



THE ORATORY



BRIEF FOR THE POST OF
ASSISTANT HEAD (6TH FORM)
SEPTEMBER 2021

HMC CO-EDUCATIONAL 11-18 CATHOLIC BOARDING & DAY SCHOOL



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THE SCHOOL

The Oratory is an HMC co-educational independent school for pupils aged 11 to 18, providing an all-round education of quality and purpose. We welcomed our first girls to the school in September 2020 – with intakes in all year groups except Year 11 and Year 13 – and currently have 50 girls at the school.

We offer small class sizes and outstanding facilities on a wonderful South Oxfordshire country estate and yet we are within easy travelling distance of London, major motorways, railways and airports.

The Oratory School has high academic standards; however, we believe that an education is about more than statistics. We have a clear vision to ensure that each pupil flourishes and fulfils their maximum potential both in and far beyond the classroom. To this end, a wide variety of co-curricular activities enrich the pupils' learning and all pupils get the opportunity to develop their specific talents to the full. The Oratory is not a large school, and this enables each and every pupil to be known, valued and stretched as an individual within our nurturing community.

Founded in 1859 by Saint John Henry Newman - we are a Catholic school which welcomes pupils of all faiths or none. Visitors often comment on the inclusive community atmosphere of our school, which we believe nurtures confidence, self-expression and a desire to learn and grow.



A MESSAGE FROM THE HEAD MASTER, JOE SMITH

Thank you for your interest in potentially joining us as a colleague at The Oratory School. I'm delighted that you are considering applying for this post and hope very much that, once you have read through the application pack, you will decide to do so.

We are acutely conscious that for busy professionals it takes a considerable commitment to apply for a new role. In return you can expect us to expend a similar amount of time and energy in considering your application and over the selection process.

We are very proud of our school's history. The Oratory School was founded by Saint John Henry Newman – one of the greatest figures of the 19th Century - in Edgbaston, Birmingham in 1859 as a response to numerous requests to start a school for the education of the sons of Catholic gentlemen. Having spent time at Caversham on the outskirts of Reading (now the BBC monitoring centre) the school moved to its present site, Woodcote House in 1942.

Currently approximately half of our pupils are Catholic - and a similar proportion of teaching staff – but the Catholic vision of an all-round, holistic education pervades all we do. All staff, Catholic or not, are expected to uphold and support the school's Catholicism, and all teaching staff are expected to attend Mass and other services with the pupils.

I urge you to spend some time looking at our website, which I hope will give you a flavour of our school. The school is in very good heart and we are improving our provision all the time. We currently have approximately 360 pupils at the school.

Class sizes are small and facilities impressive: we are in the process of creating an ambitious plan for the next stage of the school's development. As an avowedly all-round school our aim is that everything we do – be it teaching, sport, music, drama, art, boarding or pastoral care – is done to the very highest standard. As a result of our success in this endeavour the current reputation of the OS is high, although we are anything but complacent about maintaining this popularity, hence the importance of attracting and retaining high quality staff, both in the classroom and beyond it.

If offered a place at the school, the children of staff enjoy a very generous fee remission at The Oratory. Our salary scale is competitive and for senior staff the school has its own Leadership Scale. The school owns a significant amount of staff accommodation, both on site and in the village of Woodcote, for which benefit resident staff undertake duties in a boarding house.

The Common Room are a wonderful, supportive, professional and good humoured team, and the atmosphere of the school as a whole is often described as warm and positive, as well as purposeful.

The Oratory has a fine reputation and tradition as an independent school, in the local area, nationally and abroad. Many members of staff have moved on from



the OS to senior roles at other prestigious schools: the school's relative smallness means that staff can achieve significant levels of responsibility relatively quickly and feel that they are making a genuine difference to the school's development.

I do hope that you will apply and I hope to meet you in due course and discuss the possibility of your coming to join us at The Oratory.

With best wishes

Joe Smith BA MEd PGCE
Head Master





THE ROLE

The Oratory School is looking for a talented, inspirational Assistant Head (6th Form) to continue to develop the profile of the 6th Form as the destination of choice for A level study for 5th Form students, both from The Oratory and other schools.

They will promote the 6th Form locally, nationally and internationally to families who are in sympathy with the ethos of the School and who seek excellent 6th Form education at a school with a proven track record of good, value-added examination results and entry to Russell Group institutions.

Our 6th Form comprises two year groups of approximately 50 pupils in each. We are an A level school although we regularly review our curriculum offer: we introduced Psychology as an A level subject in 2020 and will be introducing Politics in 2021. The 6th Form has a rich co-curricular life, overseen by the Assistant Head (6th Form) in conjunction with the Assistant Head (Co-Curricular), for example the Windhover Society for public speaking and the Adelphi Society for debating. Our Loquitur programme for Lower 6th Formers introduces the pupils to topics of interest and importance, including presentations from Old Oratorians in interesting walks of life.

We are currently developing a new 6th Form centre for use from September 2021. All 6th Formers are a member of a senior House (3 for boys, 1 for girls currently) and have a range of leadership opportunities available to them.

Line Manager: the Assistant Head (6th Form) is a Leadership Team role and is line managed by the Deputy Head Academic.

MAIN DUTIES

Strategic:

- Develop the profile of the 6th Form across the whole school, engendering an ethos of achievement.
- Plan the development of the 6th Form and write the department development plan, with emphasis on recruitment and retention.
- Assist extensively with marketing and public relations activities as requested by the Head Master.
- Liaise with the Marketing and Alumni Departments to maintain and develop relationships between the School and its Alumni, arrange visits, talks etc.
- Liaise with the Deputy Heads on all strategic matters relating to the 6th Form.
- Play a role in leading the recruitment, admission and induction processes for students into the 6th Form, including the preparation of the 6th Form Handbooks, Choices booklet and relevant web pages.
- Make a leading contribution to the development of the 6th Form curriculum in collaboration with the Leadership Team.
- Ensure enrichment opportunities are provided as part of the 6th Form.
- Monitor the quality of learning experienced by the 6th Form in conjunction



with Heads of Departments.

- Develop existing 6th Form partnerships and look for new opportunities.
- Provide leadership in the academic welfare of 6th Form students, supporting their active involvement in school life as well as providing an additional layer of pastoral support to Housemasters.
- Line-manage the 6th Form Tutor team in terms of their tutoring roles.
- Take responsibility for the 6th Form budget.
- Meet with and interview prospective 6th Form students and their families.
- Attend future schools fairs at secondary schools when invited.
- Act as the Able, Gifted and Talented Coordinator for the school in close liaison with the Deputy Head Academic in updating the A,G and T policy, organisation of the provision for academic scholars, and in the 6th Form actively assisting those preparing for competitive university courses (Oxbridge, Medicine, Dentistry, Veterinary Science).

Operational:

- To lead, inspire and motivate all students in the 6th Form, ensuring their academic success and school experience is in line with the school's mission statement.
- The Assistant Head (6th Form) has overall responsibility for all 6th Form students.
- The Assistant Head (6th Form) liaises closely with the both Deputy Heads.

Academic Progress:

- Take charge of the 6th Form monitoring processes through detailed analysis of data and take appropriate action in conjunction with Tutors and Housemasters.
- Oversee the development of intervention strategies for any 6th Form student with the Tutors.
- Use and review performance data, overseeing the setting of challenging but realistic targets for students in liaison with the Tutors and Deputy Head Academic.
- Attend A Level and GCSE results days in August (ideally the day before and including results day); confirm A level subject choices and meet parents after results day if necessary. Be the principal coordinator for A Level results day.





THE ROLE

Higher Education, Careers And UCAS:

- Oversee and lead on the UCAS process for Lower and Upper 6th. Lead and organise the 6th Form Higher Education programme, including the preparation, checking and submission of UCAS references, building relationships with admissions tutors at selective universities and, with relevant Tutors and Housemasters/mistresses, raising the awareness of Middle School students of the criteria for entry to selective universities.
- Provide support for students applying to universities other than via UCAS.
- Develop and lead on the Oxbridge, Medical, Dentistry and Veterinary programmes.
- With particular reference to potential and actual Oxbridge candidates and others of similar ability, work closely with the teacher responsible for Able, Gifted and Talented and coordinate the enrichment programme for academic scholars in the 6th Form.
- Work with the Head of Careers to lead and organise elements of the 6th Form Careers programme, supporting especially those students who wish to make applications in addition to, or instead of, Higher Education.
- Coordinate post-examination results support and guidance for students.
- Provide accurate statistics on leaver destinations.

Tutor Team:

- Assist in appraisal of L6th and U6th Tutors.
- Lead and manage the work the 6th Form Tutor team and plan SoWs for Tutor time.
- Ensure that relevant school policies are understood and implemented effectively.
- Chair Tutor team meetings at least once each Half Term.
- As directed by the Deputy Head Academic, work on relevant aspects of Inspections.

Parental Engagement:

- Maintain effective and appropriate contact with parents.
- Organise the 6th Form Choices Evening.
- Manage the 6th Form website content and be responsible for providing up-to-date, accurate information or updates.

Students:

- Assist in the transition from 5th Form, including assisting with conducting interviews for 5th Form students where necessary.
- Organise and administer the 6th Form Scholarship process in collaboration with the Deputy Head Academic and other staff, e.g. Director of Sport, Director of Music.
- Liaise with the Exams Officer over results, planning of trial exams, etc.
- Contribute to the admissions process for new students and monitor settling in of new students.
- Provide advice on the appointment of the School Captain, Deputies and the Prefect Team.
- Work with the Deputy Head Pastoral to plan and deliver year group assemblies that both support the PSHE curriculum as well reacting to the



pastoral needs of the 6th form.

- Advise on the programme of 6th Form Enrichment curriculum and events.
- Maintain an active presence at 6th Form events.
- Attend 6th Form related meetings and INSET, and work with external agencies as necessary.
- Contribute, where appropriate, to the management and successful running of whole school events.
- Continue to monitor and maintain high standards of behaviour and dress of all students.
- Ensure appropriate rewards, interventions and sanctions are in place.
- Advise on and encourage appropriate conduct of Private Study.
- Organise social events for 6th Form students.
- Coordinate the management and staffing of 6th Form spaces – common rooms etc – and the 6th Form bar.

Benefits:

- Free Gym membership.
- A meal while on duty during term time.
- Contributory pension scheme.
- Free parking.

Safeguarding:

The 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 following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety.
- promoting and safeguarding the welfare of children and young persons for whom you are responsible.





THE PERSON

Essential Characteristics:

- Good honours degree (ie 2.1 or above) from a well regarded higher education institution
- Utterly committed to the Catholic ethos of the school
- Initiative and energy
- Highly developed skills in change-management
- flexibility
- adaptability
- open-mindedness
- communication skills
- efficiency
- skill in detail
- rigour in implementation and follow-through
- independence
- exceptional levels of administration and record keeping
- people management
- understanding of, and personal commitment to, ethos of the school
- high awareness of developments in 16+ curriculum and trends in Higher Education
- capability of driving continual change, to keep The Oratory at the cutting edge of 6th Form provision
- an awareness of, and commitment to, the 24/7 nature of boarding school life
- High levels of relationship building

Highly Desirable Characteristics:

- Evidence of rigorous and sustained professional development, such as a further qualification in educational management/leadership
- Ability to contribute to the school's co-curricular programme
- Significant middle-management experience, such as through leading an academic department

The Assistant Head (6th Form) will teach an academic subject offered at the school on a reduced timetable commensurate with the seniority and importance of the role. In keeping with our ethos as a proudly all-round school, he or she will also be expected to contribute to the wider life of the school, for example through coaching sport, being involved in other outdoor activities such as CCF or Duke of Edinburgh Award Scheme or other activities.



HOW TO APPLY

Early Applications Are Encouraged:

Candidates who have been shortlisted will be contacted after the closing date.

The interview process will include:

- Interviews with Head Master, Deputy Head Academic, Deputy Head Pastoral and guests invited to aid with the appointment process.
- Lesson observation
- Staff panel: 6th Form tutors & some Heads of Department
- Pupil panel
- A presentation or assembly to pupils

Please send your applications together with a covering letter to:

Human Resources Department
The Oratory School
Woodcote
Reading
RG8 0PJ

Alternatively, you may email them through to humanresources@oratory.co.uk

For any queries please phone 01491 683506.

The Oratory Schools Association Registered Charity No 309112 is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo checks with past employers and the Disclosure and Barring Service. February 2021.





THE ORATORY

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