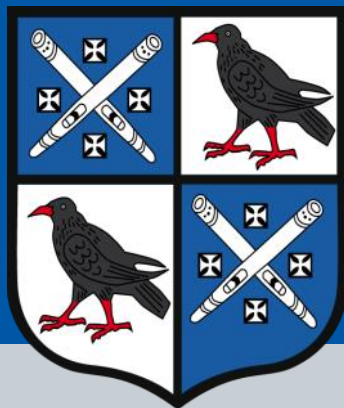


Lord Williams's School, Thame



BRIEF FOR THE POSITION OF
HEAD OF SIXTH FORM

January 2018





Lord Williams's School is a thriving and popular comprehensive school. It is the only secondary school in Thame, a market town of 12,000 people, set in attractive countryside within easy reach of Oxford (12 miles), Aylesbury (9 miles), London (45 miles via M40) and the Chilterns. The school receives students from the town itself and several nearby villages. Particular attention is paid to each individual student by promoting their personal, social and educational development to enable all to achieve at the highest level possible.

Our school mottoes are:

***Sic itur ad astra (thus the way to the stars)
a tous venaunts (for all comers)***

The school is fully comprehensive and was formed in 1971 by the amalgamation of Lord Williams's Grammar School, founded in 1559, and the Wenman Secondary Modern School. The Grammar School site on Oxford Road has been developed for students in Years 10-13 and the other site at Towersey Road has become the Lower School for students in Years 7-9.

Lord Williams's School has been judged 'Outstanding' by Ofsted:

"Lord Williams's is an outstanding school. It offers its students an exceptionally broad range of opportunities to develop their talents and interests, through a very well-resourced curriculum and the strong commitment of staff to a rich extra-curricular programme."
Ofsted, 2011

As a result of our continuing success, Lord Williams's School is consistently oversubscribed. We work very closely with our partner primary schools in the Thame Partnership to ensure a smooth transition from Year 6 to 7. There are close to 500 students in the Sixth Form and a total school roll of over 2100. There are 300 teachers and support staff.

We promote high quality teaching and learning. We attract talented, committed and conscientious teachers who produce stimulating and challenging learning activities helped by experienced support staff. Teamwork is a key feature of our work. We are an inclusive school; we cater for all abilities and we provide access for all students. This is reflected in our work with the more able, with students with a range of learning and other difficulties and in our admissions policy for the Sixth Form.

We hope you will be interested in working at Lord Williams's School and look forward to receiving your application.

David Wybron, Headteacher

www.lordwilliams.oxon.sch.uk



Teaching & Learning

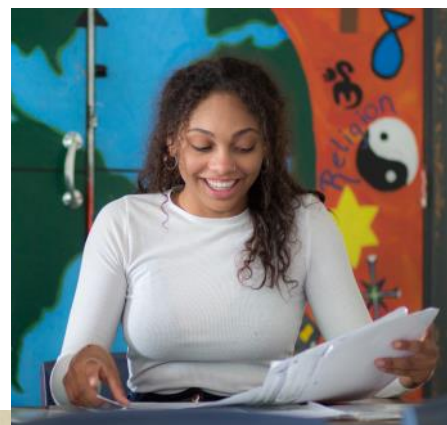
Teaching is organised through faculties with strong team structures for organising learning activities and curriculum materials. Teachers are always keen to build on proven best practice and to incorporate new ideas into their work.

Students are placed in tutor groups within year teams led by a Head of Year and Pastoral Support Officer. Most teachers are tutors.

High priority is given to supporting students with special needs including those who are most able. As far as possible students with learning difficulties are supported within mainstream classes. The school incorporates the Communication and Interaction Resource Base for children on the autistic spectrum, with speech, language and communication needs. Most of the students spend time in mainstream lessons supported by a teacher or teaching assistant.

The success of a school depends upon the strength and cohesion of the entire staff. Colleagues enjoy administrative support from the team of support staff. We have skilled and dedicated teams who work well together throughout the school; this creates a very positive atmosphere. The Governors are keen to appoint people of considerable all-round ability with commitment to maintain and develop our work.

The school is an equal opportunities employer and welcomes applications from all sections of the community, irrespective of gender, ethnic origin, sexual orientation or disability.



Examination Results



The 2017 GCSE results were excellent, with 73% of the students achieving 5 A*-C/9-4 (including English and Mathematics). 58% of the students achieved grade 5 or higher in both English and Mathematics, which places the school in the top 10% of schools nationally.

At A2, student achievement was “very good” with 26 out of 30 subjects achieving a 100% pass rate.

We are an inclusive Sixth Form and are providing improved life chances for a significant number of students. Just over 70% of Year 13 students went on to study with higher or further education providers and 27% secured places at Russell Group universities.



Working at Lord Williams's School

Staff Development

At Lord Williams's School particular attention is paid to staff development and to staff participation. Each year all staff have the opportunity to review their work and discuss their ideas for the future. Training is provided to support changes and the particular needs of staff. There is a comprehensive internal training programme and colleagues are also supported to attend external training and events. As a large school, there are many opportunities for career progression. Support for newly qualified teachers includes a reduced timetable, a planned induction programme and mentor support.

The school has a strong partnership with the Oxford University Department of Educational Studies. We take part in its PGCE programme which is school focused with interns and tutors working with school staff in a co-operative way. It has brought considerable stimulus to our own staff development work.



Facilities

The school has excellent teaching facilities and each faculty has its own dedicated suite of rooms on both sites. The Sixth Form has its own separate accommodation on the Oxford Road site. The Foundation Centre, formerly a boarding house, has been developed to provide Sixth Form facilities.

A number of building projects have been completed recently including a new science and mathematics building, astro-turf pitch, vocational skills centre and dedicated dance & drama studio.



Extra-curricular activities

Lord Williams's School offers a wide range of extra-curricular activities, in many of which it has excelled, especially in dance, drama, music and sport.

All Year 8 students take part in a week's outdoor education camp in July. The intention is to cater for the interests and abilities of all the students and to encourage everyone to participate.

Students are involved in adventurous activities throughout school, all the way up to the Outlook Expedition in the Sixth Form.

There is a thriving Duke of Edinburgh's Award Scheme.



Staff Benefits

Salaries and Pensions

The school is pleased to offer the following:

Teaching Staff

Pay and conditions of service set out in the current School Teachers' Pay and Conditions Document and the 'Burgundy Book'. Teachers' Pension Scheme (TPS).

Support Staff

Pay and conditions of service set by the National Joint Council for Local Government Services known as the 'Green Book'. The Local Government Pension Scheme (LGPS).

All Staff

Lord Williams's School recognises previous continuous service with any Local Authority (or one of its constituent authorities under the Local Government Act 1972) which runs up to the date on which you start work with us.



Moving to Oxfordshire

The Government's **Help to Buy** initiative is designed to help people purchasing their first home. Further information may be obtained from: www.helptobuy.gov.uk

Accommodation at Lord Williams's School

To ease the transfer to Oxfordshire, Lord Williams's School has its own on-site one bed-roomed flats and bedsits which are available on short-term lets.



Childcare

Lord Williams's School has a popular, purpose-built Day Nursery which cares for children aged from 6 weeks to 5 years. Based on the Oxford Road site, the Nursery accommodates 39 babies/children of staff and members of the local community. The Nursery is open during term time and half term breaks. School staff benefit from discounted rates. www.lordwilliamsschooldaynursery.co.uk

Childcare Vouchers – Kiddivouchers

Childcare vouchers are part of a Government scheme designed to help parents afford childcare whilst at work. As a Lord Williams's School employee you would be eligible to join the Kiddivouchers scheme (dependent on the length of your employment contract). Lord Williams's School Day Nursery accepts Kiddivouchers. www.kiddivouchers.com

Safeguarding

Lord Williams's School is committed to safeguarding children and all school employees are required to have an enhanced Disclosure and Barring Service check. Any offer of employment is subject to satisfactory medical, references, Asylum and Immigration status and DBS clearance.



Location



Lord Williams's Upper School (A)

Oxford Road, Thame,
Oxon. OX9 2AQ

Lord Williams's Lower School (B)

Towersey Road, Thame,
Oxon. OX9 3NW

Thame

Thame is a market town of 12,000 people, set in attractive countryside within easy reach of Oxford (12 miles), Aylesbury (9 miles), London (45 miles via M40) and the Chilterns. The school receives students from the town itself and several nearby villages.



T: 01844 210510 **E:** office.4580@lordwilliams.oxon.sch.uk

W: www.lordwilliams.oxon.sch.uk

 **@LordWilliamsJob**



Head of Sixth Form

Background

The successful candidate will be the line manager for the Heads of Years 12 and 13. Their work is supported by a Pastoral Support Officer and a member of the Administration Team.

The majority of our Year 11 students move on to continue their studies in the Sixth Form. They are joined by over 100 students from other schools. We are proud of our Sixth Form and the fine young men and women who move on from the Sixth Form and make their mark in so many impressive ways.

The curriculum range is broad with 30 A level courses to attract internal and external students. We currently have 490 students in the Sixth Form.

Student achievement is rated as very good according to ALPs data. ALPs grades have been consistently outstanding for the previous 3 years at AS level with progress into A2 also rated as outstanding. 26 out of 30 A level subjects achieved 100% pass rates, with the overall A*-B figure at 48%.

The school is successful in ensuring students achieve well so that they can move on to destinations of choice. Just over 70% of Year 13 students went on to study at higher or further education and 27% secured places at Russell Group universities. All students had a secure destination when they left the Sixth Form.

This academic year we have moved from most students taking 4 A levels in Year 12, sitting AS examinations at the end of Year 12 and then dropping one for Year 13 to most students taking 3 A levels from the start of Year 12. We have introduced Independent study periods for all subjects; students are set specific work to do during these timetabled slots which is then checked by subject teachers.

Pastoral care is excellent. The most vulnerable students such as those in receipt of the 16-19 Bursary, those in care, young carers and service children are monitored via weekly Fast Forward meetings. Following each review period Heads of Year will check their progress against agreed targets for Year 12 and expected grades for Year 13. Tutors identify a 'Target 5' group of tutees to monitor progress more closely and to assess the impact of interventions. Heads of Year regularly review these students with tutors to ensure appropriate interventions are in place, most importantly after the formal review periods that take place 3 times a year. A pastoral tracker has been introduced to systematise the interventions with these vulnerable learners from tutors and the Head of Year.



The students have a rich PSHE experience delivered through Learning for Life lessons with their tutors, regular assemblies and off-timetable events.

Results from student voice surveys show that students enjoy being in the Sixth Form and would recommend it to other students.

www.lordwilliams.oxon.sch.uk



Head of Sixth Form

Post: Head of Sixth Form

Salary: Leadership Group Pay Range 14 -18

Line Management: Headteacher

Introduction

This job description should be read in conjunction with the current School Teachers' Pay and Conditions Document and the provisions of that document will apply to the post holder.

The performance of all the duties and responsibilities shown below will be under the reasonable direction of the Headteacher who, or other Senior Manager if appropriate, will be mindful of his/her duty to ensure that the employee has a reasonable workload and sufficient support to carry out the duties of the post.

This job description will be reviewed at least annually and any changes will be subject to consultation. The school's Grievance Procedure will be used to resolve any dispute arising out of the job description. Other relevant policies may be the Stress at Work Policy and the Dignity at Work Policy.

Principal Responsibilities

To meet all the requirements of the Teachers' Standards, September 2012 please see:
<https://www.gov.uk/government/publications/teachers-standards>

General Duties

You will be expected to carry out the professional duties of a teacher as outlined in the School Teachers' Pay and Conditions Document currently in operation, or any subsequent legislation. Specifically for this role:

The Leadership and management of the Sixth Form

- to establish a clear vision for the future development of the Sixth Form
- to promote the Sixth Form as a post 16 destination within the school community and across the locality through assemblies, Open Evenings and other means
- to represent the Sixth Form in the wider school community and liaise with the rest of the school, outside agencies, governors, partner schools, further and higher education etc
- to report to SLT/Governing Body, or Governing Body committees as required.
- to manage the application and admission process to the Sixth Form.
- to support Heads of Year in their monitoring of the work of the tutor teams
- to understand Sixth Form funding, contribute to the census and develop students' programmes of study
- to promote good teaching and learning strategies through the development of professional learning and to ensure that whole-school policies on teaching and learning are embedded in the Sixth Form
- to lead on safeguarding the Sixth Form as Child Protection Officer (undertaking appropriate training if necessary)
- to lead the meetings of KS5 Subject Leaders and to support Heads of Year in their leadership of the tutor teams
- to line manage the Heads of Year and Support Staff in the Sixth Form
- commitment to admissions, enrolment, timetabling and results days which fall outside the normal school day.



Head of Sixth Form

Contributing to the development of the post 16 curriculum

- to work with the Curriculum Deputy on learning provision and achievement at KS5, identifying opportunities for improvement.
- to keep up-to-date with curriculum and other developments at national level
- to identify and target underachievement through a strategy of curriculum intervention
- to assist relevant colleagues with the management of school assessment systems and examinations
- to work with relevant colleagues to ensure that the PSHE/Citizenship is effectively delivered and evaluated
- to contribute to the work of the Education Business Partnership in providing wider learning opportunities for our students.

The educational progress, personal growth and well-being of the students in the Sixth Form

- to develop an environment and culture in which the Sixth Formers can thrive
- to promote students' independent learning
- to ensure that the relevant induction, study support and guidance systems are in place
- to support Heads of Year in their monitoring of student well-being with particular attention to health, mental health and attendance
- to lead the Sixth Form *Fast Forward* team and support and advise Heads of Year in their work with support agencies within and beyond the school, including CAMHS, Social Care, Adviza, Learning Support and the school counselling service
- to promote learning routes beyond Sixth Form, including preparation for Oxbridge, UCAS, oversight and scrutiny of applications and references and liaison with Higher Education institutions
- to lead the Heads of Year in supporting disadvantaged students to enable them to achieve their potential
- to establish a positive partnership with parents/carers to involve them in their child's learning and progress through Academic Review Day, Parents' Evenings and ongoing dialogue
- to provide a vision for the development of Sixth Form study and social areas
- to promote equality and diversity in the Sixth Form.

The creation of a wide range of activities and opportunities in school and community, to enrich the lives of the school's Sixth Formers

- to promote active citizenship through students' engagement with school council, clubs and societies, community projects, etc.
- to encourage student participation in a wide range of extra-curricular activities in sports, the arts, community work, expeditions, visits and visiting speakers, etc.
- to support students in taking responsibility for the organisation of their own events e.g. summer ball, Yearbook, etc.
- to encourage students to provide service for others in the form of charity work, community projects and in representing the school
- to celebrate Sixth Form achievement through events such as the Awards Evening, etc.
- To lead work on sixth form off timetable events
- To lead work with students ambassadors and student learning assistants



Head of Sixth Form

General Responsibilities

All staff employed by Lord Williams's School are expected to work within the following policies and procedures:

Safeguarding

Ensure that all School child protection policies are adhered to and concerns are raised in accordance with these policies.

Health and Safety:

- take reasonable care of their own Health, Safety and Welfare and that of others who may be affected by what they do or do not do
- be familiar with emergency and First Aid procedures
- cooperate with all issues involving Health, Safety and Welfare
- use work items provided correctly and in accordance with training and instructions
- not interfere with or misuse anything provided for protection of Health, Safety or welfare
- report any Health, Safety or Welfare concerns to their line managers as soon as is practicable
- ensure tasks are completed in a safe manner

Security and data protection:

- work within the confines of the Data Protection Act and to take appropriate measures to ensure the security and confidentiality of data.



Head of Sixth Form

Post: Head of Sixth Form

Salary: Leadership Group Pay Range 14-18

Education/Training

Essential: Graduate
PGCE or other appropriate teacher training qualification
Teaching across the ability range

Relevant Skills/Aptitudes:

- Excellent interpersonal and communication skills
- Strong organisational skills
- Capacity for strategic thinking
- Good team leader and member
- Knowledge of current education developments
- Empathy with staff and students
- Flexibility and resilience
- Strong motivation to improve outcomes for young people
- Ability to solve problems
- A good sense of humour
- Appropriate ICT skills
- Commitment to Equal Opportunities
- Potential for further career development

Relevant Experience

Essential: Team leadership in the Sixth Form
Proven pastoral experience
Successful teaching
Initiating and managing change
Monitoring and evaluation of academic progress

Desirable: Leading large teams
Sixth Form curriculum developments
Budget setting and modelling

Safeguarding

Essential: Motivation to work with children and young people
Ability to form and maintain appropriate relationships and personal boundaries with children and young people
Emotional resilience in working with challenging behaviours



Head of Sixth Form

Post: Head of Sixth Form

Salary: Leadership Group Pay Range 14-18

Hours: This post is full-time and permanent with commencement in either April or September 2018

Line Management: Headteacher

Terms and Conditions

The Thame Partnership Academy Trust employs teaching staff working at Lord Williams's School on the conditions of service contained in the General Terms and Conditions of Employment for Teaching Staff.

Safeguarding

Lord Williams's School is committed to safeguarding and promoting the welfare of children and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will be subject to enhanced Disclosure and Barring Service checks along with other relevant employment checks.



Terms and Conditions



Head of Sixth Form

Application

We hope you are interested and want to follow up with a firm application. Please apply using the Teacher Application Form on our website and include a covering letter. In your letter you should say why you are interested in the post and summarise your most relevant experience. In addition please respond to the following questions:

- How would you lead work to raise achievement in the Sixth Form?
(No more than one page of A4)
- How would you balance the role as figurehead and effective delegator?
(No more than one page of A4)

You may also choose to include details of your particular interests.

Completed Applications should be sent to personnel@lordwilliams.oxon.sch.uk

Contact number for telephone enquiries: 01844 210621

The closing date for receipt of applications in the school is **9.00am on Monday 29th January 2018**

The interview process will start on Monday 5th February and conclude on Tuesday 6th February 2018.

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