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Candidate brief

Head of Sixth Form (from September 2018)



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Haileybury



Life at Haileybury

Haileybury is an outstanding British independent co-educational boarding school. We offer modern boarding and day provision for eight hundred boys and girls aged 11–18. Established in 1862, we are situated on a glorious, historic 500 acre campus in Hertfordshire, just 20 miles north of London and 35 miles south of Cambridge.

Ours is a happy, purposeful and tight-knit community where more than 90% of the teaching staff live in College accommodation, either on campus or within walking distance of our beautiful 500-acre site. This helps create a unique atmosphere in which to work.

We focus on creating a warm, nurturing environment which is particularly evident in the Lower School, a “school within a school” for Years 7 and 8, which includes its own Boarding House, Highfield. Boarders and day pupils join one of 12 single-sex Houses when they enter the Main School (Years 9 to 13). This creates strong “family” groups of about 55 pupils per House.

This post presents an exciting opportunity to join a thriving, forward-thinking school. Under new leadership, the College has a strategic plan that is ambitious for its pupils and staff. As the Head of Sixth Form, the post holder will have the opportunity to shape the direction of the Sixth Form for the coming years at time when pupil numbers are flourishing and there is much promise for the future. In conjunction with this, we are nurturing and developing relationships with partner schools: these include two schools in Kazakhstan and a local maintained comprehensive school.

Staff development is a strength at Haileybury; a thorough, comprehensive CPD programme ensures that all members of the community reflect on their own development. In the last five years, two members of the SLT have gone on to Headships and four HMs have gone onto Deputy Headships at HMC schools.





Curriculum and results

At Haileybury, we encourage academic excellence and promote intellectual curiosity. A combination of a robust, creative curriculum, inspirational teaching and an atmosphere in which the progress of every pupil is important, ensures that the learning at Haileybury is of the very highest quality.

We are an academically selective school, providing a wide range of (I)GCSEs and in the Sixth Form a choice of A Level or the International Baccalaureate (IB) Diploma. Our all-round pastoral care extends to pupils and staff alike and is underpinned by our open, embracing Christian ethos that welcomes equally those of faith and no faith. This nurturing environment, together with extensive co-curricular activities, creates confident individuals, with leadership, team and social skills. We deliver what many schools only promise – a truly holistic education in which our pupils are prepared for university and life beyond as global citizens.

Haileybury combines excellent scholarship with forward-looking teaching. In pupils and teachers alike, our aim is to nurture a love of learning and a desire to explore new ideas. In so doing we prepare pupils to develop academically and to achieve at their highest level. Their endeavours are supported by outstanding facilities, study resources and enrichment opportunities.

We offer a broad curriculum where pupils study for (I)GCSEs, and either A Level or the International Baccalaureate Diploma. We also provide a dedicated Lower School for years 7 and 8 and our innovative curriculum is built on the twin principles of subject-specific knowledge, and wider application of this knowledge through project based work.

In summer 2017 Haileybury pupils excelled in their (I)GCSE results, achieving 63.7% at A*–A, with 35% of all grades awarded at A*. For the third year running, a top set of Year 10 pupils sat their Maths (I)GCSE exam a year early and all obtained an A*. IB Diploma results in 2017 were once again strong with our IB graduates achieving a collective provisional average score of 36.35 points out of a possible 45 (the global average score is 29.95 points). A Level results for 2017 were also excellent with 67.3% of all grades awarded at A*–B, while 12.6% of A Level pupils across all subjects achieved A*s.

Our pupils traditionally gain places at Oxbridge, Russell Group universities and leading international universities in Europe, the Far East and the USA.





Job description

The Head of Sixth Form is responsible to the Master for the running and promotion of the Sixth Form at Haileybury. S/he maintains an overview of the education of the College's Sixth Form pupils and leads the Sixth Form team. The post holder reports to the Deputy Head (Academic). S/he serves the Housemaster and Housemistress (HMs), Heads of Department, Academic Steering and Admissions Committees.

Strategy

The Head of Sixth Form creates a strategic plan and calendar of events for the Sixth Form and, as needed, contributes to the Senior Leadership Team to inform whole School strategic planning. S/he will create a strategic plan for the delivery of an outstanding Sixth Form education founded on a rigorous and balanced curriculum which supports continuing personal development of all pupils. The Head of Sixth Form implements and oversees the processes created.

Staff management

The Head of Sixth Form line manages the Deputy Head of Sixth Form and Head of University Admissions. The Head of Sixth Form holds regular meetings with Sixth Form tutors and undertakes regular observation of Sixth Form lessons and work scrutiny.

Pupils

The Head of Sixth Form has responsibility for the collective success and personal development of the Sixth Form pupils at the College. S/he:

- Sets the tone for Sixth Form pupils ensuring the Sixth Form are appropriate role models for the rest of the pupils and appropriate ambassadors outside the College.
- Leads Sixth Form assemblies.
- Supports the Deputy Master and the Master in the selection and training of College Prefects and other pupil leadership positions
- Organises the Induction programme for all the Lower Sixth Form.
- Arranges and promotes the Sixth Form leadership training programme.
- Oversees the induction of pupils into the Sixth Form.
- Creates and monitors, in conjunction with the College Librarian, a continuing study skills programme to support pupil progress.
- Takes overall responsibility for the running of the Sixth Form Centre.
- Takes a leading role in retention strategies for pupils in Fiftths, as well as Sixth Form, working with HMs and other staff and by organising events for current (and prospective) pupils.
- Liaises with the Deputy Head (Co-curricular) to ensure the co-curricular programme best supports the needs of all individuals in the Sixth Form.
- Liaises with the Deputy Master and Proctor regarding relevant collective Sixth Form disciplinary issues.





Academic

The Head of Sixth Form keeps the Deputy Head (Academic) informed of opportunities and threats to the curriculum posed by internal and external factors by regularly evaluating the Sixth Form curriculum. The Head of Sixth Form also works closely with the Director of Studies, IB Coordinator and Head of Learning Support to monitor the academic progress of the Sixth Form. As such the Head of Sixth Form:

- Advises Fifth Form pupils and new entrants into the Sixth Form on their curricular and subject choices and ensures the smooth running of the A-level and IB options process.
- Liaises with tutors to design and implement strategies to improve individual pupil progress.
- Promotes and oversees the creation, delivery and evaluation of the academic extension programme.
- Works with the Able Gifted and Talented (AGT) Coordinator to create a rigorous and appropriate enrichment programme for Sixth Form pupils including school-based competitions and academic related work experience.
- Monitors the quality and regularity of academic societies, trips and other aspects of the College's academic related co-curricular programme.
- Shares the commenting on Sixth Form reports with the Master.

Promotion and recruitment

The Head of Sixth Form works closely with the Head of Admissions and has overall strategic responsibility for the recruitment of pupils into the Sixth Form. S/he:

- Assists the Director of External Relations with Sixth Form marketing/advertising.
- Works with the Registrar to increase and develop engagement with feeder schools.
- Organises, in liaison with the Registrar, events and activities for Year 10 and 11 pupils in local schools.
- Meets with prospective families and assists the Head of Admissions in planning the 16+ Entry Assessments and Scholarship Assessments.
- Attend, network and present at major conferences and events related to Sixth Form education, developing a public narrative for Haileybury's outstanding Sixth Form provision.





Progression

The Head of Sixth Form takes a strategic overview of pupil progression beyond Haileybury. As such, s/he is the line manager for the Deputy Head of Sixth Form who is responsible for all aspects of Career Education and the Head of University Admissions. With regards to progression into university and the world of work, the Head of Sixth Form:

- Advises the Senior Leadership Team on national and international developments in Career Education and the likely impact of such developments.
- Informs the Deputy Head (Academic) of changes in university admission and employment trends that might impact the Sixth Form curriculum.
- Ensures that expectations and aspirations for progression beyond Haileybury are high amongst pupils, parents and staff and that the necessary resources are in place to support such ambitions.
- Ensures that the process for university applications (both UK and overseas) and the preparation for university entrance exams is of a high quality.
- Plays a role advising and supporting university applicants post A Level and post IB Diploma results
- Promotes opportunities and applications for travel grants.





Partnerships

The Head of Sixth Form is responsible for developing partnerships that support our pupil's needs and contribute to Haileybury's charitable endeavours. This includes:

- Overseeing the support for Haileybury Turnford's careers and university programmes with specific emphasis on apprenticeships and UCAS applications.
- Developing use of video conferencing facilities in Sixth Form Centre to connect pupils with overseas partner schools.
- Arranging visits to other schools for mutual benefit, for example interviewing Oxbridge candidates.

Management of building and facilities

The Head of Sixth Form is responsible for all aspects of the Sixth Form Centre, including the organisation of appropriate supervision at all times, and is responsible to the Deputy Head (Academic) for the Sixth Form budget.

Duties

These responsibilities and duties are not intended to be exhaustive and the job description may be amended according to the needs of the College and the skill set of the successful candidate.





Benefits package

Accepting an offer of employment at Haileybury is as much about a lifestyle choice as it is about pursuing a satisfying career path. The College has high expectations of its staff and therefore looks to reward them with an attractive benefits package, which includes:

- The salary will be attractive and this will be discussed on appointment. College accommodation will be provided on campus or close by. Family accommodation is provided rent and Council Tax free. Overall we estimate the benefits of College housing to be worth in the region of £18,000 p.a. to a standard rate taxpayer
- The package includes fee concessions of 75% for the children of any member of the full-time Teaching Staff who meet the College's entry requirements as well as membership of the Teachers' Pension Scheme. Members of the teaching staff also have use of the College's world class sporting and leisure facilities.
- There are also the usual benefits found at other independent schools such as longer holidays than the maintained sector, access to a private healthcare scheme, free lunch when on duty (Haileybury is known for its high quality catering), typically generous sickness and maternity arrangements and a childcare voucher scheme.
- The Common Room is welcoming and you will have access to free tea and coffee throughout the working day. The school also has a resident Doctor and full-time Health Centre as well as a resident Church of England Chaplain.
- The College is in a fabulous location, surrounded by Hertfordshire countryside but travelling from Haileybury is very straightforward:
 - Central London is 35 minutes away by train (via Broxbourne station).
 - Cambridge is 50 minutes away by car.
 - London Stansted Airport is just 30 minutes away by car.
 - London Heathrow Airport is 50 minutes away by car.
 - London Luton Airport is just 40 minutes away by car
 - Key routes north and east/west, the A1 and M25 are 20 minutes away by car.

Relocation issues

For families considering relocation issues there are several primary and prep schools in the area. There are a large number of staff children in the village primary, Hertford Heath Primary School. Other staff children attend a variety of schools including Roselands Primary School in Hoddesdon, Heath Mount Prep School in Watton at Stone, and Duncombe Prep School in Bengeo.

Equal Opportunities

Haileybury is an equal opportunities employer and is committed to a policy of treating all our employees and job applicants equally. It is our policy to take all reasonable steps to employ and promote employees on the basis of their abilities and qualifications without regard to age, disability, sex, gender reassignment, pregnancy, maternity, marital or civil partnership status, race (which includes colour, nationality and ethnic or national origins), sexual orientation, trade union membership, religion or belief.



The vacancy

Working hours: This is a role requiring regular commitment in evenings and weekends during term time given the nature of the school. It will also require some periods of time in formal school holidays in relation to pupil admissions interviews, and for co-curricular trips, for example.

Probationary period: The appointment is subject to the receipt of satisfactory references, the successful outcome of a Disclosure and Barring Service Enhanced Disclosure and completion of a one year probationary period.

Applications should be made on the staff application form and include a covering letter, outlining the reasons why you are interested in the role and any additional information you would like to add. CVs are not accepted. Please address to: **Ms Denise Matthews, The Master's PA, Haileybury, Hertford SG13 7NU**. Or please send a scanned copy to d.matthews@haileybury.com

Closing date and selection process:

Completed applications must be received by 9 am 29 January 2018.
Interviews will take place in the week commencing Monday 5 February.

Identity documents required at interview:

All interview candidates should ideally bring their passports with them as photographic identification. This will also enable our Human Resources department to check each candidate's right to work in the UK.

If candidates do not possess a passport they should bring another form of photographic identification and evidence of their right to work in the UK.

Disclosures:

We will appoint, train, develop and promote on the basis of merit and ability alone. It is a stipulation of the Governors and a statutory requirement that members of staff appointed to Haileybury should be shown not to have any criminal record which might prevent them accepting a post at the College. Accordingly, Haileybury requires permission from all members of staff to make an appropriate investigation. Offers of employment are subject to a satisfactory outcome of this enquiry.

Safeguarding & Child Protection:

All applicants must be willing to undergo child protection screening, including, but not limited to, reference checks with previous employers, prohibition checks and a criminal record check via the Applicants Disclosure and Barring Service (including Barred List Check). All offers of employment are conditional upon the satisfactory outcome of child protection screening checks.

All safeguarding checks will be completed prior to the employee starting work at Haileybury. Successful applicants will be asked to provide further documentation after appointment. These include, and this list is not exhaustive, proof of address, proof of National Insurance Number and proof of relevant qualifications and courses

Overseas applicants: Applications are welcomed from applicants not currently resident in the UK and these applicants may at the College's discretion be interviewed by Skype.

If you have any questions regarding the interview process please contact the Master's PA, Ms Denise Matthews in the first instance on **01992 706 482** or email d.matthews@haileybury.com



Travelling to Haileybury

Haileybury is located in rural Hertfordshire between Hertford and Hoddesdon about 20 miles north of central London

Air travel: London Heathrow (50 minutes by car), London Stansted (30 minutes by car) and London Luton (40 minutes by car) airports are within easy reach of Haileybury. London Gatwick Airport (75 minutes by car) is only slightly further away. All are served by rail links to central London.

By rail: There are two main line railway stations close to Haileybury. Hertford North to London (Moorgate or King's Cross) is a 40 minute journey. Broxbourne to London (Liverpool Street) is 35 minutes. Hertford North is a five minute car ride from Haileybury and Broxbourne is 10 minutes away.

By road: Haileybury is conveniently located close to the A10 and easily accessible via the M25, A1(M), M11 and A414.

- **From the South East:** Leave the M25 at junction 25 to join the A10 north (Cambridge), exiting the A10 at Hoddesdon.
- **From the South West:** Leave the M25 at junction 21a to join the A405, then the A414 to Hatfield and on to Hertford. The B1197 leads to Hertford Heath village.
- **From the North:** Leave the A1(M) at junction 4 for the A414 to Hertford, or leave the M1 at junction 7 (St Albans) for the A414 to Hertford.
- **From the East :** Via the M11 leave at junction 7 (Harlow) for the A414 to Hertford.

