



BOURNEMOUTH SCHOOL FOR GIRLS

Information for Applicants for the post of
Head of Sixth Form
September 2019

December 2018

Dear Colleague

Thank you for your interest in our school. We will have a vacancy for the post of Head of Sixth Form for September 2019 and having read the details of the post we hope you will wish to apply.

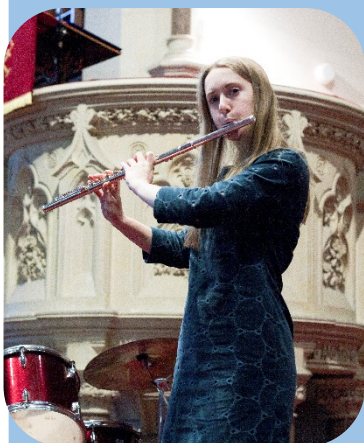
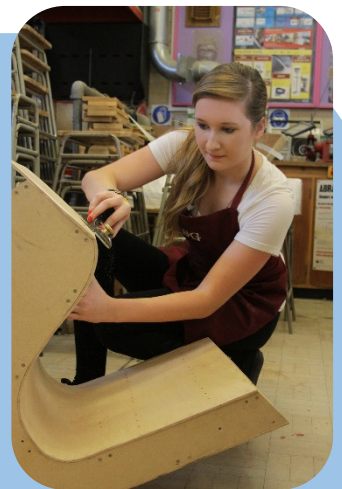
Bournemouth School for Girls is a selective girls' grammar school with over 1100 pupils, including 300 in the Sixth Form. At our most recent OFSTED inspection we were identified as 'outstanding'. In the latest Sunday Times Parent Power survey our school is rated 68th in the country. We are also a forward looking school – we are a member of the South West Academic Trust, a group of grammar schools in the region working together with Exeter University.



Our Sixth Form

We are very proud of our Sixth Form and all that it is able to offer to our students to help them achieve the best possible exam results, have a wide range of opportunities to develop their skills, knowledge and understanding of the world and above all help them to leave our school as well-rounded individuals able to make a difference in the world.

We have around 300 students in the Sixth Form. The majority of students move on to the Sixth Form at BSG and we also welcome around 30-40 students from other local schools to complete their A levels. We currently offer 26 A level courses as well as the Extended Project Qualification (EPQ).



What marks out the BSG offer is its sheer flexibility – there is no one size fits all. Most students will start with 4 A level subjects in year 12. During the year they may decide to drop to three, or they may choose to do 3 A level subjects and an EPQ.

Students may decide to take an AS level at the end of year 12 in a subject they don't want to continue with into year 13, enabling them to have recognised the work they have put in to it. They would then continue on with 3 subjects only in year 13 so that they will end up with 3 A levels and an AS level. Another alternative is for students to continue with all 4 subjects to A level.

Our entry requirement is 6 GCSEs at grades 6-9. Students should also have Maths and English at level 4 or above. In the Sciences and Maths a grade 7 is required.

For full details of our course offer please visit the Sixth Form section of our website.



The Wider Sixth Form Curriculum

As well as teaching of the highest quality and outstanding academic success a hallmark of the Sixth Form at BSG is the enormous range of opportunities which we are able to offer which not only enhance students' applications but also make them much more well-rounded individuals able to make a difference in the world.



Gold Duke of Edinburgh's Award, National Citizen Service, Model UN Conferences, visits (both at home and abroad), public speaking and debating, subject based societies, sport, musical and dramatic productions are to name but a few of the activities on offer. There is also a wide range of joint extra-curricular activities together with the neighbouring boys' grammar school Bournemouth School – for example debating, political and medical societies, the CCF and musical productions.

We also have an extensive programme of PSHE delivered by Sixth Form tutors, talks by outside speakers and an

extensive programme of careers guidance whether it be one-to-one guidance with university application forms, practice interviews, help arranging work experience, visits and talks from experts. Wednesday afternoons provide the opportunity for work experience, community service, PE and activities such as First Aid and British Sign Language. Sixth Formers also have a weekly assembly and on special occasions also join in the whole school assembly.



All students remain a member of, or join one of our six houses where they can take on responsibility as prefect, helping younger pupils with their school work, with their charity fund-raising, with their sporting, musical and dramatic activities. House Captains and their Deputies support the Head Girl and her Deputy.

Our Results:

This year's A levels were amongst our very best ever.

- A*/A/B grades 73%
- A/A* grades 39.68%
- 55 students gained 2 or more A/A* grades
- 3 students gained places at Oxford or Cambridge
- 9 students have gone on to study medicine
- 48 students went to Russell Group universities
- 5 students took apprenticeships

90% of students this year have gone on to, or after a gap year are going on to, a university course. We are equally proud however of those students who went on to apprenticeships, which are now highly prized, with for example JP Morgan, or directly into employment. Our ex-students are highly prized by local employers.



What OFSTED says about our Sixth Form

'Students' achievements in the Sixth Form are outstanding. The students' outstanding achievements can be linked to the high quality of advice they are given about their sixth form options and the quality of the monitoring procedures that are in place to secure such excellent outcomes.'

'Students are prepared very well for the next stage in their education, training or employment. Provision ranges from high-quality careers advice to support in gaining entrance to all the top universities, including Oxbridge.'



'The outstanding Sixth Form is characterized by high achievement, high recruitment and retention and by a set of highly articulate and determined young women.'

'Students are highly enthusiastic and motivated learners.'

'Students are proud of their school and its work. They cherish the many and varied opportunities they have to take responsibility. Sixth Form students, for example, act as tremendous mentors and role models for younger students.'

'Students commented that the school is happy and harmonious. A positive atmosphere permeates the school.'



The Sixth Form Team

The Head of Sixth Form is currently supported by an experienced Sixth Form Administrator, Deputy Head of Sixth Form and team of experienced tutors and has close links also with the Exams Officer, Careers Advisor and Work Experience Co-ordinator. Students also have access to the School Nurse and School Counsellor. What further support might be needed will be discussed fully with the successful applicant. It is likely though that the current Deputy Head of Sixth Form would take on responsibility for EPQ and the wider enrichment programme.



The Sixth Form Facilities

The Sixth Form has its own common room with cafeteria service, a quiet workroom with computers and facilities for students to use their own laptops. The Sixth Form Office is also located in the Sixth Form area. Girls also use the well-stocked school library and careers area for private study.

The Post

We are looking for a new Head of Sixth Form to join our school with effect from September 2019. This will provide an exciting and challenging opportunity to build upon the existing high standards in the Sixth Form. The post arises due to the retirement of the current post holder.

The post will attract an allowance on the Leadership pay scale (L 12-16). The post holder will be a member of the Senior Leadership Team and will be expected to play a part in the wider running of the school.



We believe the following qualities are essential in the successful applicant:

- ❖ an excellent classroom teacher;
- ❖ the ability to gain trust and respect of school staff, pupils and parents;
- ❖ experience of teaching from lower school to Sixth Form level;
- ❖ excellent leadership and management skills with an ability to take staff with you;
- ❖ evidence of recent relevant professional development;
- ❖ outstanding communication skills, both orally and written;
- ❖ well organised and totally reliable;
- ❖ an awareness of current developments in the Sixth Form curriculum and teaching;
- ❖ excellent knowledge of UCAS and an ability to guide students through the admissions process;
- ❖ understanding of what is needed for entry to the most competitive courses and universities;
- ❖ ability to work under pressure;
- ❖ loyalty and commitment to the team;
- ❖ flexible in approach and able to see the big picture;
- ❖ enthusiastic and able to bring new ideas to the school;
- ❖ a real commitment to developing further the profile of the Sixth Form both in the lower school and out of school;
- ❖ IT literate and able to use appropriate programs to track progress.

Key aspects of the role will include:

- ❖ Responsibility for the management and leadership of the sixth form, liaising with your Deputy Headteacher link
- ❖ Leadership of the team of sixth form tutors;
- ❖ Overall responsibility for the pastoral care and academic tracking of sixth form students;
- ❖ Overseeing UCAS and other post 18 application processes;
- ❖ Overseeing the wider sixth form enrichment programme including PSHE, community service, work experience, sport and options programmes;
- ❖ Liaising with Heads of Department to ensure high quality teaching and learning in the sixth form;
- ❖ Raising the profile of the sixth form further in the lower school and with other schools.

This list is of course not exhaustive but gives nevertheless the broad remit of this vital role.



There will also be a commitment to be in school to support students at the time of

A level results and also prior to the start of the September term as students make final course decisions. This is likely to be around a total of 5 half days of the summer holidays.

At this stage we are not specifying what teaching subject would be preferred. Our main concern is to get the very best person for the job. Teaching commitment is likely to be around 0.5FTE.



Application Process

We look forward to receiving your application by 9am on Wednesday 16th January.



This should include:

- ❖ a completed application form.
- ❖ a letter of application outlining your readiness for the role of Head of Sixth Form at our school. We are particularly interested to hear about any initiatives you have been involved in, assessing your contribution and its impact.

We hope to hold interviews w/b Monday 21st January.

Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure & Barring Service.

Please do also look at our website, our OFSTED report and the additional information for candidates to get a flavour of our school. The post of Head of Sixth Form is a key one and I am keen to hear from you if you believe you have the qualities and experience necessary. I believe that BSG is a very good place to work and I look forward to receiving your application.

Yours sincerely



Alistair Brien
Headteacher

