



Churston Ferrers Grammar School

Application Pack

Position:

Head of Sixth Form





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Welcome from the President of School Sixth Form Committee

Dear Applicant

Thank you for showing an interest in joining our school community. We are proud of the educational environment which we have helped cultivate and we hope that should you choose to visit, you can also experience all that makes us, as a school, so unique.

We welcome new teachers who share our passion, values and aims. Foremost of which is to ensure that all members of our community are treated with respect and compassion. We are aware of the importance of striving to achieve academic results which we can take pride in, as well as nurturing a caring environment that allows us to develop ourselves personally. We are appreciative of all the guidance which staff provide, to allow us to reach our true potential, as well as the opportunities which have been provided for us.

Being a student at Churston involves a great commitment to learning, but it is with equal importance that students have the ability to enjoy time with their peers and enrich themselves socially. If you share our passion for education and desire to support students who are eager and willing to learn, then we await your application.

Bradley Gilbert

President of the Sixth Form Committee



A welcome from the Headteacher

Dear Applicant

Welcome to Churston Ferrers Grammar School, and thank you for your interest in the position of Head of Sixth Form.

We are proud of our reputation as a caring, inclusive and supportive school, with strong academic credentials. Churston Grammar is a co-educational standalone academy, rated outstanding by Ofsted, and part of an informal network of grammar schools in the South West. We have just over a thousand students, of whom about 300 are in our Sixth Form.

Churston Grammar is well known in the local area for its distinctive family feel, backed up by an outstanding student services department, which ensures that all students feel able to do their very best academically. This emphasis on student welfare is underpinned by a wide range of extra-curricular activities, and a programme of school trips, to build confidence and self-esteem. It is this combination of high academic standards within a relaxed and supportive environment that makes Churston Grammar so unique.

Churston Ferrers sits in a beautiful rural setting close to the sea, between Paignton and Brixham, with excellent road and rail links to Plymouth and Exeter. Nevertheless, there are deprived areas nearby, and ten percent of our students receive Pupil Premium.

The Head of Sixth Form will be a member of the Senior Leadership Team. S/he will work with the team to support our young people, personally and academically towards appropriate and ambitious destinations.

We look forward to hearing from you.

Kieran Earley
Headteacher



About Us

Mission

We offer a co-educational, academic education that opens doors for students from all backgrounds. We maximise academic success through a creative and supportive culture that welcomes and includes everyone in the school.

Vision

We want our students to achieve more and be happier at Churston than at any other school, and to leave us with a passion for learning and a strong sense of social justice.

Ethos

We believe that happy, challenged and well supported students perform better, and are more caring towards each other. Student welfare is a priority and we are proud of our students' considerate and inclusive outlook.



Job Advert – Head of Sixth Form

Churston Ferrers Grammar School
Learning to create a better world



'an outstanding school' (Ofsted)

Head of Sixth Form – Assistant Headteacher

Full-time, permanent contract

From 14th April 2020 (or as soon thereafter as possible)

L10 – L14 (£51,310 to £56,578)

School Roll 1067 (304 in Sixth Form)

Churston Ferrers Grammar School is a high performing selective school with a long standing reputation for exceptional pastoral care and personal development. Academic standards are high, both in terms of attainment and progress, and the school is recognised for its innovative and inclusive classroom practice.

The school is well known in the local area for its distinctive family feel, backed up by exceptionally strong pastoral care, which ensures that all students feel able to do their very best academically. This emphasis on student welfare is underpinned by a wide range of extra-curricular activities to build confidence and self-esteem.

We are seeking an experienced and innovative practitioner to join our dynamic team. Our ambition is that all Churston students leave our Sixth Form resilient and ready for their chosen destinations. Our talented young people need an inspirational leader to help them navigate the complex demands of academic excellence and personal growth.

Churston Ferrers Grammar 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 candidate will be required to undertake a Disclosure and Barring Service check, and references will be taken for all shortlisted candidates.

If you wish to hear more about the role please make contact with Kieran Earley via vanessa.wolf@churston.torbay.sch.uk. Applications should be addressed to the Headteacher. Closing date is 9.00 am on Monday 25th November 2019.

How to apply

Please read the enclosed job description and person specification very carefully.

Making reference to both documents, explain how you feel you are ready to lead our Sixth Form and complete the Teaching Staff application form at www.churstongrammar.com/information/vacancies.

CLOSING DATE FOR APPLICATIONS: 9.00 am on Monday 25th November 2019

INTERVIEW DATES: Wednesday 11th and Thursday 12th December 2019

References

References will be taken for candidates shortlisted for interview prior to the interview date.

Churston Ferrers Grammar 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 candidate will be required to undertake a Disclosure and Barring Service check.

Queries

If you have any queries regarding this job vacancy or would like to discuss this post in further detail, in the first instance, please contact Headteacher's PA/HR Manager, Mrs. Vanessa Wolf on 01803 842289.

Thank you for your interest in our school. We look forward to receiving your application.

Job Description – Head of Sixth Form

KEY RESPONSIBILITIES:

To provide strategic direction for Post 16 education

To lead the monitoring of academic progress of Sixth Form students

To ensure there is a clear pastoral support structure for all students

To ensure that Sixth Form students receive high quality careers and destinations guidance

The Line Management of the wider Sixth Form Team

Providing strategic direction for Post 16 Education

- Ensuring a natural sense of personal and academic progression for lower school students aspiring to join the Sixth Form
- Ensure effective marketing and recruitment to the Sixth Form through outreach, liaison with International Student Organisations, external applicants' induction programme
- Assist in producing and implementing clear evidence-based improvement plans and policies for the development of the Sixth Form and its facilities. Set targets and evaluate progress towards these
- Ensure that the School is aware of, and able to lead on, curricular issues as they affect post 16 students at national and local level, such as proposed changes to qualifications
- Ensure the efficient and effective management of resources in the Sixth Form
- Continue the development of an effective 'student voice' through the 'Sixth Form Student Council'
- Oversee Sixth Form communication including the school website, school calendar and parental communications

Monitor the academic progress of Sixth Form students

- Ensure robust assessment procedures
- Oversee and contribute to interventions and mentoring
- Ensure that data analysis is carried out following formal assessments and share this with Sixth Form tutors
- Work with the Senior Leadership Team (SLT) to ensure high quality teaching and learning in the Sixth Form to facilitate academic progress

Ensure there is a clear pastoral support structure for all students

- Support Sixth Form tutors in their role and in the delivery of the PSHE programme
- Manage the provision of opportunities for developing student leadership and resilience
- Coordinate the Sixth Form Team to ensure that student needs are met and that staff are up to date with relevant training
- Ensure that all records of interventions and support are recorded in SIMS
- Liaise with Student Services and SENDCo to facilitate smooth transition to the Sixth Form and in the ongoing diagnostics and support for students' learning
- Ensure that parents and students know the roles of the Sixth Form Team, where and how to seek help

To ensure high quality careers and destinations advice in the Sixth Form

- Have an oversight of the tutor programme in Years 12 and 13 to ensure continuity
- Ensure that all students receive guidance with UCAS applications and support throughout the process leading up to and including Results Day
- Maintain links with HE
- Support the programmes of specialist support for Oxbridge candidates, potential Medics and other career paths as needed
- Oversee the writing of all references for students (including students who have left)
- Liaise with and manage the use of 'Unifrog' in Churston
- Oversee the management of Results Days, ensuring that students are supported through adjustment, clearing or reapplication as appropriate

Line Management of the Sixth Form Team and academic departments as required

- Regularly meet with all members of the Sixth Form Team
- Encourage good communication and continuity of provision with Student Services and 'handover' meetings at the end of the Summer Term
- Meet regularly with subject leaders to provide support and guidance
- Carry out the required 'Performance Management' procedures for subject leaders and the Sixth Form Team
- To review with subject leaders their own 'Subject Review' at the beginning of the academic year
- To support and advise subject leaders in the drawing up and review of 'Departmental Development Plans'

General

- Help sustain a school culture and curriculum which reflects diversity and promotes positive strategies for challenging discrimination of any kind
- Be an outstanding practitioner and role model for teaching and learning, displaying a deep understanding of how young people learn
- Monitor attendance, punctuality, dress and behaviour of the Sixth Form at all times
- Be a full and proactive member of the Senior Leadership Team
- Attend Governing Body meetings when appropriate
- Provide general support and guidance to all stakeholders in the school
- In consultation with the Headteacher, attend a range of school events
- Monitor staff duties one day each week
- Promote the values and ethos of the school
- Regularly review own practice, set personal targets and take responsibility for personal professional development

This job specification outlines the duties required of the post to indicate the levels of responsibilities. It is not a comprehensive list and the Headteacher may vary the duties from time to time although the general character of the job and level of responsibility will not alter.

November 2019

Person Specification – Head of Sixth Form

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> ✓ Degree ✓ Teaching qualification 		<ul style="list-style-type: none"> ✓ Application form ✓ Certificates
Experience	<ul style="list-style-type: none"> ✓ Significant and successful experience of leadership in a Post 16 capacity. ✓ Proven track record of raising educational standards ✓ State secondary school experience 	<ul style="list-style-type: none"> ✓ Experience of leadership in an academy ✓ Experience in at least two schools ✓ Experience in a co-educational school 	<ul style="list-style-type: none"> ✓ Application form ✓ Letter of application ✓ Selection process ✓ References
Shaping and leading the curriculum	<ul style="list-style-type: none"> ✓ Capacity to recognise and build on the considerable successes of the Sixth Form ✓ Ability to formulate a vision for innovation and improvement, whilst nurturing and maintaining the ethos of the Sixth Form ✓ Experience of successfully leading change and inspiring others and utilising the knowledge and experience of staff to ensure continual improvement ✓ Creative approach to problem-solving, both financial and in delivering the curriculum. ✓ Ability to lead and inspire high quality learning and teaching through being an inspiring role model for students and staff ✓ Ability to take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students. ✓ Capacity to demonstrate an understanding of and appropriate response to the realities of modern teenage life . 	<ul style="list-style-type: none"> ✓ High profile in school and community ✓ Proven track record of change management ✓ Proven experience of implementing curriculum changes 	<ul style="list-style-type: none"> ✓ Letter of application ✓ Selection process ✓ References

Criteria	Essential	Desirable	Evidence
Developing Self and Working with Others	<ul style="list-style-type: none"> ✓ Ability to set appropriate and challenging targets ✓ Capability to make and take decisions ✓ Commitment to the encouragement, empowerment and training of staff by creating a climate of open communication where people feel able to express their views ✓ Commitment to own self development ✓ Capacity to build and manage high performance teams ✓ Ability to use and develop strong and effective management systems underpinned by clear communication ✓ Ability to produce and implement appropriate improvement plans and policies ✓ Capacity to manage and motivate staff to create a happy and supportive working environment ✓ Commitment to the continuation of our strong links and partnerships with governors, staff, parents, students, the wider community, other schools/academies and international work ✓ Knowledge of financial management 	<ul style="list-style-type: none"> ✓ NPQML/NPQSL or similar qualification ✓ Experience of promoting community /multi-agency links 	<ul style="list-style-type: none"> ✓ Letter of application ✓ Selection process ✓ References
Securing accountability	<ul style="list-style-type: none"> ✓ Ability to delegate responsibility with accountability ✓ Capacity to sustain the ongoing improvement of results 		<ul style="list-style-type: none"> ✓ Letter of application ✓ Selection process ✓ References
Personal qualities & attributes	<ul style="list-style-type: none"> ✓ A passion for selective education, especially for students from deprived backgrounds ✓ A strong, positive personal impact, conveying authority, confidence, approachability, warmth and humour ✓ Flexibility and an ability to adapt to changing circumstances and new ideas ✓ A commitment to embrace an inclusive culture and ensure this is woven into everything the Sixth Form does. ✓ Effective communication skills with an open-door policy ✓ High emotional intelligence ✓ Ability to separate personal emotions from work decisions and interactions 		<ul style="list-style-type: none"> ✓ Letter of application ✓ Selection process ✓ References
Safeguarding children	<ul style="list-style-type: none"> ✓ Commitment to safeguarding and promoting the welfare of children and young people 		<ul style="list-style-type: none"> ✓ Letter of application ✓ Selection process ✓ References

Sixth Form Information

Our aim at Churston is to help all our Sixth Form students to achieve the best possible grades and work to support them in the transition between GCSE and A Levels. We will also place great importance on preparing students for the future, advising them on appropriate work experience, providing expert career guidance and making sure they are informed about Post 18 Options. We have a thriving 'Alumni Network' which provides inspiration and encourages aspiration amongst our students.

There is a longstanding emphasis on strong pastoral support at Churston; we know how demanding A Levels can be and we want all students to have a supportive and relaxing environment to study in. Our dedicated Sixth Form team are experienced in offering advice and guidance through these two years. The nature of post 16 studies means that in the Sixth Form all students should be treated as young adults and given greater responsibility. Students have their own separate Sixth Form building (completed in 2012), can wear non-uniform and have the opportunity to manage their time in the non-contact periods they have.

However, as a Grammar School, there is the expectation that students work hard and staff do all they can to support this. This includes encouraging aspirational students in their pursuit of places at Russell Group Universities and other high-ranking institutions in the US and Europe. The Sixth Form has a natural atmosphere of commitment to study, a sense of community, considerate behaviour and inclusion.

Finally, Churston's Sixth Form is unique in the area because:

- It is truly co-educational with an average of 300 students in total.
- It is academic in nature as, we specialize in 25 different A Levels, together with the Extended Project.
- Ofsted rated the School and Sixth Form as 'Outstanding' in all areas.
- The school is committed to providing students with the resources they need to achieve. All students are provided with a Chromebook for the duration of their studies and all core textbooks.

Each year, the majority of our Year 11 students transfer to our Sixth Form along with between 50-60 students from a variety of other schools and countries.



LOCAL AREA - [Brixham](#) - [Paignton](#) - [Dartmoor National Park](#) - [Exeter](#) - [Plymouth](#) - [Dartmoor](#) -
 - [The English Riviera](#) - - [Google Map of Area](#) -

Learning to create a better world

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 Chair of Governors: Mr Rob Tyler

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