



FORGE VALLEY SCHOOL

A member of the Tapton School Academy Trust

Head of Sixth Form Information Pack



Dear Colleague

Thank you for your interest in the post of Head of Sixth Form at Forge Valley School.

Serving a diverse community, Forge Valley opened in 2013 as part of the BSF program costing £30million, under the merger of Wisewood and Myers Grove schools. Shortly after its opening, the school was placed in 'special measures' by Ofsted. In 2014, the school converted to academy status as part of the Tapton School Academy Trust. Under new leadership, the school has undergone 'root and branch' redesign and restructure. Over the last few years, the school has made substantial and sustained improvement in all areas of its provision. We have made further demonstrable improvement since our recent inspection, when our improvements were recognised by Ofsted and graded as 'requires improvement'. Our priorities for this academic year are to improve the attendance of the small minority of pupils who do not attend regularly and to reduce the remaining inconsistencies in some aspects of teaching and learning.

Over the last academic year, we have focused our efforts and resolve to achieve these priorities. Attendance of key groups has risen throughout the school and is expected to be above national average for all groups. This in turn is improving the outcomes of disadvantaged pupils who are expected to achieve close to their non-disadvantaged peers.

The school has dedicated and highly motivated staff who all understand the school's aims and their role in achieving these. Teachers are committed to their own professional development and also to the development of others. At Forge valley, we are ambitious for our school, ourselves and colleagues. Teaching and learning is developed through internal and external CPD. The school works and develops in collaboration with the Trust who provide support on all aspects of the schools provision.

Our pupils are well disciplined, self-regulating and want to achieve. They work hard in lessons and conduct themselves very well during less structured time in school. Exclusions this year are very low despite our increase in expectations. However, some pupils lack aspiration and can at times seem passive. The improvement in behaviour for learning is therefore another school priority.

We are seeking to a Head of Sixth Form to lead and further develop our sixth form provision.

I have absolutely no doubt that this post offers the right candidate an opportunity to work in a supportive school and Trust with dedicated staff and wonderful pupils. It will offer the right person an opportunity to quickly establish themselves as a senior leader who can demonstrate how their leadership has impacted on pupils' life chances and outcomes.

To arrange a visit, please contact the Head's PA, Lorna Jennings, on 0114 2348805 ext-2608 or at ljennings5@forgevalley.sheffield.sch.uk.

Many thanks for taking the time to consider this genuinely exciting opportunity and I look forward to reading your letter of application.

Dale Barrowclough
Headteacher



AMBITION ENDEAVOUR SUCCESS

Our vision is that Forge Valley School is a safe, inclusive learning community where pupils and staff learn and thrive together.

Forge Valley's ethos is based upon everyone striving to become the very best they can be. As a school we believe that ambition and endeavour help provide our pupils with the mind-set needed, not only to succeed academically, but also in adult life in an ever changing modern world. Our pupils are encouraged to believe in themselves, and that with hard work and resilience, they can achieve their dreams.

We are an inclusive school which

works hard to provide stimulating learning experiences for all our pupils, who are seen as individuals. We work tirelessly to provide a nurturing environment which protects childhood. Everyone at Forge Valley is part of our community, which is founded on respect, tolerance and equality.

As a school we also realise that our success is not just measured in terms of academic performance. We aim to develop our pupils into well rounded, morally grounded, ambitious and resilient individuals ready to take their place in a dynamic and diverse 21st Century

For more information about the school, please visit:
<http://www.forgevalleysheffield.org>

For more information about the Tapton School Academy Trust, please visit: <http://www.taptontrust.org.uk>.

Our purpose-built, state of the art school building can be viewed at:
https://www.youtube.com/watch?v=A2kF5N_P2aY



HEAD OF SIXTH FORM

L12-L16 (£51,639 - £57,077)

Required from September 2018

Forge Valley is an 11-18 academy sponsored by the Tapton School Academy Trust. Our school ethos is founded on the principal that ambition and endeavour are key components in achieving success. Currently serving around 1250 pupils, our new purpose-built, £27-million learning environment has excellent facilities to help us deliver our curriculum. Our Sixth Form was graded 'good' by Ofsted in June 2017.

Forge Valley is a rapidly improving school, with high-quality teaching and students who display exemplary learning behaviours. In order to become securely good, we need to remove the few remaining inconsistencies in school and succeed in the challenge of improving the attainment and progress of our more disadvantaged pupils.

We are seeking an outstanding middle or senior leader to join our leadership team as Head of Sixth Form. You will be responsible for the day-to-day running of the sixth form, academic progress and the pastoral welfare of the students. You will monitor and evaluate students' progress and develop effective intervention strategies whilst leading the annual student recruitment, admission and induction process.

We are looking for someone who:

- Is an excellent practitioner with a positive attitude

- Committed to the achievement of all our pupils
- Has outstanding leadership and management skills
- Has effective interpersonal skills with the ability to inspire pupils and staff
- Is a team player with the energy and ability to drive improvement

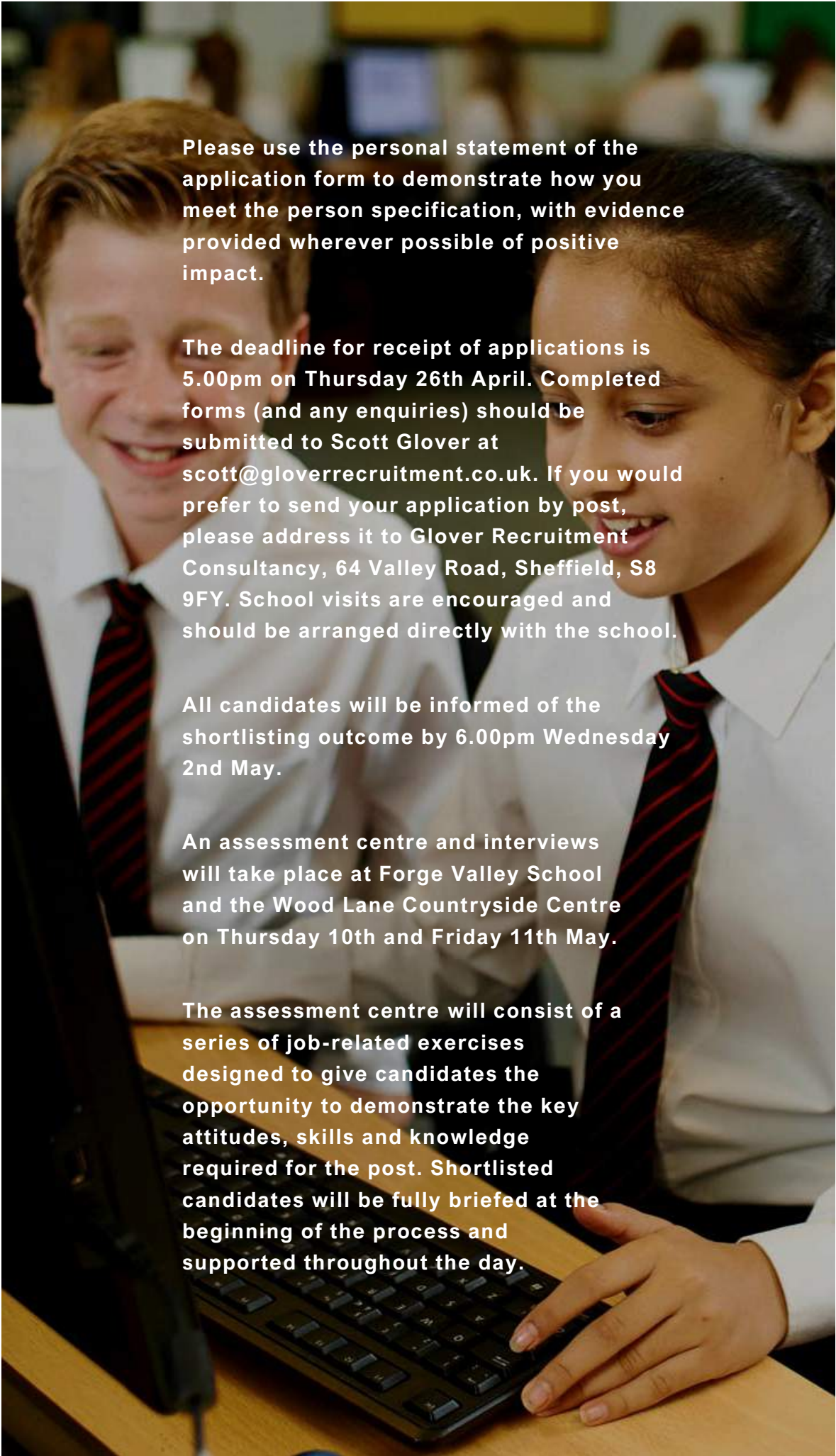
In turn, we can offer you:

- A commitment to your professional growth and first-class CPD opportunities
- A modern, purpose-built, state of the art working environment
- Access to an onsite gym, which is free to staff members

Forge Valley is an equal opportunities employer. We expect all our staff and volunteers to share our commitment to safeguarding and promoting the welfare of our children and young people. The successful applicant will be subject to an enhanced DBS check. Please take the time to read the safeguarding policy on our website.

Visits to the school are warmly encouraged and can be arranged by contacting Lorna Jennings, PA to the Headteacher on 0114 234 8805 or at ljennings5@forgevalley.sheffield.sch.uk.

Completed application forms should be returned to scott@gloverrecruitment.co.uk.

A photograph of two students, a boy and a girl, in school uniforms (white shirts and red and black striped ties). They are sitting at a desk, looking at a laptop screen. The boy is on the left, smiling, and the girl is on the right, also smiling. The background is slightly blurred, showing other students in a classroom setting.

Please use the personal statement of the application form to demonstrate how you meet the person specification, with evidence provided wherever possible of positive impact.

The deadline for receipt of applications is 5.00pm on Thursday 26th April. Completed forms (and any enquiries) should be submitted to Scott Glover at scott@gloverrecruitment.co.uk. If you would prefer to send your application by post, please address it to Glover Recruitment Consultancy, 64 Valley Road, Sheffield, S8 9FY. School visits are encouraged and should be arranged directly with the school.

All candidates will be informed of the shortlisting outcome by 6.00pm Wednesday 2nd May.

An assessment centre and interviews will take place at Forge Valley School and the Wood Lane Countryside Centre on Thursday 10th and Friday 11th May.

The assessment centre will consist of a series of job-related exercises designed to give candidates the opportunity to demonstrate the key attitudes, skills and knowledge required for the post. Shortlisted candidates will be fully briefed at the beginning of the process and supported throughout the day.

HEAD OF SIXTH FORM

JOB DESCRIPTION

POST TITLE:	HEAD OF SIXTH FORM
Purpose of the role:	<p>To support and assist the Headteacher by providing dynamic and professional leadership and management by sharing and modelling the school's vision and values in everyday work and practice; developing and motivating staff, setting high expectations, embedding learning and teaching strategies and raising achievement, contributing to rigorous and on-going self-evaluation and taking responsibility for leading a specific area to secure further school wide improvements.</p> <ul style="list-style-type: none"> • To lead the strategic direction of the Sixth Form. • To monitor progress and standards within the Sixth Form and ensure that challenging targets are set as a result using national data as a minimum expectation. • To ensure high standards of behaviour, attitude, appearance and attendance within the Sixth Form. • To provide leadership, management and development of the Sixth Form management and support team.
Responsible to:	Headteacher
Leadership of the Sixth Form:	<ul style="list-style-type: none"> • To co-ordinate admission and induction arrangements. • To market the Sixth Form both within the School and the wider community (including preparation of the Sixth Form Prospectus). • To develop the KS5 curriculum working strategically with the leadership team. • To be responsible for rigorous quality assurance mechanisms within the Sixth Form, including the Quality of Teaching and Learning across KS5. • To liaise with the Headteacher, Directors of Learning and Subject Leads regarding assessment, marking and reporting to ensure effective and consistent practices and standards are maintained. • To liaise with the Exams Officer and Data Manager regarding the organisation of Sixth Form examinations. • To manage Sixth Form facilities. • To organise Sixth Form assemblies and oversee the Sixth Form PSHE programme. • To liaise with the Leadership Team, the Headteacher and Sixth Form Manager to ensure progression. • To co-ordinate transfer arrangements post-school, including the Higher Education and UCAS application process and careers. • To keep up to date with Sixth Form initiatives. • To liaise with the Headteacher to ensure a cost effective Sixth Form. • To ensure that Sixth Form databases are kept up to date and appropriate data is available for census collection. • To promote a breadth of enrichment activities such as Duke of Edinburgh and Sports programmes, liaising with appropriate staff.

Shaping the future:	<ul style="list-style-type: none"> • To lead on the establishment and implementation of the school vision and standards so that it is shared and acted upon with colleagues and learners. • Work with the Headteacher on strategic improvement plans that realise the school's vision and sustain school improvement. • To work with all staff to create a positive, inclusive climate to take the school vision forward. • Collaborating with parents/carers, to ensure learners' well-being and improve their achievement and personal development.
Leading behaviour for learning	<ul style="list-style-type: none"> • To ensure that staff work together to create an outstanding environment for learning where all learners feel confident to achieve their best. • To ensure pupils develop skills for effective learning throughout Key Stage 5. • To take corrective action to ensure quality and performance standards of behaviour and learning are continually improving. • To use appropriate data to support staff in the monitoring of learners' progress, to set challenging targets and identify areas for improvement. • To be involved in securing high standards of Teaching and Learning so that learners are engaged in learning and ensuring an ethos of challenge and support where learners can achieve success. • To oversee and ensure that effective and appropriate intervention strategies are employed to support all learners. • To ensure that improvements in literacy, numeracy and information technology are a priority for all learners to ensure economic well-being for all. • To ensure that learners develop learning skills through effective direction of the Guided Learning Lead in order that learners learn more effectively and with increasing independence. • To create and maintain an effective partnership with parents/carers to support and improve learners' achievement and personal development.
Developing self and leading others	<ul style="list-style-type: none"> • Lead, monitor and evaluate the work of the Faculty Directors and Learning Leads in terms of KS5 Teaching and Learning. • To take responsibility for own professional development including maintaining an up to date knowledge of educational trends, developments and related legislation including engaging fully in performance management of self and other staff. • Contributing to effective staff induction and professional development. • Managing own workload and the workload of individuals and teams effectively, providing support where necessary and delegating where appropriate. • To ensure that professional duties are fulfilled, as specified in the Terms and Conditions of Teachers and by the Headteacher.
Managing area of responsibility	<ul style="list-style-type: none"> • Implementing clear and appropriate evidence-based improvement plans and policies and monitoring, evaluating and reviewing their effects. • To be accountable for all aspects of the Sixth Form.
Securing accountability	<ul style="list-style-type: none"> • Taking a significant role in contributing to the school's self-review and using its outcomes, along with a range of other evidence, in monitoring and evaluating aspects of school life. • Ensuring that staff accountabilities are clear and are regularly monitored, evaluated and reviewed. • Presenting information about the performance of the school to a range of audiences including Governors, parents and carers.

<p>Teaching:</p>	<p>To undertake an appropriate programme of teaching in accordance with the duties of a standard scale teacher which are:</p> <ul style="list-style-type: none"> • To teach learners according to their educational needs, including the setting and marking of work to be carried out by the student in school and elsewhere. • To assess, record and report on the attendance, progress, development and attainment of learners and to keep such records as are required. • To provide, or contribute to, oral and written assessments, reports and references relating to individual learners and groups of learners. • To ensure that ICT, Literacy, Numeracy and school subject specialism(s) are reflected in the teaching/learning experience of learners • To undertake a designated programme of teaching. • To ensure a high-quality learning experience for learners which meets internal and external quality standards. • To prepare and update subject materials. • To use a variety of delivery methods which will stimulate learning appropriate to student needs and demands of the syllabus. • To maintain discipline in accordance with the school's procedures, and to encourage good practice with regard to punctuality, behaviour, standards of work and homework. • To undertake assessment of learners as requested by external examination bodies, departmental and school procedures. • To mark, grade and give written/verbal and diagnostic feedback as required.
<p>To also undertake any other duty as specified by STPCD not mentioned in the above.</p> <p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.</p> <p>The Head of Sixth Form will undertake any other reasonable tasks or duties assigned by the Headteacher.</p>	

Person Specification for the Head of Sixth Form

EDUCATION/TRAINING

Good honours degree

Qualified Teacher Status

Post-graduate qualification (desirable but not essential)

Relevant experience

TEACHING & LEARNING

A demonstrable record of excellence in Teaching and Learning in the post-16 sector

Demonstrate excellent awareness and understanding of current professional dialogue on developing excellent Teaching and Learning, with a focus on post-16 learners

Experience of developing the professional practice of teaching professionals in a 6th Form context

A successful track record of raising standards across all groups of learners

LEADERSHIP & MANAGEMENT

Having a secure educational vision and experience of helping build an educational vision and of securing it

Well-developed skills and experience of leading others, especially through a process of change

Experience of evaluating performance in a subject or across a phase in the 11-19 sector

Excellent organizational and management skills

Experience of financial management at either departmental or whole school level

RELEVANT SKILLS & APTITUDES

An inspirational teacher who can lead by example

Ability to teach own subject at GCSE and A-Level

Ability to teach effectively using a range of strategies

Able to use data effectively to inform intervention to ensure good outcomes for all

Outstanding communication skills with acute awareness of appropriate communication for each audience

Ability to manage workload of self and others

Highly developed interpersonal skills with demonstrably high levels of emotional intelligence

KNOWLEDGE

Knowledge and understanding of developments in Post-16 education

Knowledge of issues regarding 6th Form education (e.g. curricular changes, accountability changes and changes to Sixth Form funding)

A knowledge of current safeguarding guidance and practice

PERSONAL QUALITIES

A high level of integrity, able to motivate both individuals and groups of staff and learners

Ambitious for the success of staff and learners and committed to realizing the life chances and dreams of every learner

Resilient, flexible and has a positive outlook

Solution-focused

Upholds the values of a safer culture and is committed to the safety and wellbeing of all our young people



Forge Valley School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.



glover recruitment consultancy

Queries about the application and recruitment process should be addressed to scott@gloverrecruitment.co.uk or by phoning 07766773682.