastoral care and guidance through a tutorial system, with specialised advice given on University entrance. Emphasis is on academic excellence and external examinations results are strong. All Year 13 students follow the IB Diploma programme; in 2016 students at St George's achieved an average score of 35.1 with an average subject grade of 5.52 (well above the World Average). Alumni of the school are currently studying at some of the world's leading universities including Oxford, Cambridge, UCL, Imperial, Bristol, Durham, Edinburgh, Yale, MIT, Berkeley, McGill, the Bocconi and La Sapienza.

The school's learning facilities include fully-equipped classrooms, seven science laboratories, two dedicated teaching rooms for Information Technology, a specialist Design and Technology area and a Music Department with a sound-proof room. The work produced by the English Language, Music and Art departments is exceptional and regularly wins prizes. The school's excellent sports facilities include a new generation all weather rugby pitch, floodlit astro-turf soccer pitch, a cross-country trail, tennis, basketball and volleyball courts, a fully equipped sports centre and an all-weather multipurpose sports area. Specialised learning facilities include SEN (Special Education Needs) and EAL (English as an additional language). A wide-range of trips are organised both in Italy and abroad.

Head of Sixth Form

Job Purpose: To lead and manage the Sixth Form.

Leadership A key element of this post is substantial team leadership. The post-holder will lead and manage the Sixth Form Team comprising the Assistant Head of Sixth Form, the IB, ToK, CAS, EE and Universities and Oxbridge / Medical Applicants Team Leaders, responsible teachers and Sixth Form Tutors. In addition, the post holder will liaise with members of the Senior Leadership Team and other key members of staff.

Aims

- To lead the Sixth Form by building and maintaining an ethos of high expectations, hard work and independence in learning, and to instil the values of the IB Learner Profile.
- To ensure the Sixth Form adheres to the spirit and principles of the IB
- To oversee the general welfare and progress, both academic and pastoral, of Sixth Form students.
- To advise the Senior Leadership Team of appropriate curricular and extra-curricular opportunities for the Sixth Form and to assist the SLT in the planning and introduction of any agreed pastoral or curricular changes.
- To encourage St George's students to continue their education in our Sixth Form and to liaise with colleagues to ensure appropriate progress for all students in applications to higher education or careers beyond Sixth Form.
- To keep up-to-date with the work of other Sixth Forms and external agencies such as the IB to ensure that best practice is maintained.

Head of Sixth Form Person Specification Essential	Head of Sixth Form Person Specification Desirable
<p>A good Honours graduate with excellent teaching skills Outstanding communication skills Encourage dialogue to ensure a high level of understanding</p> <p>A strong drive for improvement High expectations of oneself, the team and students Energy, enthusiasm and commitment Flexibility, resilience under pressure, reliability and integrity Excellent relationships and interpersonal skills when working with students, colleagues, parents and others.</p> <p>Ability to organise oneself in such a way that leadership is effective Ability to delegate in such a way that tasks are achieved and targets are met</p>	<p>Previous experience preferably gained in a Sixth Form environment</p> <p>Experience of the IB Diploma programme</p> <p>Understanding of tools for the analysis, interpretation and use of data to inform school improvement</p> <p>Experience of curriculum design</p> <p>Familiarity with university applications beyond the UK</p> <p>Positive outlook and a good sense of humour</p>

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service. The school is also committed to a policy of equal opportunity.

How to Apply

Closing date for applications	Wednesday 22 nd March, 2017
Interview date	Immediately after the closing date and initially by Skype
Start date	1 st September 2017
Job reference number	TEAHOSF0317

Short listing will commence immediately after the closing date.

Please complete and the application form available at <http://www.stgeorge.school.it/Employment>, continuing on a separate sheet if necessary, and email it to jobs@stgeorge.school.it, inserting the job reference **TEAHOSF0317** in the title of the email.

Our preference is for you to complete and submit the application form electronically. If this is not possible, then please use black ink for handwritten applications. Please do not submit a CV or send certificates or testimonials at this stage.

Please note that, as well as a face-to-face or Skype interview, the selection process may include another form of assessment (e.g. administrative test, demonstration of practical skill, a presentation etc.) if relevant.

Shortlisted candidates will have references taken up prior to interview.

Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity, qualifications and professional status;
- a safeguarding check;
- receipt of at least two satisfactory references (one of which should be from your current or most recent employer);
- verification of medical fitness (completion of a medical declaration).

Salary

The successful candidate will receive a salary and benefits that are highly competitive in the International sector and consistent with the status that St George's holds as an HMC school.

For a candidate with the appropriate levels of experience, skills and vision, the post may be appointed at the level of Assistant Headteacher.