



November 2018

Dear Candidate

Thank you for expressing an interest in the post of Sixth Form Support Coordinator. It gives me pleasure to provide details of an exciting post in a school that prides itself on delivering a rich range of opportunities for its students. Significant improvements have been made across the school over the last few years and this is reflected in a harmonious and supportive environment. We have created an innovative, enjoyable and highly professional environment for students and staff and the school is making a real difference to the lives of our students. I am proud of the progress we have made as standards of achievement have continued to rise and am confident that we have appropriate strategies in place for further and sustained improvement.

Our Sixth Form, which opened to its first cohort in September 2014 continues to grow from strength to strength thanks to a full and engaging curriculum and programme of enrichment that supports learning in the classroom, which support out students in progressing onto university, training or employment. We are proud of the difference we make to our students and of the support they receive. As a result, we are seeking someone to join our Sixth Form Team, following the promotion of the previous post-holder, who wants to work with our students as they develop key skills for successful futures as undergraduates employees and positive members of society.

This is an exciting opportunity to work with our Head of Sixth Form and Year Learning Manager for Year 12 and 13, as part of a team with a strong collaborative ethos, to play an important role in maintaining the high standards of academic and personal development that the sixth form currently provides.

Bow School has a very exciting future. Benefitting from a fantastic new building, we are in the process of a programme of expansion and change, which involves the transition to being an entirely mixed school and we currently have girls in Years 7 to 10. There are more details about the school and our future plans on our website.

The diversity of the school community ensures that Bow is a vibrant and interesting place to work. We provide excellent support systems and structures for all staff. Bow School is committed to the professional development of all its staff. The successful candidate will be entitled to a full training programme in line with school improvement priorities and personal appraisal targets.

As an employer we are committed to safeguarding and promoting the welfare of children. Enhanced DBS clearance is a statutory requirement for all positions.

The post requires a colleague with energy and vision who has a strong desire to improve the opportunities for our students. If you have the professional and personal qualities to be that

person I can promise you a real sense of achievement and first class development opportunities.

If you would like to visit the school and meet with the Head of Sixth Form, please contact the school to make an appointment.

Applicants should complete an application form (CVs are not acceptable), and write a concise statement of no more than two sides of A4, outlining how their achievements and experiences make them a suitable candidate for this post. The form and statement should be returned in an envelope marked 'confidential' to Cheryl Robertson, HR Officer, c/o Bow School, to arrive no later than **midday on Tuesday 20th November 2018** or via email to hr@bow-school.org.uk

May I wish you every success in your application.

Danny Lye
Headteacher