



GREYFRIARS
CATHOLIC SCHOOL

I

**Deputy Head of Sixth
Form**

Dear Applicant

Thank you for your interest in the role of Deputy Head of Sixth Form at Greyfriars Catholic School, part of The Pope Francis Multi Academy Company (PFMAC) and Archdiocese of Birmingham.

This exciting opportunity has arisen for an enthusiastic and innovative Deputy Head of Sixth Form. We are looking for an inspiring individual to join our team at Greyfriars Catholic School and contribute to the life chances of the young people in our school community.



This is an exciting time for the school; new leadership in the Sixth Form means this is a growing area of the school. This role will allow genuine scope to be part of something ambitious and improve the opportunities and outcomes of students in our school community; there are many ways this role would affect the experience of students in our school.

This is a key post within the school which requires an enthusiastic, highly efficient and responsible approach. The post therefore calls for the ability to work on one's own, to work with a high degree of accuracy and to use judgement and initiative. Of course, central to this, is the experience and support provided to students.

Our vision at Greyfriars is that we are a Catholic School that champions students so they can flourish individually and collectively. We champion students through teaching them well and holding them to account when they need guidance and support. We know that working hard and being kind helps students feel personally and academically successful. In this role, you would be their champion.

Please do not hesitate to contact us to seek further information. I will be delighted to personally show you around our wonderful school and discuss this exciting role in more detail.

Yours faithfully

Ms Lyndsey Caldwell

Headteacher

Application Details

We hope you are interested in this exciting opportunity and would like to submit an application form.

To apply for the post of Deputy Head of Sixth Form, please -

- Fully complete the CES application form, ensuring all details are accurate and all declarations are signed. Please ensure you include details of two professional referees with one being your current employer (with email addresses).

For further information please contact the School Business Manager, Sophie Upellini, s.upellini@gfcs.uk Tel: **01865 749933**

We reserve the right to close this advertisement early if we receive a high volume of suitable applications.

Interview date: TBC

Job start: September 2023

As we are a Catholic school, applicants must complete the CES application form in order to be considered for an interview. There is no requirement to be Catholic in order to be successful at an interview. We are committed to equal opportunities.

To comply with the Asylum and Immigration Act 1998 (as amended by S147 of the Nationality and Immigration and Asylum Act 2002) all prospective employees will be required to supply evidence of eligibility to work in the UK.

Greyfriars Catholic School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant for any position will be required to undertake an enhanced disclosure via the DBS (disclosure and barring system) and appropriate Right to Work clearances and our recruitment and selection practices.

JOB DESCRIPTION

FOR DEPUTY HEAD OF SIXTH FORM (Non-Teaching)

Reporting to: AHT for Progression and Transition

Grade 8: (Term Time Only) 37 hours per week

Contract Type: Permanent

Working Pattern: Monday - Friday 815-1615

Disclosure Level: Enhanced DBS

Overview of Pope Francis Multi Academy Company

The Pope Francis Catholic Multi Academy Company (PFMAC) is a family of Catholic schools in Oxfordshire, who work together to promote the teaching of Christ and the Catholic faith. PFMAC comprises nine Catholic primary schools and two Catholic secondary schools and is an integral part of the Catholic Archdiocese of Birmingham ensuring that the Church's educative mission is fulfilled.

The school was founded by and is part of the Catholic Church. It is one of the formal mechanisms through which the Church's educative mission is fulfilled and is to be conducted as a Catholic School in accordance with the Canon law and teachings of the Roman Catholic Church, and in accordance with the Trust Deed of the Arch-Diocese of Birmingham. The Head Teacher is the school's leading professional.

Core Duties

- Assisting the AHT for Transition and Progression by providing strategic leadership of the Sixth Form
- Effective daily operational management and supervision of the Sixth Form area and its resources
- Deputising for the Head of Sixth Form in his/her absence
- Ensuring that the school's core values are fully expressed through school assemblies and school functions for Sixth Form
- Providing administrative support for the management and effective operation of the Sixth Form
- Promoting and recognising student engagement and achievement
- Ensuring children's pastoral needs are met (behavioural, social and emotional) and associated barriers to student achievement are identified early and appropriate support put into place
- Monitoring, supporting and following up on attendance for Sixth Form
- Ensuring that effective tracking of students' progress is in place for the Sixth Form
- Supporting vulnerable students with the bursary system

- Supporting thorough, accurate identification of any underperformance
- Ensuring the Sixth Form contributes to the House system activities
- Ensuring that families are kept fully informed of students' progress and maintaining good working relationships
- Attending and assisting in the setting up of Sixth Form evening functions required. (eg: transition evenings, parents' evening, information evenings, UCAS information evening)
- Liaising with specialised support staff and outside agencies, as required
- Writing UCAS school references and ensuring and supporting Form Tutors and students in the UCAS admissions process
- Ensuring successful transition across key phases, academically, pastorally and in employment and training
- Coordinating and administering the induction process for Sixth Form and transition for Sixth Form
- Setting up an Alumni association to develop further links with past students and maintain existing links so that current students can benefit from their experiences and expertise.

DEPUTY HEAD OF SIXTH FORM WILL BE EXPECTED TO:

- Contribute to the Catholic ethos of the school by setting high professional standards
- Contribute to the development of the school as a whole
- Alongside the school, visit students in lessons to assist with the monitoring and support of the Sixth Form
- Contribute to the pastoral evaluation and ensure it is effective
- Alongside the AHT for Progression and Transition, help in producing Pastoral Improvement Plan to address identified priorities
- Help maintain a calm and purposeful atmosphere around the school, in and out of classrooms and actively support the duty teams at break and lunchtimes
- Attend all relevant meetings appropriate to their role, as specified by the school
- Carry out, following consultation, any other reasonable task determined by the Headteacher

Additional Duties:

To continue personal development as agreed. Be aware of and comply with policies and procedures relating to Child Protection, Health and Safety and security, confidentiality and data protection. To support the school in meeting its legal requirements for worship.

School Ethos

To support the Catholic Ethos of the school. To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.

To continue personal development, as agreed, and to comply with the school's policies, including Health and Safety, and undertake risk assessments as appropriate.

Person Specification: Deputy Head of Sixth Form

Person Specification

Relevant experience

- Recent management experience with people
- Ability to present information to a variety of audiences
- Evidence of work with children/young people and involvement with parents
- Sound understanding of the team around the Child/Child Protection process
- Relevant experience of working with supporting agencies

Education and training

- Good general standard of education
- Good communication skills written and oral
- Further/higher education or professional qualification

Special knowledge and skills

- Ability or potential to use and interpret data
- Computer literate
- Ability to find solutions to complex problems
- Knowledge of child protection issues
- Understanding of professional boundaries and when it is appropriate to refer students
- Understanding of issues affecting young people

Interpersonal skills

- Ability to relate to teachers, other professionals, families and students
- Good listening skills
- Ability to work as a member of a team, be solution-focused and work on own initiative

Other

- Ability to relate to and promote the ethos of the school
- Willingness to undertake training as required
- Optimistic outlook that recognises the complexity of working in schools but the joy that is at the centre of such important work

How this is identified

- Application form/supporting statement
- Interview/presentation
- Review of interview tasks
- References

In addition to the Greyfriars Catholic School will commit to:

- Promoting courteous and respectful relationships with students and staff at all times
- Using their influence with other staff and students to promote high standards of behaviour, ambition and order within the school
- Working to maintain the School at the forefront of educational practice
- To support the Catholic ethos of the PFMAC
- To play a full part in the PPMAC's school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example
- To support the MAC in meeting its legal requirements for worship
- To continue professional development as agreed

The purpose of this Job Description is to set out in general terms the management, purpose and responsibilities of a specific job at Greyfriars Catholic School. It is not intended to be a comprehensive listing of every task that a Greyfriars Catholic School employee might be called upon to undertake. Neither is it a legal document, although it may be referred to in Contracts of Employment.

It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.

By my signature, I hereby certify that I have reviewed the attached description of my position and agree to perform the duties described therein. I understand that the PFMAC may make modifications, additions, or deletions to this job description at any time, and will notify me of any changes by sending me a revised copy for my review and signature.

Employee Printed Name: _____

Date: _____

Employee Signature: _____

