



CLIFTON
COLLEGE

For the position of:

Assistant Head Academic



Together
we are Clifton

About Us

Clifton College is a leading independent day and boarding school educating over 1,300 pupils aged 3 to 18 years. Founded in 1862, the College provides an exceptional all-round education that successfully combines a rich heritage with modern state-of-the-art facilities.

We are fortunate to be located in one of the most beautiful suburbs in the vibrant city of Bristol with Clifton Village just a short walk away from the College campus.

The College employs over 280 teaching staff, more than 270 operational staff and about 160 staff who work in our sport and leisure facilities. Within the last year, the College has founded the Clifton Education Group which now includes the English Language Centre, a nationally leading provider of English language education.





Academic Life

Aim High, Stay Grounded.

Clifton's aim is to ensure academic excellence for all. Intellectual risk-taking is encouraged in an environment where students are free to question, free to discover, free to try and free to succeed. Academic expectations are high and pupils are inspired to maximise their academic potential. We require internal and external entrants to the Sixth Form to have at least three 7 (or A) and three 6 (or B) grades at GCSE or equivalent for entry, unless agreement is reached on courses matching specific strengths in a student.

In the Upper School, we foster a learning culture that encourages independence, allowing students to take ownership and responsibility for their learning while being challenged and stimulated in equal measure. They develop an approach to learning which will see them through their time at Clifton College and beyond, whilst also being encouraged to remain naturally inquisitive and eager to learn.

The College's academic results are impressive. In 2022, 54% of A Level grades were A* - A. More than 50% of GCSE grades were A*, 8 or 9. In 2022, more than 50% of UK university places won were at Russell Group universities, with Edinburgh, Durham, UCL and LSE amongst the most popular. Each year we send some of our most academically able students to Oxbridge, while others choose to study overseas, such as at the universities of Yale, Toronto and Hong Kong.

Sixth Formers receive tailored careers advice and staff work in close contact with parents and pupils to ensure they receive the best support and encouragement.

Pastoral Care

It is like one big family; everyone takes care of each other.

At Clifton College, students are encouraged to follow their own individual interests, whilst also taking away the common cores of knowledge and cultural experiences. The College fosters individualism, passion and talent, but this is always balanced with a powerful community ethos and a culture of high expectations.

The House system is one of the College's great strengths, engendering a sense of belonging in all students, and the mechanism for delivering outstanding individual care.

In the Upper School, each student is allocated to a single-sex House, which becomes their home from home throughout their time at the College.

Each House is run by the Housemaster or Mistress (HoM) who is ultimately responsible for the welfare of students in the House. Alongside the HoM there is an Assistant Housemaster or mistress who has a particular role of supporting the Year 9s. The Houses are supervised during the day by a matron who is able to provide emotional and practical support for the young people in the house.

All teachers at Clifton are tutors and provide HoMs with a holistic view of children in their care. Students socialise across the age groups and work together on a wide range of sporting, cultural and academic House events.

Older students take pride in encouraging and mentoring the younger children. The Chapel and the Synagogue support the spiritual life of the College and they lie at the heart of Clifton. The Chaplain and Rabbi play a unique and significant role in supporting students and staff of all faiths and of none.



The Co-Curriculum

There is such a diverse variety of activities you can choose from.

Drama and Music play a valuable role in the cultural richness of life at the College. Clifton was one of the first boarding Colleges in the country to have its own purpose-built theatre, The Redgrave Theatre, which is named after former Clifton College pupil, Sir Michael Redgrave. It seats 320 guests and hosts more than 40 productions a year, including the much anticipated spectacle that is the Clifton College Annual Musical.

The College also has a dance studio to further students' creative and technical skills.

There is a wealth of acting talent at the school and recent graduates have gone on to prestigious drama schools. Well-known Old Cliftonian actors include Sir Michael Redgrave, Sir Simon Russell Beale, David and Clive Swift and Trevor Howard.

Music is the soundtrack to life at Clifton with over 25 concerts taking place per term. Recent highlights include a current student winning first place in the Junior Royal Academy of Music Violin Prize, a year 13 pupil being offered a full scholarship to study singing at Royal College of Music, and a recent leaver receiving a double starred first in Music at Cambridge. Celebrated Old Cliftonians include organists Sir David Willcocks and Andrew Nethsingha (recently appointed Director of Music at Westminster Abbey), and a recent organ pupil is now senior organ scholar at Magdalen College, Oxford. Others have gone on to write and release their own tracks and work in Music Tech. A former Watson's House pupil recently started a social enterprise, Pianos for the High Street, which successfully brings music to local public areas for everyone to enjoy.

Clifton College has a long and proud sporting tradition, which began with the first Head Master, John Percival, who believed all should be involved in physical activity. These days, Clifton still operates a policy of 'Sport and Fitness for All', and the range of sport offered is outstanding, both in its breadth and excellence of instruction.

The Close, which sits proudly at the centre of the school campus, is arguably one of the most attractive sports fields. In 2022 it played host to an England Rugby training camp and it is draped in sporting history.





The eighty-acre site known as Beggar's Bush is Bristol's biggest outdoor sports complex. In addition to the many grass sports fields, there is a water-based Olympic standard hockey pitch, two further astroturf pitches, a full sized artificial football pitch, a Real Tennis court, and a golf driving range. In 2023, the College will begin work on the Chelleram Sports Complex, a state of the art indoor facility, at the Beggar Bush site.

Throughout the year, Clifton students play 17 competitive sports. Clifton College is widely regarded as one of the top UK Rugby, Hockey, and Cricket schools. Recent achievements include the 1st XV boys' rugby finishing 2nd in the country, consistent top ten finishes for 1st XI girls' hockey, and 2nd place in a national girls' cricket competition in 2022.

There are strong partnerships in place with professional sporting institutions such as Bristol Bears, Gloucestershire Cricket, Clifton Robinson's, Bristol and Clifton Golf Club, Badminton England and Bristol Sport. In addition, the College benefits from world class individuals such as Daniel Grewcock and Adam Dixon in its coaching team, as well as a wide range of other staff members with representative honours.

There are many current pupils who are representing their country in a variety of sports, and recent Old Cliftonians include Olympic gold medal winner Lily Owsley, who continues to represent both England and Great Britain in hockey.

Clifton boasts a plethora of opportunities in the Co-curriculum that are supported by teaching staff. In addition to the Drama, Music, and Sport that takes place at the College; there is a broad range available to the pupils which includes: Community work, CCF, Outdoor Education, Duke of Edinburgh, Activities, Societies, Enrichment Programme, and a Year 9 Programme called Terriers.

Every member of staff makes a significant contribution towards the Co-curriculum as part of their role. Where possible, the experience and interests of staff are aligned to the Co-curricular programme. However, there is always an opportunity for staff to train up in a particular sport or other area of the Co-curriculum.

The Role

Assistant Head Academic - Permanent | Full Time

Required start date: September 2023 or January 2024

This position has become available due to the promotion of the incumbent, Dr Graham Mallard, to Deputy Head Academic at Taunton School. We require the role to be filled from September 2023, but January 2024 applications will be considered for the right candidate.

The Assistant Head Academic (AHA) will provide support to the Deputy Head Academic (DHA) in monitoring pupils' academic progress. Most responsibilities ultimately remain with the DHA but the AHA will take more ownership of some areas than others.

The AHA will work closely with the Assistant Head of Teaching & Learning (AHTL) in this role, with the AHA taking more responsibility for the pupils' journeys from admissions, subject choices, tracking progress, through to public examination results - whereas the AHTL remains more focused on classroom practice and staff development.

A particular focus of the role will be on enrichment. The successful candidate's work on enrichment will be crucial in driving recruitment and retention of pupils.

The AHA will also oversee internal assessment ensuring smooth running of all centralised internal examinations.

Another significant area involves contributing to the ongoing department review and department learning walk process: observing lessons, joining department meetings, contributing to reports and taking the lead on the reviews of certain departments.



Specific Responsibilities

Having oversight of academic enrichment across the Upper School.

Working with the Senior Tutors and the Head of Sixth Form (HOSF) to:

- Implement a meaningful Scholars programme in Block II (Years 9 to 11), including associated events such as the Hammond Society dinner.
- Ensure that the Scholars programme flows into Block I (Years 12 and 13), incorporating Pippard, individual Oxbridge preparation etc., reporting to the Head of Sixth Form in this regard.
- Oversee the provision of effective tracking of each year group, currently in the form of Intervention Sheets, in conjunction with the MIS Manager and HOSF.
- Ensure timely and effective provision of information to guide the subject choice processes into Years 9 and 10 (and 11 for new entrants), making sure options documents are kept up to date and published on the College website.

Assist the DHA in monitoring Society provision and attendance.

Working with the DHA in the Preparatory School to assist with transition from Year 8 into the Upper School.

Working with the Admissions team to:

- Ensure Heads of Departments (HoDs) have access to up-to-date collated entrance data.
- Understand CAT4 assessment data, and consider using this data for value-added analysis in comparison with existing MIDYIS and ALIS processes.
- Maintain future cohort lists on the MIS choice systems.

Working alongside the Head of Sixth Form to maintain subject choice lists and informing the Timetabler when the data is complete enough to start the blocking processes.

Co-ordinating MIDYIS and ALIS tests and value-added analysis or its equivalent.

Working with the Examinations Officer, Cover Supervisor and HoDs to create and implement internal examination timetables.

Co-ordinating all aspects of prizes and rewards, including:

- Commem prizes in conjunction with the Senior Deputy.
- Termly effort prizes in conjunction with the DHA.
- Maintaining the Praise Points system in conjunction with the Academic Support Administrator.

Working with DHA to review prep requirements across the Upper School, and publishing termly Block II prep timetables.

Working with the DHA and Senior Deputy to ensure that the school is fully prepared for ISI Inspection and compliant with the standards relevant to pupil progress and other areas.

Attending the Deputy & Assistant Heads meetings.

Attending the Academic Planning Committee and HoDs meetings.

Attending SLT and Education Committee meetings as and when required.

Assist with mentoring staff involved in the ISQAM scheme.

Contribute to the appraisal system by observing teaching staff on a departmental basis.

Assist with informal performance improvement plan processes.

Deputising for the Deputy Head (Academic) in their absence.



About You

Key Traits

Essential

- Positive and progressive attitude to the College's academic development
- Flexibility, resilience and a sense of humour

Key Qualifications

Essential

- Good honours degree

Desirable

- Teaching qualification

Knowledge & Experience

Essential

- Managerial experience at Head of Department level or above

Desirable

- Understanding of the full range of qualifications offered at Clifton, and national educational developments

Skills Required

Essential

- Excellent time management and organisation
- Written and oral communication skills

Desirable

- An ability to lead and inspire staff through developed managerial experience
- Advanced spreadsheet skills

Employee Responsibilities

Values and behaviours

Uphold Clifton College's values. Act as a role model for all Clifton employees. Support the College in embedding our values and desired behaviours in order to promote a positive, respectful, compassionate, and inclusive culture and working environment.

Equal Opportunities

Maintain an up to date knowledge of Equality and Diversity legislation and the organisation's Equality and Diversity policies and procedures, in particular with regard to the recruitment and retention of staff.

Safeguarding

Maintain an up to date knowledge of Safeguarding legislation, and the College's safeguarding policies and procedures, in particular with regard to the recruitment and retention of staff.

Health and Safety

Ensure that an up to date knowledge of Health and Safety legislation as applicable to the role is maintained and that the College's Health and Safety policies and procedures are fully implemented and adhered to as applicable, in particular with regard to the recruitment and retention of staff.

Professional Development

Maintain and update your own knowledge and skills in line with legislation and the needs of the role.



Staff Benefits

Apart from working in an inspiring environment and making an important contribution to our College community, we also offer a range of benefits, these include:

- Onsite gym membership and swimming pool access.
- Free lunch.
- Use of our fantastic holiday club facilities.
- Pension scheme with Life Assurance.
- Option for private medical insurance.
- Cycle to work scheme.
- Confidential counselling.
- An Employee Assistance Programme – providing free support on financial, health and legal matters.
- Excellent opportunities for career development and progression with the opportunity to gain externally recognised qualifications.



Why Bristol?

Bristol is perfectly placed as a gateway to the South West with easy access to stunning surrounding countryside.

It has an international reputation as a centre of culture and a city to visit, offering one of the country's widest selections of music, multimedia and performance venues, art galleries, museums and historic buildings.

The city has been named as the UK's first cycling city and one of Europe's most bike-friendly destinations.

Bristol is the nearest major city to London and has unrivalled rail and motorway links along with an international airport linking to cities in the UK and across the world.





How To Apply

Please complete the application form found at: <https://www.cliftoncollege.com/about/working-at-clifton/>

Or contact myfuture@cliftoncollege.com for an application pack.

We look forward to hearing from you soon!

We are committed to creating and promoting a diverse and inclusive workforce that reflects the community we are part of. Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups.

Clifton College is committed to safeguarding and promoting the welfare of children and young people, all staff and volunteers are required to share this commitment.

Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening.

As a regulated sector we are required to ask for references prior to interview, by applying for this role you are consenting for us to contact your referees.

This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

The closing date for this role is Thursday 27th April. Interviews are likely to be held in the week commencing Monday 1st May.

We reserve the right to interview and possibly appoint before the closing date.