



ST MARY'S CALNE

Director of Sixth Form, Higher Education and Professional Guidance Full-time, September 2020

A recognised leader in the field of girls' independent boarding education, St Mary's Calne has approximately 365 girls aged 11-18, including 120+ girls in the Sixth Form. Results in public examinations are consistently excellent, with almost all of the girls going on to university, several each year to Oxbridge, to read a wide variety of subjects. As well as innovative teaching, learning and scholarship, St Mary's offers outstanding pastoral care and a vibrant, warm community.

We are looking for a Director of Sixth Form who will also be a member of the Wider Senior Leadership Team. It is envisaged that the post holder will teach approximately 60% of a full timetable and, in line with other staff, will complete an evening boarding duty as well taking on a number of tutees.

St Mary's is committed to safeguarding and promoting the welfare of pupils.

Due to the nature of the work involved, the successful applicant will be required to undertake an Enhanced DBS check.



**Headmistress: Dr Felicia Kirk,
BA (University of Maryland), MA and PhD (Brown University)**

THE SCHOOL: ITS ETHOS AND AIMS

St Mary's Calne believes in excellence in all respects. As a school community, we thrive amidst a culture of strong expectations and the education which we provide nurtures and develops the concept of high performance. The principal aim is to develop well-rounded pupils who are equipped to excel as adults.



Whilst the achievement of top quality examination results is a central tenet, since these will be a key passport for the girls in the path to their future careers in the modern world, we seek to encourage everyone (girls and colleagues) to strive for excellence in a wide range of spheres. We aim to inculcate habits for life, enabling the girls to relish the prospect of hard work; to develop and deploy the necessary qualities of perseverance and determination; to learn how to do well; to acquire the belief and self-confidence that they are capable of high performance and success – both in the short term and in the future; to instil a sense of desire and an appreciation that the future, indeed their future, lies within the grasp of their own efforts.

Extra-curricular opportunities beyond the classroom are a vital and integral part of life for girls at St Mary's Calne. They are woven into the timetable during the day, in the evenings and at weekends. We believe that



BENEFITS OF WORKING AT ST MARY'S CALNE

St Mary's Calne offers an academically enriching working environment within the beautiful Wiltshire countryside, with easy transport links to Bristol, Bath and London.

Excellent and tailored continuing professional development within the department and across the school.

Highly motivated girls with lessons taught in small groups.

Competitive salary and membership of the Teacher Pension Scheme.

Discounted membership of the St Mary's Calne Sports Centre.

Fee remission for daughters educated at St Mary's Calne and for sons and daughters educated at St Margaret's Preparatory School.

Complimentary meals in the Dining Hall during term time.

Free on-site parking.



St Mary's Calne is an HMC member School. HMC schools are world-leading independent schools. To find out more about what it's like to teach at an HMC school, visit: www.hmcteachingcareers.org.uk

THE ROLE OF THE DIRECTOR OF SIXTH FORM

Main aims

- To create a coherent and compelling academic, pastoral and extra-curricular Sixth Form offering, across Lower Sixth and Upper Sixth and to create an ethos to differentiate Sixth Form from the rest of the School;
- To make the Lower Sixth a flourishing additional entry point to the School, ensuring our high-quality Sixth Form programme is known about;
- To work with the Housemistresses of UV and LVI Form Houses to create a smooth transition between the Fifth and Sixth Form;
- To ensure girls understand their own capabilities and use this information to make informed choices about their future education and career paths from their entrance to the school (at whatever entry point) until they leave;
- To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher;
- To manage the Sixth Form, Higher Education and Professional Guidance budgets and ensure the school benefits from any appropriate and available external funding.



Duties and Responsibilities

The Sixth Form

- To ensure the effective day to day running of the Sixth Form working with the two Sixth Form Housemistresses and Tutors;
- To ensure continuous and consistent focus on the development and achievements, moral, spiritual, physical, cultural and social, as well as academic of the girls in the Sixth Form;
- To ensure that the girls' progress and behaviour, attendance and punctuality are exemplary and support colleagues in developing strategies for improving areas that are hindering the girls' achievement through, among other things, membership of the Academic Support Group;
- To make a leading contribution in the development of the Sixth Form curriculum offer, in liaison with the Deputy Head Academic, to ensure that it reflects national developments in 16-19 education, equips students for the needs of the 21st century, and is stimulating and attractive;
- To oversee the allocation of Founders' Day prizes in liaison with Heads of Department and the Deputy Head Academic.
- To manage the application process of the Head Girls' Team and meet regularly with them to liaise over school issues;
- To ensure and lead a coherent and dynamic programme of Sixth Form events;
- To ensure best practice across schools is researched and changes proposed where applicable.



Recruitment and Retention

- To organise and lead a Sixth Form Fair, working with Heads of Departments, to provide a taste of Sixth Form life to the girls looking to enter the Sixth Form;
- To work with the UV Housemistress to ensure that the girls entering the Sixth Form are making good choices with regard to A Level subjects;
- To inspire, support and reinforce the identity of the Sixth Form throughout the School so that all girls are encouraged to remain in the school for their post-16 education;

- To prepare and update the Sixth Form prospectus and website section to ensure that the Sixth Form offer is presented attractively to prospective students and their parents;
- To work with Admissions and Marketing to ensure the correct calibre of student is attracted to and admitted to the St Mary's Sixth Form by organising and attending activities which contribute to the marketing of the Sixth Form and the School as a whole e.g. Open Days/Evenings, news articles and events.

Higher Education and Professional Guidance

- To ensure that girls are open-minded and enthusiastic about their chosen path with high, but achievable, aspirations without concern for whether their chosen field is regarded as traditionally male or female dominated;
- To be responsible for Higher Education applications for both UK and overseas institutions for current and post A Level students with responsibility for: tracking and processing all applications; ensuring all information is submitted accurately and within the required timescales; recording the outcomes of the students' applications;
- To ensure that girls make suitable choices at all stages of their school career so that they are successful in gaining access to the Higher Education institutions of their choosing, including applications to world class universities both in the UK (e.g. Oxbridge) and abroad (e.g. Harvard);
- To provide information and support to girls and parents in relation to Professional Guidance and Higher Education such as the 'Futures' newsletter;
- To liaise and work with Heads of Department to ensure their knowledge of Higher Education is current and they are able to give good advice to pupils wishing to pursue careers in their subject area;
- To ensure that, through a co-ordinated and comprehensive Professional Guidance Programme that covers the areas of the Gatsby Careers Benchmarks, girls are well-prepared for the nature of the world of work and understand the demands and opportunities of the future economy;
- To ensure, in conjunction with the Development Department, that links are maintained with Alumnae in order to foster relationships which may aid current students with career choices, work experience, etc;
- To ensure that girls structure their gap years in a manner which supports any future career plans;
- To attend external events such as University Open Days, Conferences, Professional Guidance and Higher Education events in order to source information and build contacts;
- To co-ordinate arrangements with the Examinations Officer for additional testing for entry to Higher Education, including the organisation of courses, attendance at Open Days and interview preparation including mock interviews;
- To organise key events each year including, but not limited to, the Professional Guidance and Higher Education Convention, the Professional Guidance Evening, the Oxbridge and US University Information Evening, the GAP exhibition and a variety of information sessions throughout the year covering Professional Guidance and Higher Education;
- To write the Departmental Review and Development Plan along with the Professional Guidance Department Handbook;
- To oversee facilities and resources for careers information, education and guidance, providing up-to-date Professional Guidance and Higher Education material;
- To undertake any other tasks relevant to the work of the department or the needs of the school, as these may arise;
- To complete any other duties as required from time to time by the Headmistress.



Wider Senior Leadership Team

- To participate in whole school strategy discussions and decisions;
- To be a member of the Academic Committee reporting to Governors on the Higher Education and academic outcomes of the Sixth Form;
- To play an active role in the promotion of the school – to include involvement in Open Days, attendance at concerts and other events;
- To provide a professional model to others, clearly demonstrating effective teaching, classroom organisation and display, high standards of achievement, behaviour and discipline;
- In addition, there is an expectation that, as is commensurate with a senior position, various other duties will be carried out from time to time, as required by the Headmistress.



Other relevant information:

- There are a number of dates outside normal term time which the Director of Sixth Form would be expected to work:
 - GCSE and A Level Results period in mid-August.
 - Attendance at Professional Guidance and Higher Education events organised by external institutions.
- Although this is a non-residential post, as a senior leader within the school, the Director of Sixth Form may be called into school to deal with issues outside normal working hours.
- The post comes with the support of the Lectures and Futures Co-ordinator who reports to the Director of Sixth Form.

EXPECTATIONS OF ACADEMIC TEACHING STAFF

Most importantly, we are looking for an enthusiastic, energetic and well-qualified teacher who will inspire his/her pupils and who can engage sympathetically with young people. He/she will: make an active contribution to the department; stretch pupils of all abilities to achieve their potential; encourage pupils to learn by making the subject taught both interesting and accessible; be innovative and dynamic in order to ensure the effective delivery of the curriculum. Our pupils' success in acquiring new abilities, skills and understanding depends crucially upon the quality of teaching which we are able to offer.

St Mary's School has an innovative approach, incorporating Connected Teaching and Learning. This is based around the seven attributes of a St Mary's learner which seeks to encourage the girls to be: Proactive Learners; Inquisitive Learners; Creative Thinkers; Confident Learners; Collaborative Learners; Robust Learners and Reflective Learners. These attributes are interwoven into all areas of school life. Members of the teaching staff are expected to embrace this culture of being at the forefront of girls' education through, amongst other things, attending regular CPD sessions and demonstrating an openness to new ideas.

All members of staff are expected to commit to the boarding ethos of the school which includes supporting the extra-curricular life, as well as taking on the role of a House tutor within a boarding House on one evening a week. This provides a key interface between the specific academic work of the classroom and the broader life of the boarding community.

In particular at St Mary's, we pride ourselves on our focus on the needs of individual girls. This is underpinned by the tutorial system in which all members of the academic staff play a full part, looking after a number of Tutees in different year groups; these tend to be drawn from the particular House in which each member of staff tutors.

TEACHING STAFF ROUTINE DUTIES AND COMMITMENTS

St Mary's School holds all teaching staff to the highest standards in accordance with DfE guidance on teacher standards:

'Teachers make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. Teachers act with honesty and integrity; have strong subject knowledge, keep their knowledge and skills as teachers up to date and are self-critical; forge positive professional relationships; and work with parents in the best interests of their pupils.'



In addition, a full-time member of teaching staff can expect:

- To teach 20 lessons per week; staff are expected to be in school for 28 out of a total 33 lessons so they are available for cover and other duties (this allows staff to have a morning and afternoon off). Part-time staff members are expected to be in school for the same proportion of non-contact time as teaching time;
- To be on the premises to check pigeonholes and daily information boards before the start of school;
- To check email at several points during the day;
- To set and mark work in accordance with Departmental guidance;
- To invigilate, set and mark internal exam papers;
- To prepare girls for public examinations as appropriate;
- To write reports and grade sheets in accordance with the guidance issued by the Senior Deputy Head Academic;
- To be a Tutor to a number of girls up to a maximum of 8;
- To take a share in Cover and other duties;
- The equivalent of one day off per week, made up of either one full day or two half days (e.g. one Saturday morning and an afternoon). However, staff should be in school on the first and last day of term, even if this falls on their allocated day off;
- To be a House Tutor with an evening duty once a week;



- Evening, weekend and other duties allocated by the Senior Deputy Head or Senior Deputy Head Pastoral;
- To be in school prior to the start and end of terms as required. When arranging holidays and other commitments outside school, staff should avoid the part weeks at the beginnings and ends of terms as CPD frequently takes place at this time. Any request for absence during this time needs to be submitted directly to the Headmistress;
- To cover for absent colleagues as required;
- A salary which will be paid at the appropriate point on the St Mary's Pay Scale. For all new members of staff, the first six months of employment is a trial period for both parties. The normal one term's notice to terminate the contract is not applicable until after that period;
- To have proper regard for the school's safeguarding policy and procedures, including update training.

The above applies to part-time teaching staff on a pro-rata basis.

PERSON SPECIFICATION

Essential

- University Graduate
- Qualified teacher
- Excellent communication skills
- Motivation to work with young people
- Good IT skills
- Willingness to participate in the wider life of a boarding school
- The ability to use initiative
- The ability to relate effectively with pupils and their parents
- The ability to be flexible and work independently
- The desire to develop professional skills further
- The ability to tutor girls and be pastorally aware

Desirable

- Experience of working in a boarding environment
- Experience of Safeguarding at Level 2 or above
- Experience of running a department or a Boarding House



FURTHER DETAILS AND HOW TO APPLY

Further information about the school may be viewed on the website: www.stmaryscalne.org

In order to ensure that all applicants are assessed equally and fairly, and to ensure compliance with our safer recruitment procedures, applications will only be accepted on a school application form which can be downloaded from the website or can be sent on request. Please contact:

Mrs Karen Turner
St Mary's School
Calne
Wiltshire SN11 0DF

Email: teacher.recruitment@stmaryscalne.org

Tel: 01249 857 338

A fully completed application form, together with a covering letter explaining your vision for the Sixth Form at St Mary's Calne, should be sent by email to: teacher.recruitment@stmaryscalne.org

Email is very much our preferred method of receiving applications and receipt of an application will be acknowledged as soon as possible.

Closing date for applications: 9am, Monday 24th February 2020
Proposed date for longlist interviews: Wednesday 26th February 2020
Proposed date for shortlist interviews: Friday 6th March 2020

All members of staff are expected to have proper regard for the school's safeguarding policy and procedures, including up-to-date training. Extracts from the school's policy are on the following page.

EXTRACT FROM ST MARY'S CALNE CHILD PROTECTION POLICY

St Mary's Calne fully recognises its responsibilities for Child Protection.

We are dedicated to safeguarding and promoting the welfare of our boarders and day girls, regardless of age, ability, race, culture, religion, sexuality or background. We follow the child protection procedures set out by Wiltshire's Safeguarding Vulnerable People Partnership and have regard to statutory guidance issued by the Department for Education Keeping Children Safe in Education, 2019. Our policy takes full regard to Working Together to Safeguard Children 2018 (WT), What to do if you are Worried a Child is Being Abused (2015) and the National Minimum Boarding Standards (2015).

At St Mary's we have a 'Nominated Governor' to take leadership responsibility for the school's safeguarding arrangements.

What is safeguarding?

Safeguarding can be defined as promoting the health, safety and welfare of all pupils.

Safeguarding is the responsibility of all adults, especially those working or volunteering with children. The school aims to help protect the children in its care by working consistently and appropriately with all relevant agencies to reduce risk and promote the welfare of children.

Staff:

- are advised to maintain an attitude of 'it could happen here' as far as safeguarding is concerned;
- should always act in the best interest of the child.

What is child protection?

Child protection is a part of safeguarding and promoting welfare. This refers to the activity which is undertaken to protect specific children who are suffering, or at risk of suffering, significant harm.



St Mary's School, Calne, Wiltshire SN11 0DF

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