



Head of Sixth Form for September 2018 or earlier if possible

Old Swinford Hospital seeks to appoint a dynamic, forward thinking and values driven Head of Sixth Form. The position would equally suit an existing school leader or a colleague interested in promotion and a new challenge.

The Head of Sixth Form's key jurisdictions, and therefore priorities, concern academic progress and attainment, behaviour and discipline and marketing and recruitment. This position will include Senior Leadership Team membership and as such would be appropriate for colleagues seeking further promotion in due course. As a boarding school we are able to offer family accommodation in return for boarding duties, although this is not an essential requisite for the post.

We expect our Head of Sixth Form to be able to demonstrate and develop his or her qualities and knowledge to do with post-16 education, build successful relationships with students and staff, competently manage key systems and processes and by doing so make meaningful contributions to Old Swinford Hospital as a self-improving school. Consequently we will look to support our Head of Sixth Form through meaningful CPD and mentoring.

We would expect to explore each of these areas at interview, through discussion, group panel presentation, data management tasks and curriculum development tasks. A portion of a Sixth Form lesson will also be taught and observed.

In general terms, the Head of Sixth Form role may be understood by reference to four key areas.

Qualities and Knowledge

Hold and articulate clear values and a moral purpose which shows commitment to the development of young people, being positive about who they are and what they can achieve.

Lead by example, not asking colleagues to do what you would not be prepared to do yourself, and demonstrating professionalism through your work and relationships.

Sustain wide and current knowledge and understanding of post-16 curriculum development, working with colleagues, in order to improve progress and outcomes.

Relationships with Students and Staff

Communicate to students and staff the vision for the Sixth Form and its importance in the School.

Demand and generate high academic and behavioural standards from students and demonstrate them in return.

Secure and promote excellent Sixth Form teaching, both demonstrating it and also supporting colleagues in achieving it.

Develop Sixth Form tutors and lead, with the Assistant Heads of Year, non-qualification activity – motivating and supporting and holding colleagues to account.

Systems and Processes

Lead the Sixth Form team consisting of the two assistant heads of year, the Sixth Form supervisor and the Sixth Form tutors. Hold regular meetings with the Sixth Form Team and also the tutor team, with the assistant heads of year.

Lead, together with the Second Deputy and the Data Analyst, the monitoring of Sixth Form academic progress and report on it to SLT and governors where appropriate. Use this information to support appropriate intervention and redirection, and keep teaching colleagues informed of these developments.

Provide a safe, calm and well-ordered environment in the Sixth Form common areas for all students and encourage exemplary behaviour within the local community.

Work with the Headmaster, the Sixth Form Team and marketing to actively participate in the annual calendar of Sixth Form marketing and recruitment events.

The Self-Improving School

Develop effective relationships with fellow professionals and colleagues in other post-16 organisations and ancillary services to improve outcomes for all students.

Challenge post-16 educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving students and Sixth Form teachers and tutors.

Model entrepreneurial and innovative approaches to Sixth Form improvement, confident of the vital contributions of accountability and quality assurance.

Person Specification:

Qualities and Knowledge

Hold and articulate clear values and a moral purpose which shows commitment to the development of young people, being positive about who they are and what they can achieve.	The successful candidate will be required to articulate the importance of the Sixth Form across the school and to all stakeholders. As such he or she will lead as well as organise assemblies and have oversight of non-qualification activities through the tutorial programme; at Sixth Form marketing events and information evenings he or she will introduce, explain and promote the Sixth Form at OSH.
Lead by example, not asking colleagues to do what you would not be prepared to do yourself, and demonstrating professionalism through your work and relationships.	The Head of Sixth Form will lead the Sixth Form team which consists of two assistant heads of Sixth (Heads of Yrs 12 and 13) and the tutors. He or she will also take a leading role in improving the quality of teaching and learning in the Sixth Form by example and through informed and timely contributions to the debate about what constitutes effective teaching and learning at post-16 level. The Head of Sixth will, with the Chaplain and School Counsellor, play a leading role in mental health education in the Sixth Form. The Head of Sixth will also lead the prefect team, made up of Yr13 students.
Sustain wide and current knowledge and understanding of post-16 curriculum development, working with colleagues, in order to improve progress and outcomes.	The Head of Sixth Form will be supported and given time to keep abreast of matters to do with pedagogy, assessment, qualifications, university matriculation and prospective employment so as to secure progress towards the outcomes we expect from our Sixth Formers. Parents and colleagues will expect the Head of Sixth to have a clear picture of how to get our students the best possible outcomes.

Relationships with Students and Staff

Communicate to students and staff the vision for the Sixth Form and its importance in the School.	At SLT, Management Committee, staff briefings and also at appropriate governors meetings the successful candidate will be expected to be the 'voice' of the Sixth Form. Weekly assemblies or small group presentations will also be a regular feature of the work of the Head of Sixth. Consequently the Head of Sixth must be able to present to different audiences.
Demand and generate high academic and behavioural standards from students and demonstrate them in return	Both in person and through the Sixth Form team, the Head of Sixth has responsibility for promoting a good work ethic and high standards in manners, dress and general behaviour from the Sixth Formers themselves. The Head of Sixth Form will, from time to time, need to issue and supervise detentions and issue other sanctions as well as rewards and encouragement for behaviour.
Secure and promote excellent Sixth Form teaching, both demonstrating it and also supporting colleagues in achieving it.	The Head of Sixth Form will have both strengths and specialist knowledge of post-16 teaching and learning. He or she will be able to demonstrate excellent post-16 teaching and offer support to colleagues in this area of their own work through mentoring and lesson observation. In terms of curriculum development and exams, debates about best practice, university admissions tests and stretch and challenge activities such as the EPQ, the Head of Sixth will offer advice and guidance to colleagues. The Head of Sixth will also act as centre coordinator for the EPQ and for the vocational courses (BTEC, OCR Technicals) where appropriate.
Develop Sixth Form tutors and lead, with the Assistant Heads of Year, non-qualification activity – motivating and supporting and holding colleagues to account.	The Head of Sixth will, with the assistant heads of Sixth and form tutors, organize and deliver a meaningful and useful programme of assemblies, lectures and tutor time activities. This programme will cover study skills, health education, the law and responsibilities, university matriculation, employment, financial literacy and also cover the 'soft skills' of presentation, teamwork and networking. The Head of Sixth will monitor and keep under review this programme, directing colleagues where appropriate.

Systems and Processes

Lead the Sixth Form team consisting of the two assistant heads of year, the Sixth Form supervisor and the Sixth Form tutors. Hold regular meetings with the Sixth Form Team and also the tutor team, with the assistant heads of year.	Beyond leading the Sixth Form team the Head of Sixth will, through it, monitor attainment and progress, behaviour and attendance. The Head of Sixth will also have a weekly meeting with both assistant heads of Sixth.
Lead, together with the Second Deputy, the monitoring of Sixth Form academic progress and report on it to SLT and governors where appropriate. Use this information to support appropriate intervention and redirection, and keep teaching colleagues informed of these developments.	Sixth Form academic progress is monitored through SIMS and 4Matrix. The Head of Sixth will, with the data analyst, closely monitor the relationship between baseline and diagnostic assessment, target grades, progress and attainment. Added to this, data on attendance and behaviour will be used to generate the context required to interpret the data. The Head of Sixth will be required to report key patterns and developments, as well as our responses to them, to SLT, governors, subject leaders and also to the Sixth Form team.

Provide a safe, calm and well-ordered environment in the Sixth Form common areas for all students and encourage exemplary behavior within the local community.	Through the assistant heads of Sixth and the Cover Supervisor with responsibility for the Sixth Form Centre, monitor the quality of the Sixth Form common areas and the behaviours of students either on break or during private study and take appropriate action to redirect students who are unable to use their study periods appropriately. Also, the Head of Sixth will chair the new Sixth Form council which is the forum for Student Voice in the Sixth.
Work with the Headmaster, the Sixth Form Team and marketing to actively participate in the annual calendar of Sixth Form marketing and recruitment events.	The Head of Sixth will market and recruit both day students and boarders from around the UK and keep under review the quality of our Sixth Form marketing on our website, through our prospectus and information booklets and through events such as open mornings and information evenings. The Head of Sixth will also be expected to conduct boarding interviews, either in person or via Skype.

The Self-Improving School

Develop effective relationships with fellow professionals and colleagues in other post-16 organizations and ancillary services to improve outcomes for all students.	The Head of Sixth will represent OSH at local and national Sixth Form events and generate strong links with similar institutions both in state boarding and in the local post-16 landscape. Further strong links will be formed with external agencies such as the police, NHS/CAMHS and local careers advisors.
Challenge post-16 educational orthodoxies in the best interests of achieving excellence, harnessing the findings of well evidenced research to frame self-regulating and self-improving students and Sixth Form teachers and tutors.	The Head of Sixth will keep the quality of teaching and learning in the spotlight, exploring and challenging the efficacy and impact of current practices with professionalism and from an informed perspective. Both during lessons and in non-qualification time, the Head of Sixth will offer timely and constructive feedback on the quality of practice.
Model entrepreneurial and innovative approaches to Sixth Form improvement and leadership, confident of the vital contribution of internal and external accountability.	The Head of Sixth will encourage the assistant heads of Sixth and the tutors to develop their own ideas and approaches, sharing what works and learning from what does not, in order to strengthen the Sixth Form as a self-aware and self-improving body within Old Swinford Hospital.

Summary: List of Main Responsibilities:

- Advise the SLT and subject leaders on curriculum and related developments at KS5;
- Advise tutors, subject leaders and teachers on appropriate interventions for student who are not making expected progress;
- Assume responsibility for the academic progress and pastoral welfare, behaviour and discipline of Sixth Form students;
- Attend external recruitment events as part of the Sixth Form team, visiting feeder schools where appropriate;
- Be available on A Level results days and afterwards to provide advice to students;
- Conduct performance appraisal reviews, observations and interviews for selected colleagues;
- Contribute to self-evaluation and development planning at the level of the SLT;

- Direct the Sixth Form team in its day to day work, identify training needs and developing tutors and the assistant heads of year through creative and meaningful CPD;
- Keep the Sixth Form prospectus and subject choices booklet up-to-date;
- Lead the UCAS process at OSH, including training teachers, tutors and students as well as writing or approving the final drafts of references to be sent to UCAS and advising students on finance, accommodation, interviews and extra admissions tests;
- Lead, organise and chair meetings of the Assistant Heads of Sixth and also the Sixth Form Tutors;
- Organise assemblies and the Sixth Form lecture programme, sustaining a range of relevant and meaningful talks;
- Organise, with the estates team, Sixth Form parents' meetings, information evenings and other events and attend them in the capacity of Head of Sixth;
- Organise, with the marketing team, Sixth Form open and recruitment events and play a lead role in presenting to prospective parents and students at these events;
- Support students who have decided not to apply to university in their plans for life after OSH;
- Support the process of staff appointments, either through direct interview or lesson observations;
- Track the destinations of Sixth Form leavers;
- With subject leaders and the data analyst, monitor and oversee Sixth Form baseline assessments, target setting, assessment information points and the recording and reporting of Sixth Form information;
- With the assistant heads of year, structure and monitor the non-qualification programmes in years 12 and 13;
- With tutors, assistant heads of year and administrative staff, monitor and oversee attendance and punctuality to school and to lessons;
- Organise the Sixth Form Council, the main instrument of student voice in the Sixth Form;
- Appoint, lead and organise the prefect team by overseeing their duties and commitments to the wider life of School;
- Deputise for the Headmaster when appropriate to do so.

Remuneration

Leadership Scale.

Applications

An application form can be obtained from the School's website at

<http://www.oshsch.com/vacancies/>

Completed applications can either be returned by post or by e-mail as detailed below and must be received no later than 10am on Monday 8 January 2018.

Applications by post should be sent to the following address:-

Alison Davey,
HR Manager
Old Swinford Hospital,
Heath Lane,
Stourbridge,
West Midlands,
DY8 1QX.

Applications sent by e-mail should be sent to adavey@oshsch.com

Applications must contain the following:

- A letter of application of not more than five hundred words;
- A fully completed Application Form, and
- A brief Curriculum Vitae.

Late or incomplete applications will not be considered.

Interviews

Shortlisted candidates will be interviewed by a panel of senior staff. They will also be asked to teach at least part of a lesson and complete numerous tasks. The interviews will be held week commencing 22 January 2018.

Unless applicants indicate that they would prefer otherwise, the School will approach referees prior to selecting candidates for interview.

Old Swinford Hospital reserves the right to check the accuracy of statements made as part of an application process. Those submitting an application are deemed to have given consent to such checks being made.

Equal Opportunities

Old Swinford Hospital welcomes applications for employment from all sectors of the community.

Suitability to Work with Children

Old Swinford Hospital is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.

The Governors of Old Swinford Hospital will pay for the DBS but you will be required to subscribe to the Government DBS Update Service which is an annual fee of £13.00 (2016).