



CLAREMONT FAN COURT SCHOOL



## **JOB INFORMATION**

### **ASSISTANT HEAD: HEAD OF SIXTH FORM**

Closing date: 9:00am Friday 28 February 2025  
First round interviews will be held on Friday 7 March 2025





# CLAREMONT FAN COURT SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we celebrated our 100th anniversary last year and continue as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2 ½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.





# THE SIXTH FORM

The sixth form journey at Claremont Fan Court School is an exciting and valuable experience. As a sixth form we offer a holistic experience, supporting students to achieve their potential, become well rounded young adults and reach their academic goals. We pride ourselves on offering an incredibly broad range of subjects to study, covering the creative arts all the way through to sciences and classical civilisation.

We typically advise students to choose three subjects at A level, although a proportion of students will choose an additional fourth subject, where appropriate.

Students are taught in small teaching groups for in depth support and expert subject guidance. Class sizes vary from a minimum of 3 to 4 to around 12 to 14 students ensuring they are small enough for individualised teaching but large enough for engaging and lively debate.

Specific mentoring is available for Oxbridge and medicine candidates including interview preparation and practice for the Cambridge Assessment Admissions Testing (CAAT) scheme.

Our students achieve excellent results and go on to study at Russell Group, Oxbridge or music and arts specialist universities, conservatoires or specialist institutes of further education. A small proportion move directly to competitive apprenticeships.

University destinations:

Listed are some of the destinations our students progressed to in 2024:

Aberystwyth University, University of the Arts London, University of Bath, University of Birmingham, Bournemouth University, University of Bristol, Cardiff University, Durham University, University of Edinburgh, University of Exeter, Imperial College London, King's College London, University of Leeds, Liverpool Institute for Performing Arts, Loughborough University, University of Manchester, Newcastle University, University of Nottingham, University of Plymouth, University of Reading, University of Southampton, University of St Andrews, University of Warwick, University of York.





# MISSION AND ETHOS

## *Mission*

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self-discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

## *Vision*

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

## *Ethos*

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.





# THE ROLE

We are looking for a dynamic, inspiring and nurturing assistant head: head of sixth form to take us on the next step of our journey. As we grow in numbers we want to continue to build on our successes, by developing an ambitious sixth form whose students are curious, motivated and engaged in scholarly enquiry. We want pupils to thrive in a culture of aspiration, taking advantage of the many leadership opportunities and strive to achieve more than they thought possible. All of this whilst still maintaining our caring, community appeal.

## *Leadership and management responsibilities*

You will lead and line manage the sixth form team and be part of the school's senior management team. The assistant head, head of sixth form's direct reports are: a deputy head of sixth form and head of Year 12, head of year 13, sixth form centre supervisor, the student futures team, JGP (curriculum) lead and a team of twelve dedicated sixth form tutors. The assistant head: head of sixth form will also work closely with the director of studies and lead the Joyce Grenfell Programme (JGP), our supra-curricular enrichment programme.

From an academic perspective you will support the deputy head (academic) and the director of studies

in ensuring pupils fulfil their academic potential. You will oversee, stretch and challenge opportunities in the sixth form which help students to achieve their full career and university ambitions and potential. The assistant head: head of sixth form will also be responsible for the following:

- Have an overview of the academic performance, co-curricular activity and pastoral well-being of all sixth formers
- Oversee the delivery of the university application process and line-manage the student futures team.
- Lead the JGP programme
- Lead the PSHE programme for the sixth form
- Encourage sixth formers to take responsibility for themselves, their environment, the school and the wider community
- Ensure that appropriate standards of behaviour, punctuality, dress and attendance are maintained, taking disciplinary action as required
- Ensure that the sixth form area is a comfortable, flexible and practical space, promoting social cohesion and independent study
- Ensure that a wide range of sixth form positions of responsibility are available in school and that the application process is as fair and transparent as possible

- Collaborate with the heads of admissions and marketing in the recruitment of pupils to the sixth form
- Seek out and organise safe, successful trips and opportunities for sixth form students
- Co-ordinate, along with other relevant staff, the arrangements for the issuing of A level results and feedback to pupils and parents in mid-August; and to be available in school as agreed during these periods
- Manage the sixth form budget
- Oversee the allocation of pupils to sixth form groups and to ensure that information about pupils is recorded accurately and kept up to date
- Oversee the induction of all lower sixth students, ensuring that pupils new to the school are well supported so that they can settle in as quickly as possible
- Have overall responsibility for sixth form registration and attendance monitoring, including the managing of flexitime
- Oversee sixth form involvement in the school's fundraising for charity
- Maintain a full record on CPOMS of all pastoral matters relating to the sixth form including rewards and sanctions, secure notes, notes of parental meetings and referrals, etc.
- Supervise the delivery of whole school assemblies by prefects, as required
- Support the headmaster in appointing the captains of school and the prefect team
- As a member of SMT, this is a whole school role which may pick up responsibilities for specific whole school pastoral areas where appropriate and in agreement with the headmaster or the deputy head, pastoral

Many of the tasks outlined above will involve working closely and collaboratively with the head of years 12 and 13.







### *Communication*

Internally, the role will have regular weekly formal meetings with the deputy head – pastoral, deputy head – academic and with the student futures team and informal meetings with the other pastoral leaders as required.

They will liaise with all other members of staff as necessary especially members of the senior team, the senior school pastoral team, the head of PSHEE, the examinations officer, the individual needs (SEN) team, head of JGP, careers co-ordinator, ICT staff, the school counsellor, school nurses and outside agencies

They will attend and present at sixth form events such as parent's evenings and forums, information evenings and higher education events, also attending events involving the whole school and the sixth form, for example, the school play, school concerts and carol service.

Externally, the assistant head: head of sixth form will ensure that sixth formers and parents are informed appropriately and regularly about academic, pastoral

and higher education matters and challenges and to respond to pupils and parents as required. Working with the marketing department they will actively promote the sixth form externally on open days and work to develop links with possible feeder schools, particularly with a view to increasing diversity and widening access.

### *Specialist knowledge and skills*

- To keep abreast of general academic and pastoral issues pertinent to the running of a sixth form, attending conferences and training as necessary
- To have a detailed knowledge and understanding of the UCAS process, British and global university market, and wider higher education and professional opportunities
- Have an overview of the curriculum for the sixth form and be able to advise on future educational needs such as subject choices
- Have an overview of and work with relevant staff to develop the sixth form programme beyond the demands of academic syllabuses for example, the pastoral curriculum and the weekly enrichment

- Contribute to the study hall, duty and consignment room timetables and any other pastoral activity or pupil supervision as directed by the deputy head – pastoral

### *Teaching responsibilities*

- The assistant head: head of sixth form will be released from the standard teaching timetable for 15 periods per week
- Teach an agreed curricular and co-curricular programme
- Plan, prepare and deliver lessons that follow the department's scheme of work, ensuring lessons are suitably differentiated and appropriate to all members of the class
- Mark pupil work on a regular basis in accordance with faculty and school marking policies
- Accurately record-keep for classes including registering, assessments, rewards and referrals
- Feedback to pupils and parents through writing reports and attending parents' evenings
- Attend regular general staff meetings including morning briefings and departmental meetings and to participate in extra-curricular activities
- Cover lessons and be available for exam invigilation as directed by the Senior Deputy Head
- Carry out any other duties as required

### *Pastoral and safeguarding responsibilities*

- Work within the pastoral team including heads of house/year to support pupils in their academic development/progress, wellbeing and co-curricular activity
- Reporting any issues of concern relating to both pupils and staff, including child protection issues, to the DSL team and/or other pastoral leaders. This may include having to manage disclosures and there is potential for the successful applicant to become a DSL

### *Co-curricular responsibilities*

(approx 50 hours per year)

- Teach an agreed co-curricular department or non-department club, society, sport or activity

### *Classroom environment*

- Establish a teaching environment that is positive and supportive of learning
- Consider the needs of pupils at all times interacting in a supportive and positive way
- Establish a culture for learning with pupils of all abilities
- Establish effective teaching practices so that pupil behaviour is consistently within the expectations of this school being purposeful, safe, respectful, open, valuable, and appropriate

### *Responsibility to parents*

- Be available for appointments with parents
- Monitor pupil progress in prep books, report cards as necessary
- Demonstrate a thorough knowledge of each learner and their individual needs
- Written reports to be accurate, unbiased, individualised, pertinent, goals-based and follow school procedure

### *Performance measures*

- The performance of the teacher will be measured by an annual performance review





# THE PERSON

The successful candidate is likely to display the following characteristics:

- A dynamic leader with vision
- Possess a good honours degree in a relevant discipline and a PGCE or equivalent
- Prior experience in leading a sixth form cohort is desirable
- Experience as an active and committed form tutor
- Experience in supporting sixth formers in achieving their potential academically and in terms of university and career ambitions
- Experience as (or ability to be) a successful middle manager
- Strong pastoral skills and a deep and abiding focus on the needs of all students
- A good and practical knowledge of young people's mental health and development
- A firm understanding of standards of behaviour and acceptable boundaries
- A clear appreciation of safeguarding legislation, practice and process
- Enthusiastically commit to all aspects of the school's programmes
- Experience delivering successful residential trips
- Possess ability, skills and experience to contribute to the school's co-curricular programme
- A cheerful and enthusiastic person, capable of inspiring confidence in students and parents
- Excellent communication skills, oral, written and in the use of ICT
- An understanding of the nature of independent learning
- Able to set high expectations amongst all pupils
- Capable of working independently and as part of a team
- Calmness and efficiency and the ability to work under pressure at certain times
- Commitment to continuing professional development in all its forms
- An awareness of health and safety issues and compliance with health and safety policy
- Aware of the nature of the school and prepared to commit to its all-round ethos, co- curricular activities and pastoral approach
- Prepared to work hard with energy and enthusiasm



# WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads.

Claremont has its own teaching payscale and this role will pay a competitive salary, depending on experience.

Benefits include generous contributory pension scheme (currently through TPS), generous discount on school fees, cycle to work scheme as well as complimentary lunches and refreshments during term-time.





# HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our [website](#).

Applicants are asked to complete the downloadable application form available on our website. The application form is available in a Microsoft Word read/write format or the \*pdf may be printed and completed by hand. You should provide a covering letter in support of your application addressed to the headmaster, Mr William Brierley.

Please note: applications should be submitted by email and sent to [jobs@claremont.surrey.sch.uk](mailto:jobs@claremont.surrey.sch.uk)

Documents must either be in Microsoft Word or \*pdf format as we are not able to accept any other type of file.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Please note that we reserve the right to conduct interviews prior to the closing date. References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.

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