



## Head of Sixth Form with whole school responsibility for CPD

*Please Run as Slide Show to access links on PowerPoint*



Dear Applicant,

Thank you for your interest in joining our team.

We truly believe that Abbey College is an excellent place to work. We have high aspirations for our staff and students and recognise that a happy and well-supported body of staff are essential to reaching our goals as a College.

We are committed to staff development and have a full and extensive programme of CPD activities laid on throughout the year. In 2020, we were proud to receive the Early Career Development Quality Mark, which recognises our effective support and development of teachers in the early stages of their career.

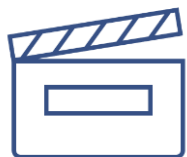
At Abbey College, we aim to provide an excellent education and the best opportunities for the students in our care. As society continues to change, it is important that our school provides a safe and stable environment where all young people feel valued and can learn and achieve to the best of their abilities.

A student's education is not a dress rehearsal; they only get one chance. We believe that high quality teaching, learning and engagement is at the heart of every good school. We run a wide variety of extra-curricular and leadership opportunities for our students allowing them to show their potential in many ways.

I look forward to receiving your application on the enclosed application form, together with your covering letter. If you would like more information about the College, please contact Teresa Holland, HR.

**Mr Andy Christoforou**

**Headteacher, Abbey College**



School video



Curriculum journey



Prospectus



### About Abbey College

Abbey College, Ramsey, is located in a small market town almost halfway between Huntingdon and Peterborough and within easy reach of Cambridge and London. The College is set within extensive, historic and beautiful grounds close to the Parish Church of St Thomas A Becket.

The College is a large 11-18 school with a catchment which extends over a wide rural area. There are approximately 1090 students on role, including a sixth form of 120. We currently have around 60 teaching staff with an additional support team of around 40 members of staff.

The Abbey College Spirit is the set of virtues that underpins our community. The spirit comprises of three key virtues: humility, intuition and passion, which we expect all members of our school community to work towards. The colleges' reward system is based around the virtues; students are recognised when they demonstrate the virtues both in the wider-school and in the community. Students work towards a bronze, silver and gold award over the course of KS3 and wear their badges with pride when they receive them.

For more information about day-to-day life at the College, visit our Facebook page: [www.facebook.com/RamseyAbbeyCollege](https://www.facebook.com/RamseyAbbeyCollege).

**"Leaders and governors have established a culture of high expectations and aspirations for pupils."**

Ofsted 2018

### About Ramsey

Ramsey is a historic English market-town in the district of Huntingdonshire and the county of Cambridgeshire, which was established around the Ramsey Abbey, a Benedictine monastery. Subsequently the town is brimming with history and has retained a quaint, rural feel.

However, do not be fooled, Ramsey is just 20-25 minutes from bustling cities Peterborough and Huntingdon, and its close-proximity to the A1 motorway also means it is just 40 minutes from Cambridge and 45 minutes from London from Peterborough train station. Therefore its positioning grants it a perfect combination of both rural charm and city comforts.



## Job description

Abbey College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The responsibilities of the post will be in accordance with the Teacher's standards, latest School teachers' pay and conditions, school's policies and under the direction of the Headteacher.

### Purpose:

To provide strategic leadership to the post 16 provision at Abbey College and provide opportunities for staff development in line with the school's vision for improvement.

**Liaison with:** Other Pastoral Leaders; Tutors Yr 12/13; other faculty members; other outside agencies, EWO; safeguarding lead; Careers Advice Guidance lead; parents and other statutory and voluntary agencies.

All members of the school are expected to be able to take a whole school view, to contribute to policy making and the implementation of them and work effectively with other members of staff.

### Vision:

The best outcomes for students, including those with remote learning  
Quality of education is both engaging and challenging, leaving no room for passivity  
Excellent communication and welfare are paramount

### Head of Sixth Form With Whole School Responsibility for CPD

Start: 1<sup>st</sup> September 2021

Application deadline: 19<sup>th</sup> April 2021 9am

Shortlisting: 24<sup>th</sup> April 2021

Interviews: TBA

Salary: L5 to L10

### Main Duties /responsibilities

- Establish a clear vision and direction for the sixth form that reflects the school's overall ethos and values
- Identify key areas for improvement and lead in the development of a sixth form progress development plan – made in collaboration with the SLT and sixth form staff.
- Monitor the quality of learning and lead all sixth form staff in achieving academic excellence.
- Set challenging targets for students and staff and provide the support they need to achieve their targets.
- Ensure all students have access to education and any barriers to learning are broken down.
- Deal with complaints from parents, staff and other stakeholders in line with the school's Complaints Procedures Policy.
- Plan and deliver high-quality professional development for staff at all levels.
- Research and identify opportunities for staff development in line with the school's improvement priorities.
- Support a collaborative approach to CPD and demonstrate a commitment to a more personalised plan for staff development

### Leadership and management

- Support, lead, motivate and liaise with sixth form staff, including teachers, to ensure that provision is effective and adjustments are made as necessary to help them meet their personal and professional targets.
- Conduct annual appraisals, discussing the individual progress of staff, setting targets, and ensuring that professional standards remain high.
- Maintain regular informal contact with sixth form staff, e.g. monthly one-to-ones, to ensure any issues are addressed, situations de-escalated and support is put in place where necessary.
- Contribute to establishing the core values of the school and assist with making management decisions on all aspects of policy, development and organisation by playing a significant role in the preparation, implementation and monitoring of the SDP and the sixth form progress plan.
- Be supportive and encourage CPD opportunities for sixth form staff where possible.
- In partnership with the **headteacher**, be responsible for recruiting and inducting staff in to the sixth form team, ensuring safeguarding procedures are adhered to at all times.
- Arrange and attend parents' evenings and staff meetings, being available to discuss any concerns and provide assistance.
- Monitor the quality of teaching and learning of sixth form staff, including conducting lesson observations and monitoring of planning and scrutiny of students' work, ensuring that the appropriate action plans are in place when issues are identified.
- Oversee all aspects of the sixth form leadership team to ensure that school policies and practices are being delivered and implemented consistently.
- Develop and maintain positive links and relationships with the community, local businesses and key stakeholders to promote a positive image of the sixth form.



- Establish a robust system for monitoring pupil attendance and behaviour and communicate this plan to the **Headteacher**.
- Assist with the implementation of the LA or the governing board's policies and procedures where applicable.
- Contribute to the management of key school events, e.g. open evenings.
- To work with the DH in charge of T& L to develop and lead CPD across the school.
- To monitor and review classroom practice, in conjunction with the SLT.
- To work with the T&L team to develop support and training for staff at all stages of their career.

### Curriculum Planning

- Take responsibility for the overall planning and delivery of the UCAS process for students.
- Ensure students are well informed of their options for life after school and do not show preference for one particular route, e.g. encouraging a student to go to university where they have expressed an interest in an apprenticeship.
- Keep parents informed of the options available to their children and be available to answer any questions they may have.
- Arrange visit days to different HE providers and places of work for students to attend throughout sixth form.
- Arrange, in collaboration with the PSHE coordinator, visits from local employers to conduct talks and host mock interviews for students.
- Collaborate with the PSHE coordinator to ensure PSHE days are well organised, diverse and focused on preparing students for life after school.
- Plan and organise sessions for students to write CVs and prepare applications for interviews for HE, apprenticeships or careers.
- Facilitate training for staff to ensure they can offer suitable support for students with preparing for life after school, e.g. answering queries and offering advice.
- Liaise with the **SLT** to create a robust marketing plan for the sixth-form aimed at both internal and external candidates.
- Arrange and participate in open and offer days at the sixth form and be available to answer any questions received from parents or potential students
- Invest in the promotion of the sixth form to ensure retention levels are maintained and there is a successful recruitment drive.
- Work in collaboration with admission authorities to ensure external students are integrated successfully into the sixth form and feel comfortable in their new environment, e.g. by organising staggered starts
- Ensure admission arrangements into the sixth form are fair for all, in line with the Equality Act 2010.

## Administration

- Organise and ensure the implementation of administrative tasks, e.g. exam preparation and UCAS applications, with careful support of tutors and other sixth form staff to ensure a consistency of approach.
- Ensure sixth form staff have access to materials required to carry out duties and deliver high quality activities.
- Oversee the in-year admissions of students and ensure there are systems in place to help them settle into their new environment quickly and easily, including a robust induction.
- Monitor the progress of new students, and ensure any issues are addressed and they feel supported with the transition.
- Ensure staff write detailed progress reports for students on a termly basis and send them to parents – give parents the opportunity to discuss the reports if necessary.
- Recruit sixth form staff, including teachers, and ensure safeguarding practices are adhered to throughout the entire process including obtaining references and conducting sufficient security checks, e.g. DBS checks.
- Ensure there is evidence that the school has attempted to obtain any missing references from current staff, e.g. through a risk assessment.

### Safeguarding:

The Head of Sixth form will have:

- The ability to safeguard and promote the welfare of children and young people
- Appreciation of the significance of safeguarding and ability to interpret this accurately for all individual children and young people whatever their life circumstances
- A good understanding of the safeguarding agenda and an ability to contribute towards a safe environment

The duties and responsibilities of the subject element of the post may vary from time to time according to the changing needs of the school. Any section of the job description may be reviewed at the discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder and governing body.

A more comprehensive job description and person specification can be found below.

Please complete the attached application form and return with a covering letter of no more than one side of A4 to Teresa Holland  
**[Teresa.holland@abbeycollege.cambs.sch.uk](mailto:Teresa.holland@abbeycollege.cambs.sch.uk)**



## **Abbey College – Sixth Form**

### **Details for applicants**

#### **Would you like to visit us?**

Informal visits are welcomed. We are not as far away as you think and driving through the countryside each morning is a very pleasant way to start your day! You'll find us just 20 minutes from Peterborough and Huntingdon, and commutable from Cambridge too. Why not come and visit us so we can show you more of our school

#### **What do I do if I want to know more before applying?**

You are very welcome to come and visit our wonderful school, please just let us know and we will arrange a tour of the department and wider school. More information is available on our website. However, if you have any further questions, please contact Teresa Holland [Teresa.holland@abbeycollege.cambs.sch.uk](mailto:Teresa.holland@abbeycollege.cambs.sch.uk)

We look forward to meeting you and receiving your application. [www.abbeycollege.cambs.sch.uk](http://www.abbeycollege.cambs.sch.uk)

### **Safeguarding Statement**

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact will be to adhere to and ensure compliance with the College's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the College s/he must report any concerns via the online reporting system MyConcern, or where there is an immediate risk directly to a member of the Designated Safeguarding team.

### **Application Form**

Please contact Teresa Holland [teresa.holland@abbeycollege.cambs.sch.uk](mailto:teresa.holland@abbeycollege.cambs.sch.uk) or Lee Valentine [lee.valentine@abbeycollege.cambs.sch.uk](mailto:lee.valentine@abbeycollege.cambs.sch.uk) for an application form. Or use the link below to our school website.

<https://www.abbeycollege.cambs.sch.uk/about-us/vacancies>

### Wellbeing

- Ensure all pupils have equal access to learning using appropriate strategies and resources, where necessary.
- Liaise with pastoral staff members to ensure the wellbeing of pupils and their full participation in school life.
- Raise any concerns regarding pupils' behaviour with the relevant Raising Standards Lead.
- Implement any specific arrangements for individual pupils, ensuring that relevant staff members are aware of the measures in place.
- Provide individual pastoral support to pupils, where necessary.
- Continuously motivate and challenge pupils, whilst promoting and reinforcing self-esteem.

### Safeguarding

- To have the ability to safeguard and promote the welfare of children and young people.
- Appreciate the significance of safeguarding and interprets this accurately for all individual children and young people whatever their life circumstances.
- To have a good understanding of the safeguarding agenda and can demonstrate an ability to contribute towards a safe environment.
- The ability to converse at ease with members of the public and provide advice and information in accurate spoken English is essential for the post.

### Variation Clause

- This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headteacher or line manager in consultation with the post-holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserves the right to make changes to the job description following consultation.

This job description should be performed in accordance with the provisions of the *School Teachers' Pay and Conditions Document* and within the range of duties set out in that document.

**Abbey College – Head of Sixth Form with Whole school responsibility for CPD**

	Essential	Desirable	Met	To be addressed by
Education and Qualifications	<p>The successful candidate will:</p> <ul style="list-style-type: none"> <li>• Have a <b><u>2:1</u></b> degree in a relevant subject.</li> <li>• Have QTS.</li> <li>• Have prior experience of teaching KS<b><u>4</u></b> to KS<b><u>5</u></b>.</li> <li>• Have up-to-date safeguarding training.</li> </ul>	<ul style="list-style-type: none"> <li>• Be familiar with UCAS and other vocational applications.</li> </ul>		Application
Experience	<p>The successful candidate will have experience of:</p> <ul style="list-style-type: none"> <li>• Working in a senior post in a school.</li> <li>• Utilising performance development techniques for teaching and support staff.</li> <li>• Data analysis and targeting interventions to address outcomes.</li> <li>• Leading a team in a <b><u>senior</u></b> position.</li> </ul>	<ul style="list-style-type: none"> <li>• Motivating and supporting school staff.</li> <li>• Handling complaints and concerns from parents and other key stakeholders.</li> <li>• Finance and resource planning.</li> </ul>		Application/Interview

	Essential	Desirable	Met	To be addressed by
Knowledge and skills	<p>The successful candidate will be able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate an ability to work with students and staff alike.</li> <li>• Present plans and strategies to both education professionals and non-education professionals in a clear and concise manner.</li> <li>• Show that they have a good understanding of the principles behind school improvement, including planning, monitoring and reviewing progresses.</li> <li>• Judge a situation effectively and have the confidence to act on their initiative so that an effective solution is developed.</li> <li>• Demonstrate a sound knowledge of the responsibilities and roles that come with being the leader of a sixth form.</li> <li>• Present improvement and effectiveness strategies for the sixth form.</li> <li>• Demonstrate knowledge of quality assurance processes within curriculum areas.</li> <li>• Demonstrate an active interest in professional development for teachers at all levels of their career, and be proactive in developing their own practice.</li> <li>• Understand the Standards for Professional Development, and be able to apply them in the context of staff training at Abbey College.</li> <li>• Be committed to an evidence-based approach to staff development.</li> </ul>	<ul style="list-style-type: none"> <li>• Demonstrate a working knowledge of how to manage the reputation of the school and engage with the school community.</li> <li>• Demonstrate a sound knowledge of the needs of students who are preparing for adulthood.</li> <li>• Experience of leading whole school CPD</li> </ul>		Application/Interview



	Essential	Desirable	Met	To be addressed by
Personal Qualities	<p>The successful candidate will have:</p> <ul style="list-style-type: none"> <li>• Excellent verbal and written communication skills.</li> <li>• Excellent time management and organisation skills.</li> <li>• A flexible approach towards working practices.</li> <li>• High expectations of self and professional standards.</li> <li>• The ability to work as both part of a team and independently.</li> <li>• The ability to maintain successful working relationships with colleagues.</li> <li>• High levels of drive, energy and integrity.</li> <li>• A commitment to equal opportunities and empowering others.</li> <li>• Respect and understanding that individuals may have fundamental differences, and the ability to adapt plans to accommodate for these.</li> <li>• The successful candidate will be:</li> <li>• Committed to promoting high-quality care of students and implementing plans which allow students to reach their potential.</li> <li>• Dedicated to promoting their professional development and achieving desired qualifications.</li> <li>• Able to plan and take control of situations.</li> <li>• Committed to contributing to the wider school and its community.</li> <li>• Capable of handling a demanding workload and successfully prioritising work.</li> <li>• Professionally assertive and clear thinking.</li> <li>• A good team player, with the ability to also work on their own initiative.</li> </ul>			Application/Interview



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Ramsey  
Cambridgeshire  
PE26 1DG

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