



**POCKLINGTON
SCHOOL**

Ages 3 to 18



Head of Sixth Form

Information Pack

November 2019





School Information

Pocklington School was founded by John Dolman in 1514 as part of a guild whose aims encompassed support for the poor and sick of the parish as well as the foundation of a school “for the bringing up of youth in virtue and learning”.

The foundation was thus based on a commitment to the value of education and to the creation of opportunity for those who would take their place in a society which was finding itself increasingly in need of an expansion of education. Today there is in the school a similar commitment to quality of education and the upholding of high standards in all facets of life.

We value our Christian foundation: of course pupils and staff comprise individuals of different faiths and beliefs but there is a desire to aspire to Christian values.

The majority of students are day pupils but there are also boarding pupils across 4 houses accommodating senior and junior boys and girls. The Senior School and the Prep School work closely together with the facilities across the site available for all ages. The school is fortunate in having good playing fields and plenty of open space and gardens. There are excellent facilities, including a fine theatre, a Sixth Form Centre, a superb library, a new Art and Design Centre, a swimming pool, and other sports facilities.

Set in extensive grounds on the edge of Pocklington, 12 miles east of York, we offer a unique working environment based within a historic market town, but close to major cities and heritage coastlines.

Staff are supported through a range of benefits which are explained further below as well as approachable and supportive colleagues. You will be encouraged to undertake development opportunities, and will find a friendly and welcoming working environment. We offer a community feel, not just a workplace.



**POCKLINGTON
SCHOOL
FOUNDATION**

Aims, Values and Practice



Aim

To inspire for life

Confidence - We encourage individuals to be confident and considerate; fostering self-respect and self-belief.

Responsibility - Personal responsibility and service to others are expected; both have opportunity for expression within the school and beyond.

Achievement - In all areas of school life we seek to nurture talent and aspiration, to encourage perseverance and to prepare young people for the challenges of adult life.

Values

We achieve our aim through a strong working relationship between pupils, staff and families which is founded on the following values:

Trust - The Foundation's Christian ethos guides our caring and straightforward approach. We treat each other with respect and uphold our tradition as friendly and compassionate schools.

Truth - We value debate which is open, honest and informed to stimulate creativity, intellectual curiosity and initiative.

Courage - We challenge ourselves and each other to change for the better.

Practice

We provide a community to be proud of, where pupils can explore, make mistakes, learn and grow. In order to do this:

Support - We put the well-being of our pupils first, with excellent pastoral care.

Learning - We encourage successful learning through effective teaching and a commitment to a broad education.

Recognition - We recognise and reward success and commitment, progress and achievement.

Employee Benefits

The following are on offer as part of your employment with the Foundation. For further information on anything detailed here, please speak to the Personnel Team.

Foundation Benefits:

Pension scheme – We offer competitive employer contribution rates for all staff

Discounted school fees with the option to spread payments over 12 months from your pay

Enhanced holiday entitlements

On-site gym and swimming pool

Free lunch in term time

Enhanced Maternity and Adoption Pay - see the policies on the Extranet under Foundation Policies, Personnel Policies

Enhanced sick pay arrangements – this is detailed within the Absence Management Policy, also to be found on the Extranet

Annualised Pay – allowing for easy home budgeting
Free staff room refreshments

Employee Assistance Programme – offering a health, wellbeing and counselling service for staff and their families

Tai chi, yoga and art classes – these are advertised throughout the school year

Winter car lights test – organised by the Transport Team each January

Massages – these are arranged on an ad-hoc basis throughout the school year

Internet and e-mail access at work (subject to appropriate use in accordance with the school policies)

Free parking (although this is subject to possible legislative change in the future)

Free library services – including holiday book loans

External Providers:

Discounted membership at the Box gym (see flyers on the school noticeboards)

Health Care – access to reduced rates

HMRC:

Child Care Vouchers

Cycle to Work scheme

Both these schemes are offered on a salary sacrifice basis, allowing staff benefit from reduced tax and NI payments.



Job Information

Role Title: Head of Sixth Form

Overall Purpose: To inspire, enthuse and nurture current and prospective Sixth form students and play a key role in the strategic development of the Sixth form as part of the Pocklington Senior School management team.

Responsible To: Pastoral Director

Staff Responsible For: Sixth Form Day Housemasters / mistresses; boarding housemasters / housemistresses in regard to pupil welfare; 2nd i/c Sixth form; UCAS Advisor

Salary: To be discussed at interview, dependent upon skills and experience

Copy of Job Advertisement:

HEAD OF SIXTH FORM

Required from September 2020

We are seeking an enthusiastic Head of Sixth Form who is able to inspire, enthuse and nurture current and prospective Sixth Form students. The successful candidate will play a key role in the strategic development of the Sixth Form and the school and will form part of the Pocklington Senior School management team.

12 miles to the East of York we offer a unique working environment based within a friendly market town, but close to major cities and heritage coastlines. Our successful co-educational day and boarding school is thriving and we wish to appoint a dynamic and determined leader to undertake this key role, which is an ideal opportunity for someone to gain valuable senior management experience.

You will be responsible for the leadership and development of the sixth form including academic progress, pastoral welfare, recruitment and admissions at 16+ and be willing to contribute to wider school life.

In addition to being an excellent classroom practitioner you should have experience of pastoral management and be passionate and dedicated to the academic success and welfare of young people. A strong communicator with excellent interpersonal and people management skills you will have integrity and the ability to work both independently and in a team, whilst developing the key relationships to build upon the success of our sixth form.

In return we offer an attractive salary and a management training programme developed to equip and support you to succeed in your new role.

For an informal chat about the role please contact Toby Seth (Headmaster) on 01759 321200 or mainoffice@pocklingtonschool.com

For more information and to apply: www.pocklingtonschool.com/Job-Vacancies

T: 01759 322666 E: recruitment@pocklingtonschool.com

Closing date: 9am 21st November 2019

Pocklington School Foundation is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. The successful applicant will be required to undertake an enhanced disclosure via the DBS.

Job Description

HEAD OF SIXTH FORM

Reporting To:

Pastoral Director

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the Designated Safeguarding Lead or to the Headmaster.

November 2019

POCKLINGTON SCHOOL FOUNDATION

The post holder is responsible for:

As a School Manager you will share in the responsibilities and expectations outlined in Appendix 1. In addition:

A. Responsible to the Pastoral Director for:

- Future development of Sixth Form and strategic direction in line with school SEP.
- Leadership and management of the academic progress and welfare of the Sixth Form.
- Monitoring, evaluation and implementation of Foundation policies for the Sixth Form.

B. Membership of:

- Pocklington School Management Group.
- Pastoral Management Group.
- Governing body sub-committees as required.

C. Responsible for:

- Day Housemasters/Housemistresses.
- 2 i/c Sixth Form.
- Boarding Housemasters/Housemistresses in regard to pupil welfare.
- UCAS adviser.

D. Key Responsibilities and functions:

Leadership and management of the academic progress and welfare of Sixth Form:

- Developing the ethos, activities and routine of the Sixth Form tutor time, assemblies and LEAP / PSHE time.
- Ensuring excellent academic progress for all Sixth Form students, in liaison with the Curriculum Director; including application of the school's tracking policy and implementing appropriate interventions.
- Responsibility for student progression beyond sixth form including UCAS (oversight of the UCAS admissions process, liaison with UCAS, training of staff and advice to students in regard to the application process) and other post-18 pathways.
- Updating and upholding school rules; maintenance of good order and discipline in the Sixth Form. Major disciplinary issues and investigations. Matters that may require suspension should be discussed with the Pastoral Director.

- Ensuring the welfare of the Sixth Form including appropriate development of the school's pastoral policy.
- Leadership and co-ordination of the team of member of staff 2 i/c Sixth Form, four Sixth Form house staff and two senior boarding house staff who have immediate daily responsibility for the pupils. Co-ordination of tutor matters.
- Co-ordination and monitoring Sixth Form reports and rewards including commendations.
- Co-ordination of Sixth Form events alongside 2 i/c Sixth Form (including Induction and New Pupils' Day, Sixth Form Open Morning, Sixth Form Symposium, materials for use in tutor periods, UCAS, Leavers' Day and the Leavers' Ball).
- Communication of and attendance at Sixth Form parents' evenings in liaison with the Deputy Head.
- Shared responsibility for supervision of school detentions.
- Undertaking and delegating Sixth Form administrative and organisational tasks.

Recruitment and retention at 16+

- Be a figurehead for the recruitment and retention of pupils at all levels
- Promote the school widely by taking a prominent role in relations with prospective families, parents, former pupils and the local community.
- Assist marketing, recruitment and admissions at 16+, including appropriate liaison with the Head of Middle School and the External Relations Director.

Additional Responsibilities:

- Assistance to the Headmaster in the appointment of staff.
- Contributing to the care, support and discipline of staff.
- Contributing to staff development in respect to the pastoral aspect of a teacher's role.
- To provide a termly report to governors on the pastoral care for inclusion in the HM's report.

Health and Safety:

- Responsibility for the health and safety of pupils under your care.
- Responsibility for health and safety arrangements in the Sixth Form Centre alongside 2 i/c Sixth Form.

Responsibilities as a Teacher

As a senior school manager you are expected to be an excellent classroom practitioner and lead by example, as such you must fulfil the Pocklington School Key Tasks and Responsibilities of a Classroom Teacher which are available separately.

This job description is not exhaustive and the post holder may be required to undertake any other duties commensurate with their role.

Person specification – Head of Sixth Form

	Criteria	How measured
Experience	<ul style="list-style-type: none"> • Pastoral Management • Familiar with 6th form educational programmes of study 	Application form
Education and Training	<ul style="list-style-type: none"> • Qualified Teaching Status • Good honours degree • Commitment to on-going personal development and training 	Application form
Skills and knowledge	<ul style="list-style-type: none"> • Strong communication and diplomacy skills which can be used to the school's unique points of difference clearly and simply • Good administration, organisation and IT skills • Excellent interpersonal skills with the ability to support colleagues appropriately and challenge underperformance • Knowledge of best practice in promoting child welfare and the safeguarding of children • Through understanding of best practice in student learning • Ability to lead, inspire, motivate and support students and colleagues • Effective team leader who works with humour and optimism • Resilient to be able to sustain the momentum of new initiatives through the school 	Application form and interview
Personal attributes	<ul style="list-style-type: none"> • Excellent classroom practitioner • Passionate and dedicated to the pastoral welfare of young people. • Passionate and dedicated to the pastoral welfare of young people • Ability to engender a positive culture and ethos reflecting our Christian values to ensure a vibrant, caring and mutually supportive community for students and staff • Ability to work independently and confidentially with the delegated authority • Work well in a demanding environment and make decisions with calm efficiency • Possess a friendly, convincing approach, capable of inspiring confidence in colleagues, students, existing parents and prospective parents through exceptional communication skills • Ability to lead and work in a team with humour and optimism • Empathy with the Virtues and Values of the Pocklington School Foundation 	Application form and interview

Child Protection: this post is subject to acceptable references and clearance from the Data Barring Service as part of the Foundation's commitment to providing a safe environment for our pupils.

Appendix 1

1. As a school manager share in the following responsibilities and commitments:

- The promotion of child welfare and ensuring the safeguarding of children.
- The promotion of the aims, values and practice of the Foundation.
- Involvement with, and interest in, the pupils of the Foundation.
- Support for the boarding community.
- Maintenance of good order and discipline including reinforcement of school rules.
- Contact and involvement with parents, support for events and activities.
- Positive and effective leadership of and encouragement to all employees.
- Health and Safety.
- Significant pupil and staff issues.
- Foundation development including teaching and learning.
- Operation of the Foundation.
- Financial planning and oversight.
- Estate development and oversight.
- External relations.
- Inspection
- A member of the Critical Incident Team.

2. As a school manager, the expectations are to:

- Lead by example as a teacher and manager, achieving high standards of pupil attainment, behaviour and motivation through effective teaching.
- Maintain a focus on issues of teaching and learning; be aware of the most recent research and ideas in pedagogy; consider all potential initiatives in terms of their impact on student achievement, but be interested in their development as a young person.
- Be highly visible and approachable; model desired behaviours and attributes, e.g. smart appearance, hard work, commitment, mutual support and teamwork; behave with openness, honesty, courage and integrity.
- Communicate a clear vision for the school, supported by strong principles and values.
- Work well together with other school managers.
- Develop positive relations with the school community; be adept at managing people, including identifying and mobilising individual talents and energies and distributing leadership in order to develop and empower staff.
- Set out a broad strategy for development and thereafter encourage and facilitate teacher autonomy; specify priorities, phase in developments, and allow time for consolidation.
- Recognise and value the work of others; provide good and consistent support to staff; act and feedback on concerns raised; communicate fully and effectively both within and outwith the Foundation.
- Have high expectations of staff, but be sensitive to mood, morale and workload.
- Take key decisions but consult widely before doing so; face up to differences of opinion and work for a negotiated solution and a sense of joint ownership of school development.
- Be proactive and keen to stay in the forefront of change; adept at anticipating future developments and the implications these might have for the school, thus avoiding crisis management.
- Acknowledge responsibility to others by providing clear evidence of the outcomes of your actions; and be ready to admit mistakes and to consider alternatives.

Job Description

TEACHER

Reporting To:

Head of Department

The post would be suitable for an experienced teacher or newly qualified teacher with a willingness to drive innovation and a familiarity with A level specifications, ideally those studied at Pocklington School.

Child Protection

The post holder is responsible for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and will adhere to and ensure compliance with the Foundation's Child Protection Policy Statement at all times.

If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.

October 2019

POCKLINGTON SCHOOL FOUNDATION

Key Tasks and Responsibilities of a Teacher

At Pocklington School Foundation our aim is to 'Inspire for Life' by encouraging pupils to be confident, responsible and considerate individuals. We seek to nurture talent and aspiration and to ensure that pupils achieve their potential through a broad and creative education. All teaching staff need to be sympathetic and supportive of the following 'Key Tasks and Responsibilities' in order to provide a community in which we can all take pride, where pupils can explore, make mistakes, learn and grow.

1. Professional Attributes and Expectations

- Establish a fair, respectful and supportive relationship with students ensuring they achieve their potential
- Communicate effectively with, and be courteous towards, students, parents and colleagues
- Evaluate teaching and whole school commitment through meeting the expectations of the annual Professional Review and Development scheme
- Uphold and support Pocklington Values and Virtues.
- Maintain professional standards in demeanour and dress
- Arrive to work in plenty of time before the beginning of the school day; begin and end all lessons promptly (Saturday is a working day)
- Meet all deadlines required e.g. Reporting and Assessment
- Attend parents' evenings, Commemoration Day, Prize Giving, Open Days and other events as required by the Headmaster
- Carry out vigilant supervision duties (Proportional to timetable commitment) as directed by the Deputy Head to ensure that pupil behaviour around the school is of the expected standard
- Assist in cover for absent colleagues (Proportional to timetable commitment)
- Conduct external and internal examination invigilation as directed by the Examinations Officer
- Uphold the School Rules
- All staff must be familiar with the required actions and responsibilities in terms of safeguarding children and should be prepared to question unauthorised adults on the school site

2. Classroom Subject Teaching

Professional Knowledge and Understanding

- Have an up-to-date working knowledge and understanding of a range of teaching and learning strategies to provide opportunities for all students to achieve their potential
- Know the assessment requirements for their curriculum areas relating to all key stages, including public examinations
- Have an up-to-date knowledge and understanding of the school's assessment procedures
- Know how to implement the school's Rewards and Sanction policy
- Know how to use value added data to evaluate effectiveness of teaching, monitoring of progress, and raising attainment
- Know how to use exam board reports, exam services and requested scripts to provide students with accurate and constructive feedback with action plans for improvement
- Have a secure knowledge and understanding of their subject/curriculum areas
- Understand the contribution that their subject can make to other subject/curriculum areas
- Know how to use literacy, numeracy and digital literacy to support their teaching and wider professional activities
- Work alongside colleagues responsible for Learning Support, EAL and Gifted and Talented students to ensure that the needs of these students are accounted for in their teaching
- Know when to draw on the expertise of colleagues for specialist support

Teaching and Learning

- Adhere to the school marking and homework policies for all pupils
- Use assessment to support students so that they can reflect on their learning, identify progress made and set targets for improvement
- Plan and teach challenging, well-organised lessons and sequences of lessons that ensure progression across the age and ability range taught
- Review the effectiveness of their teaching, planning and assessment, refining approaches where necessary
- Demonstrate a willingness to assist pupils when they require additional help. This is not expected to be regular additional tutoring but on an ad hoc basis as required
- Provide students and parents/guardians with accurate and constructive feedback on attainment, progress and areas for future development through reports and parents' evenings

Learning Environment

- Motivate and encourage all pupils within a safe and purposeful learning environment
- Keep a record of attendance and follow up any notable absences
- Manage students' behaviour appropriately by ensuring that any disciplinary measures are carried out in line with the school policy and in a calm and objective manner
- Promote students' self-control, independence and cooperation through development of their social, emotional and behavioural skills
- Look after and update displays within their teaching classroom

Team Working and Collaboration

- Support the department in extending learning outside the classroom
- Share resources and ideas with colleagues to develop good practice

- Contribute to departmental development by completing appropriate tasks as directed by the Head of Department
- To attend Departmental Meetings as required by the Head of Department

3. Pastoral Responsibilities

- Full-time members of staff are expected to assist in pastoral responsibilities, normally in the role of tutor or form teacher, unless advised otherwise (see relevant job descriptions)
- Staff should be sensitive to the needs of all students and be able to act when guidance or support is needed in order to help a pupil who is experiencing personal difficulties
- Maintain an up-to-date knowledge of the requirements of school policies e.g. Child Protection Policy, Rewards and Sanctions, Anti-Bullying, Use of Force (Restraint) and Physical Contact, ICT and Cyberbullying, Equality and Diversity
- Boarding is an integral part of school life and all staff should have an understanding of how the boarding community operates. Support in boarding, although not compulsory, is always appreciated.

4. Extra-curricular Activities

- A commitment to sport, societies or other activities is expected in lunchtimes, after school or at other times. The extent of that involvement will vary according to the annual teaching load of the individual. All staff are expected to make a significant contribution to the extra-curricular life of the school.

5. Health and Safety

- All staff are responsible to their Heads of Department for the health and safety of those in their charge, whether in or outside school premises
- In addition all staff must ensure that they:
 - Have read, and are conversant with, the School's Health and Safety Policy
 - Conduct risk assessments for all activities unless they are following a safe system of work
 - Report all accidents/incidents so that they can be properly investigated
 - Brief all pupils on relevant health and safety rules, procedures and issues

Salary Scales

Pocklington School has its own salary scales, the details of which can be discussed with the Headmaster at interview.

Person Specification for a Teacher

Personal Qualities

- A commitment to the ethos and aims of the school
- An excellent classroom practitioner
- An ability to innovate, enthuse and use your own initiative
- An ability to maintain appropriate and supportive relationships with children, parents and staff
- A positive attitude to the use of authority and maintaining good behaviour standards
- An ability to work as part of a team/with colleagues
- A strong enthusiasm for teaching subject
- A good sense of humour
- A flexible approach to working environment
- An enjoyment of working with children/young people
- A willingness to be fully involved in the life of the school and contribute to activities both in and outside the department

Qualifications

- Qualified Teacher Status/Postgraduate teaching qualification for relevant subject
- Good honours subject related degree
- Commitment to ongoing personal development and training

Experience

- Either teaching practice during qualification or previous employment at an 11-18 school
- Capability to teach full ability range
- Successful track record in delivering pupil success
- Use of ICT in the classroom
- Experience of teaching A level in the relevant subject

Knowledge & Skills

- Excellent interpersonal skills
- Ability to command respect of pupils
- Good organisational skills
- Good communication skills
- Ability to self-reflect upon own performance
- Awareness of National Curriculum requirements and A level specifications
- Awareness of current thinking in education
- Knowledge, understanding and competence in ICT

Recruitment Timetable

Closing Date: 9am 21st November 2019

Expected Interview Date: week commencing 25th November

Expected Start Date: September 2020

Please apply online using the TES website. This can be accessed through

www.pocklingtonschool.com/Job-Vacancies

Please ensure you read the guidance notes for completing the application form alongside the information available in the Application Process & Safer Recruitment guidance, Recruitment of Ex-Offenders Policy Statement and Secure Storage, Handling, Use, Retention and Disposals of Disclosures and Disclosures Information Policy Statement. These are available on the key recruitment policies page of our website or will have been sent to you as a hard copy if requested.

For further information please contact Abby Popely, Personnel Officer:

PopelyA@pocklingtonschool.com

01759 322666

Thank you for your interest in working with us and we look forward to receiving your application.

