



# CLIFTON COLLEGE

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ESTABLISHED 1862

Brief for the position of  
Head of Sixth Form  
Clifton College  
January 2018

Discover  
*limitless*  
possibilities











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“There are  
so many  
opportunities  
and it stretches  
your limits. ”

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# Clifton College

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Founded in 1862, Clifton College is a leading independent day and boarding school in the UK, successfully combining a rich heritage with modern state-of-the-art facilities. The Upper School provides an exceptional all-round education for 700 girls and boys aged 13-18, of whom approximately 300 are boarders and 360 are in the Sixth Form. Clifton College Preparatory School and the Pre-Preparatory School cater for a further 480 pupils aged 2-13 on a separate site.

Clifton was set up by Bristol businessmen and led by Dr John Percival, a visionary intellectual Head Master who believed in science, the education of women and racial tolerance. He was a Victorian ahead of his time; he aimed to produce “children of varied but definite character” and built a school where the teaching, library and chapel were central to College life. His curriculum and activities outside the classroom developed young people who were confident without arrogance and had a sense of responsibility for others; characteristics which remain today.

Clifton College sits in a stunning campus at the heart of the Clifton community. Landscaped greenery surrounds the magnificent Victorian buildings and every quarter hour, the distinctive chime of the College clock can be heard echoing around the South Quad. The College buildings have a rich history, from the famous architects who designed them, to the people who occupied them. In the 1880s, the provision of education for Jewish pupils fostered cultural understanding and the appreciation of cultural, religious and social diversity continues to be important to the College to this day.

Clifton College continues to lead the way as one of the best Public Schools in the country, fantastic academic results and outstanding success in sport, music, art and drama have led to growing demand for places. The College’s core values remain unchanged: intellectual agility, a capacity for boldness, social confidence, a sense of fun, strength and decency of character. There is a commitment to very high standards and investment in infrastructure and facilities that support high-level pupil achievement.







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# Clifton College

## Sixth Form

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Clifton College Sixth Form has an excellent reputation and places are in high demand. In addition to pupils joining from the Fifth Form at the College, approximately 65 pupils join each year from other schools in the UK and overseas. This high demand is driven by the school's reputation for success in gaining places at top universities. In 2017, 85% of students went on to their chosen university, many of them Russell Group universities, and there were some outstanding individual results and achievements. Over the past five years, on average, 18% of leavers have gone on to top 10 universities globally.

The Sixth Form journey at Clifton is a very special one, providing an opportunity for self-discovery and personal development, as we help prepare students for life beyond school. Everything we do in the Sixth Form, whether inside or outside the classroom, is designed to encourage leadership, organisation, responsibility, self-reliance, resourcefulness, perseverance and tolerance for each other.

We inspire all our students to follow their interests, whilst imparting a common core of knowledge and cultural experience. We make no apology for fostering individualism and individual passion and talent, but we always balance this with a powerful community ethos and a culture of high all-round expectation.

Clifton's Sixth Form is a dynamic and stimulating environment in which to live and work. The inventors, entrepreneurs and Nobel Prize winners among our alumni continue to inspire our present-day students to challenge themselves, be intellectually curious and adventurous and, above all, to enjoy every moment of doing so throughout their short two-year journey in the Sixth Form.





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# Sixth Form Life

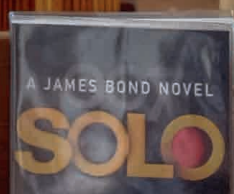
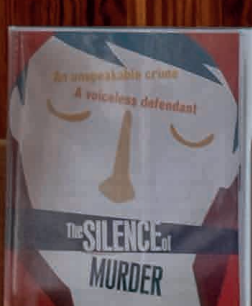
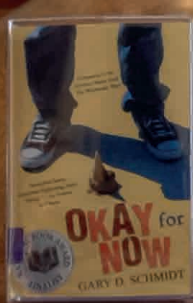
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The Clifton community brings together girls and boys, day pupils and boarders, religious faiths and nationalities. Unlike some schools we do not offer Houses that are exclusively Sixth Form; we believe that the sense of 'family' and the opportunities for leadership are best provided in a House with a 13-18 age range. However, we recognise that, as a group, the Sixth Form also needs to have its own identity and space, so the Houses are designed to allow this.

Sixth Formers enjoy greater privileges and independence than other students, and have access to the Junior Common Room, or JCR, which provides a social café-style space in which they can meet, socialise and relax.

Evening events at the JCR include summer barbecues, Clifton Unplugged, an acoustic music event, and themed nights.

Sixth Formers benefit from our regular lecture series which sees them introduced to a variety of inspiring and motivational speakers. Students also benefit from an unusually large selection of cultural and recreational amenities. Few schools have access to such an array of museums, galleries, theatres, cinemas, cafés, restaurants and shops.





“Clifton develops  
your interests  
into skills that  
prepare you  
for life. ”

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## Academic Life

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Clifton meets with considerable success, its aim to ensure academic excellence for all. Intellectual risk-taking is encouraged in an environment where students are free to question, free to discover, free to try and free to succeed. Academic expectations are high and pupils are expected to work to the best of their ability at all times. We require internal and external entrants to have at least three 7 (or A) and three 6 (or B) grades at GCSE or equivalent.

In the Upper School, the adventure of learning begins and students learn to cope with greater independence and more rigorous challenges. They develop the working methods which will see them through their time at

Clifton College whilst also being encouraged to remain naturally inquisitive and eager to learn.

The College's academic results are impressive. In 2016-17, 76% of A Level grades were A\* - B, while 92% of GCSE grades were A\* - B and 68% were A\* - A. We sent more people than ever to their first choice of Russell Group university.

Clifton College is one of the top coeducational independent schools in Bristol and one of the top 100 independent schools nationally.

Sixth Formers receive tailored careers advice and staff work in close contact with parents and pupils to ensure they receive the best support and encouragement.







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and activities

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“It is like one big family, everyone takes care of each other.”

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## Pastoral Care

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At Clifton College, students are encouraged to follow their own individual interests, whilst also taking away the common cores of knowledge and cultural experiences. The College fosters individualism, passion and talent, but this is always balanced with a powerful community ethos and a culture of high expectations.

The House system is one of the College's great strengths, engendering a sense of belonging in all students, and the mechanism for delivering outstanding individual care. Each student is allocated to a single-sex House, which becomes their home from home throughout their time at the College. Each House is run by the Housemaster or

Mistress (HoM) who is ultimately responsible for the welfare of students in the House. All teachers at Clifton are tutors and provide HoMs with a holistic view of children in their care. Students socialise across the age groups and work together on a wide range of sporting, cultural and academic house events, and older students take pride in encouraging and mentoring the younger children.

Chapel and the spiritual life of the College lie at the heart of Clifton. The Chaplain plays a unique and significant role in supporting students and staff of all faiths and of none.





“There is such a diverse variety of activities you can choose from.”

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## Arts

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Drama and music play a valuable role in the cultural richness of life at the College. Clifton was one of the first boarding Colleges in the country to have its own purpose-built theatre, The Redgrave Theatre, which is named after former Clifton College pupil, Sir Michael Redgrave. It seats 320 guests and hosts more than 40 productions a year, including the much anticipated spectacle that is the Clifton College Annual Musical. The College also has a new state-of-the-art dance studio. Inspirational teaching has been recognised by the Globe Theatre, which has joined forces with the College to offer professional development opportunities to teachers in the west of England and south Wales.

Music is the soundtrack to life at Clifton. In 2017 musicians went on to study at The Royal Academy of Music and Goldsmiths, University of London. The Sir David Willcocks Organ Scholar Henry Metcalfe was offered both an organ scholarship at Hereford Cathedral (2018) and a place to study music and an organ scholarship at Jesus College, Cambridge for 2019.





“My school coach was the biggest influence on my hockey career. He worked with me for five years as part of the School side but also individually as well. He helped me with the things I needed to develop.”

Lily Owsley MBE , England hockey player, Team GB Gold Medal Winner Rio

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## Sport

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Clifton College has a long and proud sporting tradition, which began with the first Head Master, John Percival, who believed all should be involved in physical activity to discourage ‘loafing’. These days, Clifton still operates a policy of ‘Sport and Fitness for All’, and the range of sport offered is outstanding, both in its breadth and excellence of instruction.

The superb sporting facilities include The Close, which has witnessed many magnificent sporting achievements. Most recently, the unprecedented England versus Wales Rugby training session.

The eighty-acre site known as Beggar’s Bush is Bristol’s biggest outdoor sports complex, including a water-based Olympic standard hockey pitch, a 3G pitch, an indoor tennis and netball centre and a Real Tennis court.

Throughout the year, Clifton students play 17 competitive sports, including Real Tennis, sailing and shooting, with achievements highly impressive in all areas. The 1st XV were unbeaten on their home pitch during 2017 and finished in 8th position in the Daily Mail Merit League, the 3rd consecutive year in the UK’s top 10 of the top 100 independent schools who play in the competition. For the last three years, the 1st XV has also won the oldest College fixture in England, against Marlborough College. The U14 Netball team recently reached the UK National Championship Final, whilst the U14 Hockey squad were placed 4th in the country at the National Hockey Finals. The U16 Girls will compete for a place in the National Finals in 2018.





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# The Role

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Title: Head of Sixth Form - Clifton College

Accountable to: Head of College

## Key responsibilities

### Strategic Direction and Development

- Work with the Head of College to achieve an applicable strategy for the Sixth Form.
- Provide vision and leadership in the recruitment of pupils in a highly competitive marketplace.
- Secure the commitment of key stakeholders to the vision and overall direction of the Sixth Form, including staff, parents and, where appropriate, alumni and the wider community.
- Develop the aspirations of the Sixth Form within the wider context of the school, reflecting on its ethos and values.
- Constantly seek ways to improve and develop the Sixth Form activities and make recommendations as appropriate.

### Leadership and Management

- Play an effective and proactive role in the Senior Management Team.
- Provide strong, clear and visible leadership with the aim of motivating and inspiring staff; ensuring the maintenance of outstanding relationships between teaching staff and pupils.
- Maximise the contribution of the teaching staff, maintain and improve the quality of the education provided and the standards achieved.
- Adhere to all required Health & Safety policies, ensure that appropriate procedures and arrangements are in place and are kept under review.
- Ensure that all required arrangements are in place for inspections.
- Take a keen interest in emerging technologies and their potential to enhance the learning environment.
- Work closely with the Deputy Head (Pastoral) to ensure that the safeguarding and pastoral care of all pupils remains at the heart of the College's day to day activities.
- Ensure appropriate deployment and overall management of all resources (financial, human and physical) in support of the overall mission and strategic plans.
- Sit on and take an active part in the Academic Planning Committee.





## UCAS

- Contribute to the UCAS process:
  - Check forms
  - Proof-read references
  - Assist with Unifrog
- Provide INSET on writing references and give predicted grades
- Meeting students individually to discuss applications.
- Manage all non-UK applications
  - liaising with students and parents.

## Enrichment

- Ensure adequate Pippard Society staffing liaising with HoDs.
- Run the administration of Pippard Society groups.
- Contribute to an appropriate area of Pippard teaching.
- Organise the weekly Sixth Form Lecture Programme.
- Organise the annual Stanley Steadman Essay Prize.
- Run the annual Lower Sixth Leadership course.
- Enhance the Kendrew Society for Sixth Form scholars with events, lectures etc.

## Block I Senior Tutor

- Oversee the allocation of Sixth Form tutors to Houses liaising with the Deputy Head (Pastoral).
- Co-ordinate the distribution of information to Block I tutors.
- Track Sixth Form data, and co-ordinate and encourage intervention when required.
- Chair tutorial group meetings.
- Oversee publication of the Upper Sixth Leavers' Yearbook.
- Advise on A Level choices.
- Advise on timing and choice of dropped subjects in Sixth Form.
- Liaise with the Head of Careers.

## Recruitment

- Assist with production of the Sixth Form Curriculum Booklet.
- Assist with interviews for prospective Sixth Form entrants.

## Pastoral

- Develop a two year cyclical pastoral programme for the Sixth Form to be delivered by tutors, focussing on key issues and life skills that are relevant to them and better prepare them as they transition into adulthood.
- Liaise with HoMs and the Deputy Head (Pastoral) about any pastoral trends affecting the Sixth Form, assisting with any preventative or reactive strategies as required.

## Careers

- Assist the Deputy Head (Academic) in maintaining a curriculum appropriate to our students' needs.
- Work with the Head of Careers to ensure that the school keeps an open mind with regard to alternative paths to university.
- Line-manage the Head of Careers.
- Ensure leavers are aware of GAP opportunities.



TOTAL 105  
WKTS 04  
OVERS 42  
LAST  
INNS





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# The Person

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## Leadership

- Dynamic and effective leadership to ensure that the Sixth Form remains a successful and thriving part of Clifton College.
- Excellent communication skills with the ability and confidence to work effectively with all of the Clifton College community.
- Leadership of recruitment and retention in the competitive Sixth Form marketplace.

## Educational

- An understanding and experience of Sixth Form environments.
- An impressive teaching record. Knowledge and experience of the national and international independent educational landscape.
- A proven track record of success in developing relationships with stakeholders.
- An understanding of the modern characteristics of an effective and successful Sixth Form and the ways in which performance can be improved, monitored and developed.
- A commitment to maintaining the already high added value and pastoral care. A willingness and enthusiasm to promote interest and support for a wide range of activities.

## Managerial

- A first class communicator with the ability to work closely with the Head of College and colleagues to achieve the school's aims and objectives.
- Strong commitment to Child Protection and Safer Recruitment.
- A clear understanding of IT as an enabler across the curriculum and comfortable with the use of technology and digital learning.
- Excellent decision-making and problem-solving skills.
- The ability to inspire and motivate staff.

## Personal

- Commitment to the ethos, values and objectives of Clifton College.
- Strong commitment to the welfare of its students.
- Passion for education and a leading voice in the sector.
- Excellent judgement and integrity.
- A charismatic, confident, assured and consultative communicator.
- Strategic and forward-looking.
- Adaptable and decisive.
- Inspires trust and confidence in all stakeholders: parents, governors, staff and pupils.
- Robust and enthusiastic.
- Visible and approachable across the school, with excellent interpersonal skills.







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# Remuneration

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The salary will be commensurate with the significance and importance of the post and the experience of the candidate.

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# How to Apply

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All applicants are required to complete an application form in line with safer recruitment.

To apply please go to [www.cliftoncollege.com/jobs](http://www.cliftoncollege.com/jobs). Please register and search for Head of Sixth Form and complete the online application. Covering letters and CVs can be attached to your application.

Clifton College is committed to safeguarding and promoting the welfare of children and the successful applicant will be subject to an enhanced disclosure through the Disclosure and Barring Service.



CLIFTON  
COLLEGE  

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