



Bishop's Stortford College

Co-educational Day and Boarding 4 - 18 years

*We are looking for our next
Head of HE & Careers*



Information Pack



The History of the College

Bishop's Stortford College was founded in 1868 by a group of prominent Nonconformists who wanted to establish a public school in which they might secure for their boys an effective and Christian education on terms that should not be beyond the reach of the middle class generally.

They approached the Bishop's Stortford Collegiate School, a non-sectarian school founded in 1850, and acquired the school buildings, naming the new educational establishment as the Nonconformist Grammar School. Two grammar schools in the town proved confusing so in 1901 the name was changed to the Bishop's Stortford College and the association became instead a board of governors with nominees from the Baptist, Congregational and Presbyterian churches on the panel.

The College's first headmaster was the Reverend Richard Alliott and its first pupils were 40 in number. Reverend Alliott led the College for 31 years and his successor Francis Young was also in post for 31 years. It is notable that the College only had five head teachers during its first one hundred years.

During its early years, the College built up a strong reputation in the sports field and swimming, and was one of the first schools in the country to have its own indoor heated pool, built in 1895.

Under the headmastership of Francis Young, the College continued to grow in both size and reputation. Young commissioned many of the red brick Victorian and Edwardian school buildings, acquired the sports fields which occupy 100 acres of land and, in 1902, took over an existing school for boys aged 7 to 13 years. The Prep School, began with just eight day pupils and eight boarders.

The Memorial Hall, was designed in Georgian style by architect Clough Williams-Ellis and was erected in 1922 to commemorate the pupils who had lost their lives in the First World War. Further names of pupils who have lost their lives in subsequent conflicts have been added.

In 1968 the College celebrated its centenary with a visit from the Queen Mother and in 1978 the first girls were admitted into its Sixth Form. The transition to full co-education throughout the College began in 1995 coinciding with the opening of a Pre-Prep Department for both girls and boys aged 4 to 7 years.

The last ten years have been a time of growth and progress for the College. We have seen the significant strengthening of academic achievement and full co-education. The physical developments of the College through significant buildings such as the Swimming Pool (2002), the new Pre-Prep (2005), the Ferguson Building (2006), a second Astro Turf (2008), the Senior School Art Centre (2009), the Dawson Building (Prep School classrooms, library and drama studio) in 2013 and a new Girl's Day House (2015) have significantly altered the campus and transformed its facilities. The development of Information Technology has seen the growth in IT facilities, together with a wider extension of the wireless network. Curriculum development has seen an expansion of choices at A level and GCSE. Future developments include three new Boarding Houses, a new Boy's Day House, and the redevelopment of School House into modern classrooms, staff welfare and administration facilities.

The different sections of the College, employ over 320 staff, enjoy the same spacious, 130 acre site and share a common ethos and purpose, yet each has its own distinctive character. This enables the College to offer the benefits of a well co-ordinated education and a smooth transition for the children between stages, whilst retaining the novelty and excitement of 'moving up' to the next school.



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Three Schools in One

Pre-Prep

Pre-Prep currently has 121 pupils across 3 year groups:

- Reception
- Pre-Prep Year 1
- Pre-Prep Year 2

The Pre-Prep has purpose-built, secure accommodation with a separate classroom for each teacher, an assembly hall, library, music and IT rooms, staff room and offices for the Head of Pre-Prep and secretaries. The Pre-Prep also benefits from access to the extensive resources and facilities available to the rest of the College, such as the swimming pool and dining hall.

The Prep School

The Prep School has 452 pupils across 6 year groups:

- Lower Shell (Year 3)
- Upper Shell (Year 4)
- Form 1 (Year 5)
- Form 2 (Year 6)
- Lower 3rd Form (Year 7)
- Upper 3rd (Year 8)

The pupils in these year groups belong to one of four Houses. Three, Monk-Jones, Westfield and Newbury are administrative units, whilst the fourth, Grimwade, is a physical building and also the boarding house for the Prep School.

Senior School

Senior School has 590 pupils across 5 year groups:

- 4th Form (Year 9)
- Lower 5th Form (Year 10)
- Upper 5th (Year 11)
- Lower 6th Form
- Upper 6th Form

Pupils belong to one of nine (soon to be ten) Houses which are both administrative units and physical buildings. Each Day and Boarding House is in the care of a Housemaster or Housemistress.

Every pupil is part of a Tutor group and below the Sixth Form they are part of a House-based group of pupils. In the Sixth Form the Tutor groups are organised around academic subjects.



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The Opportunity

Bishop's Stortford College is a place of learning that provides an outstanding range of opportunities for developing well-rounded, skilful and happy young people. We pride ourselves on doing this in a beautiful environment with the best facilities. At the College, we are aware that it is the people who make this possible. It is their energy, imagination and enthusiasm that creates the opportunities, experiences and very special atmosphere for both pupils and staff to enjoy.



Ensuring this process of all round growth - academically, morally, spiritually, athletically and creatively - is our aim. Every pupil is encouraged, taught and challenged to fulfil his or her true potential by being immersed in an environment of discovery and wholehearted participation.

Key to this aim, and to ensure that the skills our children attain really are for life, is the Head of Higher Education and Careers. The jobholder is the principle point of contact for HE and Careers at the College. This is a demanding and rewarding role in a flagship department, which is both extremely well regarded and well-resourced. As part of this thriving and very busy school, the successful applicant will develop and implement an effective strategy for providing comprehensive Careers (CEIAG) and Higher Education advice to pupils from year 9 upwards. The post holder should strive to fulfil the aims of the school in ensuring that pupils are equipped to face the demands and challenges of life beyond school. The post holder will manage Bishop's Stortford College Higher Education (HE) and Careers Department in line with the strategic goals determined by College management and will ensure that the development, delivery and administrative elements of Higher Education and Careers Guidance are targeted at the individual and are effective in terms of identifying the best options for each pupil. The post holder will work closely with and is responsible to the Head of Sixth Form for deploying the departmental resources efficiently and effectively to meet specific objectives in the College plans. An active engagement with the school community and outside organisations is critical. This role is also the central figure in managing the preparation of sixth form pupils for University applications (over 98% of leavers go to university) and advising on employment options.



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Our Head of HE & Careers will:

Have a range of **Personal Attributes** that include:

A keen and lively interest in young people and be able to establish a rapport with them.
High attention to detail and an ability to manage multiple tasks.
An ability to find solutions to problems.
Highly developed interpersonal and communication skills.

Have the **Skills and Knowledge** that include:

A working knowledge of:

- The Higher Education (HE) system.
- Careers Education, Information, Advice and Guidance (CEIAG) and Current developments in the sector
- UCAS application system.
- The employment market from first-hand experience

An ability to:

- Analyse statistical information.
- Deliver presentations to large and small audiences.
- Organise and be able to prioritise a busy workload to meet deadlines.
- Produce clear, understandable, written material for use in careers education and evaluative reporting

A good level of knowledge of:

- IT and its application to HE, Careers work and online research.
- Familiarity with MS Office.

Have **Experience** in:

Advising young people and other stakeholders at key decision points.
Organising and delivering a programme involving multiple stakeholders
A commercial environment

Have other **Desirable Qualities** that include:

3 years working in a Careers or HR Role.
Experience of dealing with overseas students.
Working in an educational setting.
Delivering a work experience programme.
Management of staff
A working knowledge of:

- Management Information Systems.
- The Independent Schools Sector.
- Student finance
- Willingness to develop skills as the use of technology changes

Be **Educated** to:

Degree level, with the ability to show evidence of further professional development.



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The Offer

The salary for this role is competitive and will reflect the importance and experience of the person appointed.

If the successful candidate has children and they are educated at the College, the fees payable will be reduced by 50%.

The College also offer a range of other benefits that include:

- Opportunity to join the College pension scheme
- Generous annual leave allowance;
- Life insurance;
- Lunch during term time;
- Enhanced Maternity / Shared Parental Leave pay;
- Free membership of our well equipped gymnasium and large swimming pool;
- Use of the College libraries and learning resources.

An offer of employment will be conditional upon receipt of satisfactory references and DBS clearance.



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Application Procedure

Applications are to be submitted electronically using the College application form.
(which can be found at www.bishopsstortfordcollege.org/172/vacancies)

To: hr@bishopsstortfordcollege.org

The closing time and date is **Noon on Thursday 25th January 2018.**

Interviewees will be invited to attend an interview on Thursday 8th February 2018.

Whilst the order may vary the interview will consist of:

- Arrival and administration of documents at 10 Maze Green Road, Bishop's Stortford.
- Tour of the campus.
- An opportunity to speak to key staff.
- Interview.
- Short presentation.

Bishop's Stortford College is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



Bishop's Stortford College

Festival of Literature

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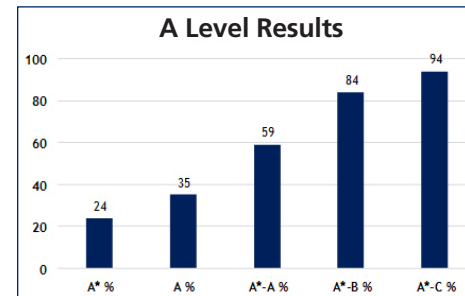


College Facts & Figures

A Level Results 2017

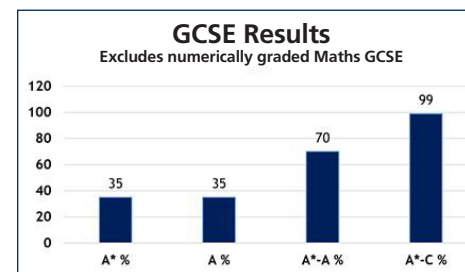
- 24% of exams were graded A* compared with the national average for ISC schools of 18.3% and the national average of 8.3%. *ISC - Independent Schools Council
- 37% of pupils gained at least 3 A*/A.
- The pass rate was 100%, with 59% of all A levels awarded A*-A.
- Ranked 58 out of independent schools nationally (The Daily Telegraph 2017)
- 82% of pupils proceed to university to study the degrees of their first choice.
- All pupils who applied to university secured a place.
- 63% of applicants will be attending one of the top 25* universities in Britain.

*As ranked by the 2016 Times Good University Guide

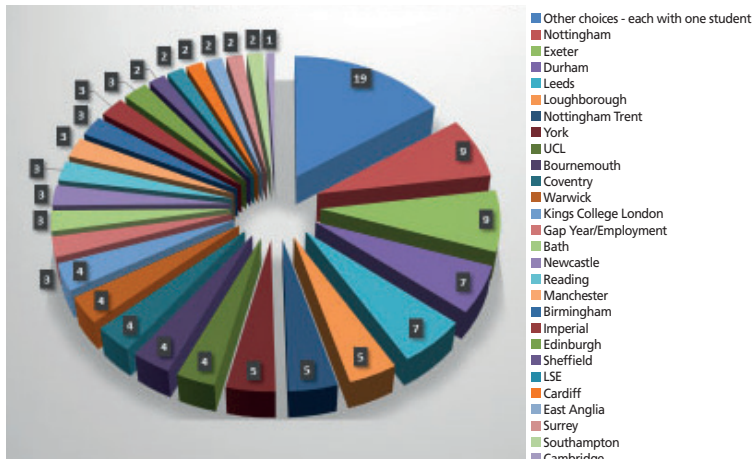


GCSE Results 2017

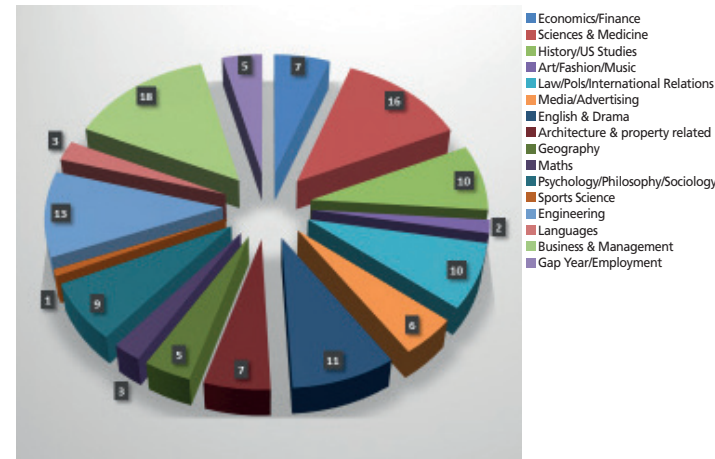
- 70% of exams were graded A*- A.
- 94% of pupils gained at least 5 or higher and 8% achieved the top grade 9 in the new Mathematics GCSE, compared with the national average of 3.5%.
- 100% pupils achieved 5 or more A*- C grades.
- Out of 114 pupils nearly one third gained at least ten A*/A each, receiving the College's prestigious Ten Club Tie.



2017 Leavers Destinations - Top Universities



2017 Leavers Destinations - Courses



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