



Head of Sixth Form, September 2018

Thank you for your interest in the position of Head of Sixth Form. I hope that the accompanying information encourages you to consider applying for this important post at Old Swinford Hospital.

The Sixth Form at OSH is at any time between 230-260 strong. Approximately 2/3 of our Sixth Formers come up from our Year 11 and the other third from local schools. The Sixth Form is co-educational. Most of our Sixth Formers are day students but we also have a good number of boarders (OSH is a state boarding school). They generally choose to come to the Sixth Form at OSH because they know that they'll be well taught and that the pastoral safety net is strong. But they also appreciate the broad range of activities and enrichment on offer: music and sport are huge; DofE is perennially popular; we support and encourage the students to take part in international STEM and public speaking competitions; prefecting, fund raising and peer mentoring complement the overall picture.

The students we have are very representative of modern Britain. We also have a number of EU and Hong Kong British citizens who bring an extra and very welcome dimension to the Sixth Form. Our students have their moments, of course, but on balance they're a really good bunch of young people and we're very proud of them indeed.

This position would suit somebody ready (and willing) to lead and to make his or her mark not only on running the Sixth Form but, crucially, improving it.

The Head of Sixth Form is a member of the Senior Leadership Team of the school and has responsibility for leading in three key areas of Sixth Form life. The first one of these is to do with progress and attainment, the second is behaviour and discipline and the third is marketing and recruitment.

It is a big job, so it is important to know what support there is. Two Heads of Year (12 and 13) work to the Head of Sixth Form by running the tutor teams, and a warden keeps an eye on the Year 12 common room when not being deployed as a cover supervisor. Housemasters are at hand to support boarders with their studies; the Year 13 housemaster sets up study groups and supports students with UCAS, although it will be for the Head of Sixth Form to run and lead UCAS going forwards.

As a member of the SLT, the Head of Sixth Form is part of a team which includes me and also our curriculum deputy, as well as our bursar and director of marketing. We will be able to support you not only through induction and the early settling-in months, but also in terms things like data

management (so don't worry if you need time to get your head around the numbers) and university matriculation and application if that's something that will be a learning curve. Once you've found your feet our hope is that you'll bring your own ideas to the Sixth Form and also to the wider school. You'd be expected to contribute to on going and whole school projects, and this is one reason why this position might be of interest to you if you choose to seek further promotion in due course.

If you can see yourself both relishing and enjoying this kind of challenge then I'd be delighted to hear from you. For an informal discussion about the job or working at Old Swinford Hospital, do please get in touch.

I wish you good luck with your application.

All good wishes,

A handwritten signature in black ink, appearing to read 'D. B. L.', with a stylized flourish at the end.