

CROYDON HIGH SCHOOL HEAD OF SIXTH FORM



INFORMATION FOR APPLICANTS



JANUARY 2018

Information for Applicants

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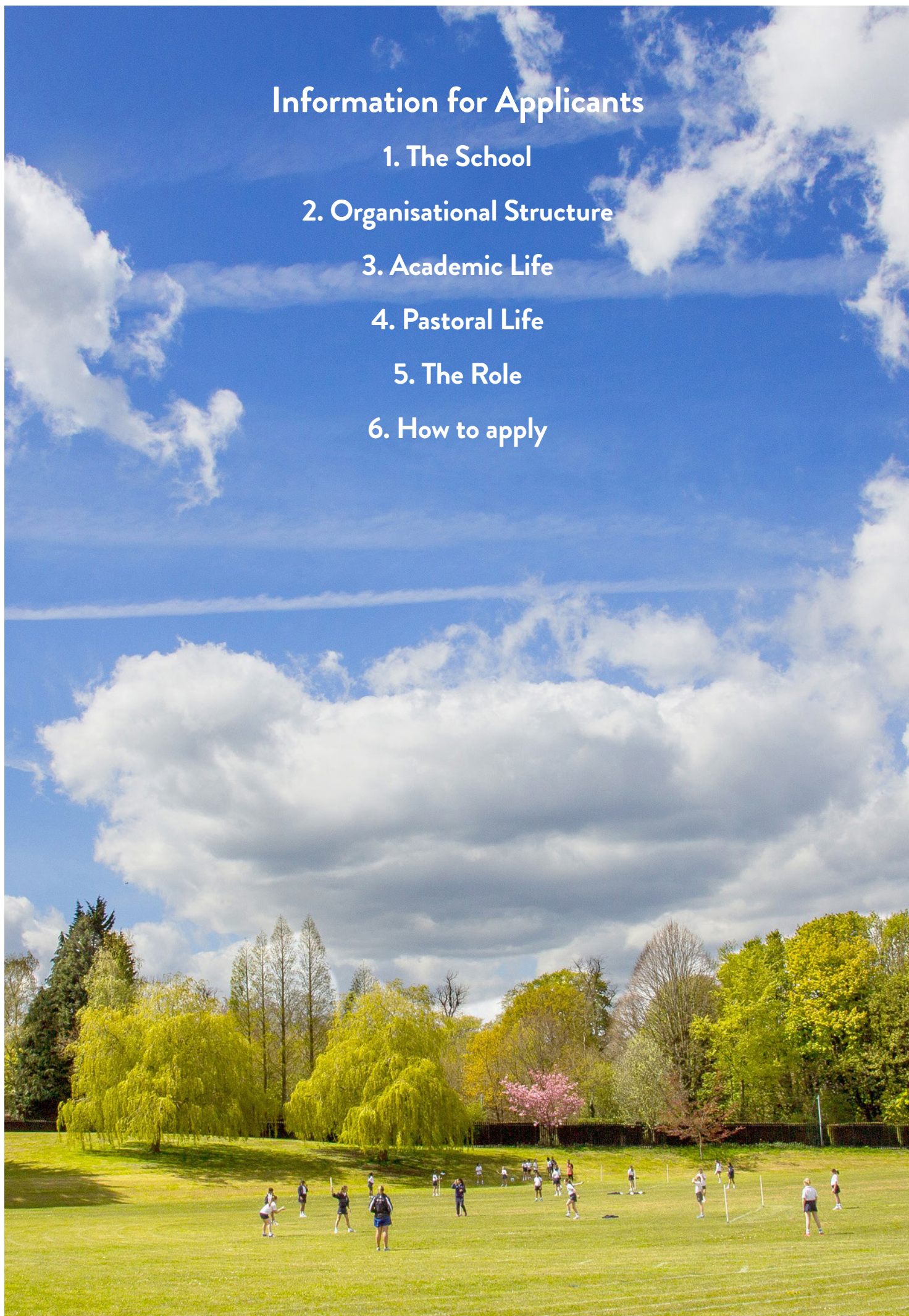
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The School

Croydon High School in leafy Selsdon, South Croydon, is an exceptional independent day school for girls aged 3 to 18. Part of the GDST (Girls' Day School Trust), the leading network of girls' schools in the UK, Croydon High has been delivering outstanding education to local girls since 1874.

In spacious buildings, on a sloping site of over twenty acres, three miles from the centre of Croydon, our girls enjoy the benefits of top class facilities, excellent teaching and exceptional pastoral care.

Proud of its heritage, the School is also firmly focused on the future and the Senior Leadership Team, under its new Headmistress, aims to drive the school forward to prepare girls to meet the challenges of the modern world.

In 2017, as the School celebrates its 50th anniversary at its Selsdon campus, we are enjoying the products of the ambitious masterplan of improvement to the site in recent years which include refurbishment of the Junior School, improvements to the exterior of the campus and a new sports pavilion.

Visitors to the School cannot help but be impressed by the warm welcome, the confidence of the girls, the love they express for their School and the beautiful grounds.



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www.croydonhigh.gdst.net

Organisational Structure

The Girls Day School Trust

The GDST educates nearly 20,000 pupils and employs over 3,700 staff in our 24 schools and two academies. Croydon High School, founded in 1874, was the first “all-through” school in the Trust. The GDST is the UK’s largest education charity with an annual turnover of more than £200 million. A Council of Trustees are legally responsible for the running of the GDST and set the strategic direction of the Trust, monitor its performance and ensure its financial viability.

The School Governing Board

Under the GDST governance arrangements, each of the 24 schools is supported by an SGB who play a valuable role in providing a high quality education for our girls. They support the Headmistress, advise on the effective use of resources and help the School foster the excellence for which it is renowned in the local area.

The Senior Leadership Team

The School is managed and run by a Senior Leadership Team of 8 members including the Head and Deputy Head of Juniors, Director of Communications and Director of Finance and Operations alongside the academic leaders of the Senior School.



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Academic Life

The emphasis is upon a curriculum and extra-curricular offer which present challenge, develop creativity and flair and are underpinned by the nurture and support for which the School has a well-established reputation.

The School enjoys excellent examination results and the majority of Sixth Form girls go on to study at their first choice destinations which include the Russell Group of universities and The Universities of Oxford and Cambridge.

A creative and diverse curriculum balances the opportunity to explore and develop skills and talents with the need for academic rigour. Inspirational teaching emphasises the pursuit of excellence where girls are encouraged to set – and supported to achieve – ambitious goals.

The application of learning across subjects fosters an independent and proactive approach. Inherent in this is the use of technology for learning and ease of access to advice and guidance from supportive staff. Academic enrichment enhances the learning and the numerous opportunities to experience learning in a different context brings the curriculum to life.

Pupils take the IGCSE for Biology, Physics, Chemistry, Maths, English, History, Computer Science and Modern Foreign Languages and GCSE for other subjects. In the Sixth Form, we offer A Levels and the Extended Project Qualification.

Our extra-curricular programme is diverse and offers opportunity for all while ensuring our elite performers are challenged and develop their skills. We enjoy top class facilities in sport, music, drama and technology and the purpose-built site offers a spacious and bright environment in which to learn and work.

Our focus on the individual in all aspects of school life comes into its own in the many fundraising and charity projects undertaken by the girls. Their awareness and sensitivity to local and international issues never fails to impress and they convey their opinions with compassion and conviction.



Pastoral Life

The welfare of girls and the personalised pastoral care which is our hallmark underpins everything we do at Croydon High School. The tutor is a girls' greatest advocate in School and oversees all her endeavours; he or she is a source of advice and support, of encouragement and inspiration. Girls are placed in tutor groups according to their academic year and the work of the tutor is overseen by the relevant Head of Year.

Girls throughout the School are allocated to one of four Houses and the spirit of friendly competition pervades each of the enjoyable and well-supported house events.

Girls not only represent their houses in their areas of strength but are also encouraged to try out new activities within a supportive team environment.



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The Sixth Form

This is an exciting opportunity for an ambitious and talented candidate to play a key role in the strategic development of the Sixth Form in our forward-looking School. The successful candidate will enjoy a dynamic and supportive environment where the focus is very much upon building high standards and expectations for all and the professional development of staff.

While providing effective support to the Headmistress and Deputy Head (Academic) and in conjunction with the Deputy Head of Sixth form and our Senior Prefect Team, the successful candidate will play a key role in identifying, developing and implementing strategies, policies and systems to further the School's vision. He/she will be accountable for the leadership, management and development of the Sixth Form and will lead in both the strategic development and day to day management of Key Stage 5. Therefore, we seek to appoint someone with energy, vision and a commitment to high standards, both within and beyond the classroom, and who will inspire students and staff.

This position would suit an ambitious professional preparing to join a Senior Leadership Team in the near future. He/She will be an outstanding teacher and pastoral tutor and will be able to demonstrate and encourage high standards and good practice in teaching and pastoral management.

There are currently 98 girls in our Sixth Form and we will continue to increase this number in the future.

Recruitment and retention will be an important part of the role and the ability to speak on public occasions is therefore an important skill which the successful candidate will display. Results at Croydon High School are very strong and the vast majority of girls secure their first choice university place, predominantly within the Russell Group. The Sixth Form enjoy a refurbished suite, designated teaching and private study areas and superb facilities.

Head of Sixth Form

The Head of Sixth Form is responsible for the management of an outstanding Sixth Form experience in line with the school's strategic objectives. In conjunction with Deputy Head (Academic), he helps to shape and deliver the strategic vision for the Sixth Form.

The Head of Sixth Form reports to the Deputy Head (Academic) and line manages the Deputy Head of Sixth Form.



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Strategy

The Head of Sixth Form is responsible to the Deputy Head (Academic) for all areas of strategic management and will help define, shape and delivery the strategic plan for the Sixth Form in conjunction with the Deputy Head (Academic).

He/She helps communicate this vision to staff and pupils.

The Head of Sixth Form assists the Deputy Head (Academic) in:

- identifying and implementing the vision for the Sixth Form with reference to the School's strategic direction.
- developing and maintaining an ethos for the Sixth Form which supports and promotes the school's values, policies and strategic direction.
- coordinating the implementation of the School Development Plan as it affects Sixth Form provision to ensure that objectives and targets are achieved.
- ensuring the academic, pastoral and extra-curricular provision for the Sixth Form at the School is of the very highest standards.

Academic

The Head of Sixth Form plays a leading role in the management of the academic provision for Sixth Form pupils, in conjunction with the Deputy Head (Academic.)

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The Head of Sixth Form:-

- assists the Deputy Head (Academic) in the development of the Sixth Form curriculum offer, to ensure that it reflects national developments in 16-19 education, equips girls for the needs of the 21st century, and is stimulating and attractive.
- develops links with external institutions to develop and expand Post 16 provision.
- ensures an efficient UCAS process is in place for girls applying for university places and that tutors are well equipped to support them and ensures the provision for pupils applying to the Universities of Oxford and Cambridge and other prestigious universities is bespoke and of a high quality.
- runs and manages a smooth and efficient EPQ process, including the management of EPQ tutors, being an EPQ tutor and ensuring the projects prepared represent the very best the girls can achieve.





Pupils / Pastoral Care

In conjunction with Deputy Head (Welfare, Systems & Innovation), The Head of Sixth Form:

- maintains oversight of the pastoral welfare of girls in the Sixth Form, ensuring continuous and consistent focus on their achievement and development - moral, spiritual, physical, cultural and social as well as academic.
- coordinates and manages guidance and counselling for girls; consults with experts/agencies (internal and external) as necessary; addresses any concerns with sensitivity and diplomacy, keeping the Head, tutors and parents informed as appropriate.
- develops and monitors the PSHCE programme for the Sixth Form in liaison with other relevant staff and outside agencies to ensure that an appropriate and stimulating programme is devised and delivered.
- organises and leads Year Group assemblies which include opportunities for student reflection and are in line with school policy.
- maintains high standards of behaviour and dress amongst the girls and maintains records of all pastoral issues and infractions in order to ensure that actions and follow up are recorded.

In conjunction with the Assistant Head and the Deputy Head of Sixth Form, the Head of Sixth Form:

- supports the Deputy Head (Academic) and Assistant Head in the monitoring of pupil achievement, behaviour, attendance and punctuality and organises suitable interventions and celebrations / praise and communication with parents and guardians.
- ensures that girls' progress reports and annual reports are completed accurately and according to the required deadlines.
- specifically in conjunction with the Assistant Head, organises, monitors, and participates in an appropriate programme of extra-curricular activities for the Sixth Form, which supports and enriches the curriculum and equips girls for life after school.

Leadership & management of others

The Head of Sixth Form:

- leads, inspires and motivates all girls in the Sixth Form, ensuring they are fully involved in school life and activities.
- provides leadership for the Sixth Form tutors to ensure they are appropriately briefed, motivated and supported in undertaking their role.
- line manages the Deputy Head of Sixth Form and assists in the delivery of his/her responsibilities.
- leads by example, providing inspiration and motivation, and embodies for the pupils, staff, parents and wider community the vision and purpose of the Sixth Form.



Operational Management of the Sixth Form

In conjunction with the Senior Leadership Team, the Head of Sixth Form:

- takes responsibility for recruitment and retention into the Sixth Form, assisting with interviewing and selection of new applicants, organising their induction and ensuring the support available and quality of promotional material and personalised advice is of a high quality.
- oversees arrangements as required for the election/appointment of prefects, Heads of House, School Council and other posts of responsibility for Sixth Form girls, and provide support as necessary for girls undertaking leadership roles.
- maintains the Sixth Form Handbook, website and prospectus to ensure that appropriate information about the Sixth Form is available to girls, parents and staff.
- inspires, supports, and reinforces the identity of the Sixth Form throughout the school so that girls are encouraged to remain in the school for their Post 16 education.
- takes a leading role in the organization of activities which contribute to the marketing of the Sixth Form and the school as a whole e.g. open days/evenings, news articles, events.

The Deputy Head of Sixth Form helps the Head of Sixth Form shape the strategy for support and advice regarding careers and university entrance and the strategy to support pupils joining the School from abroad. Specifically, the Head of Sixth Form:

- ensures that appropriate arrangements are in place for girls to be advised about, prepared for and informed about future career opportunities, including work experience, and qualification requirements.
- oversees the bespoke support available to girls on the 'International Student Programme'

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

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Application Details

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

The Salary

In line with GDST salary scale according to experience.

Safeguarding

Croydon High School is committed to safeguarding and promoting the welfare of children.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

How to apply

The application form should be completed and returned with a covering letter to: The Headmistress, Croydon High School, Old Farleigh Road, Selsdon, South Croydon, CR2 8YB or e-mailed to: recruitment@cry.gdst.net

The closing date for applications is noon, Monday 9th October 2017.

The school reserves the right to appoint at any stage during the recruitment process.

