



Jack Hunt School (Trust)

A Specialist Language College and Sports College

Bradwell Road, Peterborough, PE3 9PY
Tel. 01733 263526 Fax 01733 330364
email info@jackhunt.net
website ~ www.jackhunt.net

CEO & Headteacher: Ms P J Kilbey, BEd (Hons) PG Dip Ed NPQH
Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH

Group 8 (11-18), Roll 1731 (226 in Sixth Form)

"A securely good school" – Ofsted January 2017

HEAD OF SIXTH FORM (TLR 1b - £9,662)

Required for September 2019 a well qualified and enthusiastic teacher to lead the Sixth Form.

We have a large Sixth Form (107 in Year 12 and 119 in Year 13) and this exciting opportunity will be particularly attractive to a teacher aspiring to a senior leadership position.

Applications from teachers of all curriculum backgrounds are welcome.

Jack Hunt is an oversubscribed 11-18 vibrant, multi ethnic co-educational, comprehensive school with outstanding community cohesion.

The school provides an exceptional in-house CPD programme to enhance career development. If you want to truly make a difference to the lives and aspirations of our students we look forward to hearing from you.

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

***Application process and further details available on the Jack Hunt School website:
www.jackhunt.net/careers***

Closing date: Monday 13 May 2019 at 9.00 am



Our Head Prefect Team: 2018- 2019



A founder member school of the Peterborough Keys Academies Trust registered in England and Wales as Company Number 1108321



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 CEO Peterborough Keys Academies Trust and Headteacher: Ms P J Kilbey, BEd (Hons) PG Dip Ed NPQH
 Headteacher: Ms K A Simpson-Holley, MA (Hons) Cantab MA PGCE NPQH Deputy Headteacher: Ms A M Ford, MA (Hons) Cantab MEd PGCE AST

Welcome Letter from the Headteachers

April/May 2019

Dear Applicant

Application for post as Head of Sixth Form

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Thank you very much for your interest in the above vacancy. The post offers the opportunity to make a real difference to the lives and aspirations of the students in our care.

Our priorities as a school are to continue the laser sharp focus on raising attainment and improving progress whilst providing a caring and aspirational environment for our students where they are given a range of opportunities to experience and excel in. We are an - inclusive, truly comprehensive school committed to achieving the best outcomes for all our students. We want them to achieve more than they themselves thought possible.

We have won a number of Awards for our work, especially the exceptional progress our students make from their starting points; our students attend Russell Group Universities; represent England and Great Britain in a range of Sports; and contribute positively to the school and wider community. The successes we have had and the excellent reputation we have in the City has been as a result of the relentless hard work of the entire staff body.

In this post we are seeking someone who is keen to develop professionally and who is prepared to work in a collaborative way with colleagues. Individual contribution to teamwork and a positive 'can do' outlook is essential.

Our selection criteria for the post are clearly outlined in the documents on the school website for applicants. If you do truly want to make a difference to the lives and aspirations of our students and if you aspire to work in a supportive, professional environment with a learning and reflective culture, we would be very pleased to receive an application from you.

Yours sincerely

Ms P J Kilbey
 Headteacher
 CEO for Peterborough Keys Academies Trust

Ms K Simpson-Holley
 Headteacher



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**PETERBOROUGH KEYS ACADEMIES TRUST
JOB DESCRIPTION**

The Board of Trustees of Peterborough Keys Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Post : Head of Sixth Form

Scale : TLR 1b

Accountable to : Headteacher

Date reviewed : April 2019

The following job description outlines the accountabilities of the Head of Sixth Form. In respect of these duties the Head of Sixth Form is accountable to and supported by a member of the Senior Leadership Team.

Purpose of Job

1. To ensure the school provides a high quality education experience and standards for all students continuing their education in Year 12 and 13.
- 2 To lead the promotion and monitoring of personal development, well being and academic progress of each student in Years 12 and 13.
3. To promote the school's aims and values within post 16 education.

Accountabilities

Learning and Standards

- Use attainment data (ALPS Connect) and other evaluative data to monitor student progress for post 16 students and support and advise Curriculum Area Leaders and Personal Tutors in addressing individual underachievement.
- Provide academic mentoring for those students most in need and support and advise Personal Tutors in mentoring individual post 16 students as and when necessary.
- Analyse the learning outcomes and examination results for post 16 students on a termly basis and provide a report and action points to the Headteacher.
- Allocate students to courses appropriate to their aspirations and qualifications.
- Monitor the quality of learning and teaching for post 16 students across the school and submit findings and recommendations to the Headteacher. Evidence to include lesson observations, feedback from students and staff, scrutiny of students work etc.

- Ensure the curriculum of each post 16 student is appropriate to their ability, needs and aspirations.
- Plan, manage and regularly evaluate the 'core' curriculum including monitoring its effectiveness and manage the staff teaching the 'core'.
- Promote and co-ordinate a wide range of enrichment and extra-curricular activities for post 16 students. Keep a record of individual student involvement to ensure maximum participation and involvement.

Personal Development and Student Well-being

- Plan, implement and monitor a scheme of work for Personal Development Education (PDE) for all post 16 students and manage the staff teaching PDE.
- Plan, organise and deliver assemblies for the post 16 cohort in accordance with the published schedule for assemblies
- Ensure the dress code for post 16 students is implemented across the school. Monitor through visits to lesson 5 and assemblies.
- Ensure maximum student attendance and punctuality and ensure that persistent non-attendance and poor punctuality is followed up.
- Monitor the behaviour and rewards for post 16 students ensuring that intervention and appropriate action is taken in accordance with the school's Positive Behaviour and Rewards Policy.
- Manage and monitor the process for applications to Higher Education (UCAS) and provide training for staff where necessary.
- Manage and monitor the prefect system ensuring it provides effective support for the daily running of the school and key school events. Lead the process for selecting annually the Head and Deputy Head Prefects.
- Ensure the process for the allocation of the Student Bursary Scheme operates effectively.
- Manage the process for the preparation and issue of reports to parents including monitoring the quality of reports.
- Prepare and implement a policy and procedure to ensure effective registration and signing out procedures for Sixth Form students.
- Prepare and implement a policy and procedure for on site/off site allowances. Effectively monitor these procedures and take appropriate follow up action where necessary.

Admissions to Sixth Form

- Plan and organise a Post 16 information evening annually for those students considering courses at the school.
- Prepare, in collaboration with the Headteacher, a Sixth Form Prospectus annually.
- Process internal and external applications for places in the Sixth Form, including the co-ordination of individual discussions and guidance for each individual applicant.
- Receive and respond to enquiries for places in the Sixth Form from external applicants.
- Arrange induction programmes for new entrants to the Sixth form.

Improvement Planning, Monitoring and Evaluation

- Prepare an Annual Improvement Plan for the Sixth Form in accordance with the school planning cycle to incorporate identified School Improvement priorities.
- Monitor and evaluate the Annual Improvement Plan in line with the school's self-evaluation programme.
- Contribute to the annual analysis and evaluation of examination results for post 16 students.
- Provide evidence for the 'Sixth Form' section of the whole school Self Evaluation Form when requested by the Headteacher.
- Provide information for external agencies related to post 16 education including the Local Authority and the Young Person's Learning Agency (YPLA).
- Provide for the Headteacher annual updates on the Sixth Form for destinations data.
- Attend Heads of House and Team Leader meetings in accordance with the published schedule.
- Meet periodically with the link Governor for the Sixth Form.
- Provide reports to the Headteacher and governors as and when required.

Resources

- Ensure that Sixth Form accommodation for social and study space is well cared for and is maintained in a good state of repair.
- Effectively manage the annual Sixth Form capitation allowance.
- Ensure the school's Health and Safety Policy is implemented and monitored across the Sixth Form.
- Contribute to the annual school budget round to ensure the school is maximising its income for Post 16 courses.

Whole School Accountabilities

- Undertake Senior Staff Duty for one hour per week as part of the published rota.

This job description will be reviewed periodically.

Note

This job description is intended to assist the post holder and others in defining the role. It is intended to be a helpful guideline and does not form any part of a legal contract. It does not replace the 'Conditions of Employment of School Teacher' schedule 3 of the Teachers Pay and Conditions Act 1996, which defines a teacher's duties. The description has been drawn up with reference to the Act and attempts to outline the duties and responsibilities which can be reasonably expected by a Headteacher at Jack Hunt School.



Person Specification – Head of Sixth Form (TLR 1b)

Attributes	Essential	✓ Desirable	✓ How Assessed
1. Qualifications and Training	<ul style="list-style-type: none">• Qualified Teacher Status• Graduate• Evidence of preparation for a leadership position		<ul style="list-style-type: none">• Application form• Letter of application• References
2. Experience	<ul style="list-style-type: none">• Recent Leadership experience• Sixth Form teaching• Evidence of successful and effective teaching to the secondary age group• Experience and understanding of teaching a wide range of ability including SEN and Gifted and Talented• Experience of implementing systems and processes to monitor and evaluate academic progress and achievement• Experience of strategies for the raising of student achievement/attainment• Experience of strategies for the effective management of students• Experience of working successfully with partners in the local community• Experience working with parents and external agencies	<ul style="list-style-type: none">• Experience and understanding of lifelong learning principles• Experience of a multi-cultural school• Experience of a large 11-18 school• Experience of leading policy development and implementation• Awareness and commitment to achieving key targets within the local and national educational developments• Experience of evaluating the quality of learning/teaching using Ofsted criteria	<ul style="list-style-type: none">• Application form• Letter of application• References• Interview
3. Knowledge and Understanding	<ul style="list-style-type: none">• Ability to lead and work in a team• Secure subject knowledge• Ability to motivate staff and students and to convey enthusiasm for learning and teaching• Understanding of equal opportunities issues in schools	<ul style="list-style-type: none">• Awareness of the importance of Specialist School ethos• Sound knowledge of national policies and developments in education	<ul style="list-style-type: none">• Application form• Letter of application• References• Interview



Attributes	Essential	✓ Desirable	✓ How Assessed
4. Skills and Personal Qualities	<ul style="list-style-type: none">• Enthusiasm, ambition and vision• Commitment to raising achievement, attainment and aspirations of students• Personal and professional commitment to the philosophies of the school• Able to communicate effectively orally and in writing• Ability to form good relationships with students, adults and parents• Proven classroom management skills• Ability to work collaboratively within a team• Ability to be well organised and efficient including completing agreed tasks within set timescales• High level of interpersonal skills• Sound ability to use ICT packages and systems• Ability to present effectively to a range of audiences		<ul style="list-style-type: none">• Application form• Letter of application• References• Interview



Pay and Conditions of Service

Teachers are employed at the school under the pay structure and conditions of service agreed nationally and as set out in the "School Teachers Pay and Conditions Document 2018". The Trust have their own pay policy in line with this document.

The successful applicant will be registered with the Teaching Regulation Agency (TRA) and will be contracted to the Teachers Superannuation Scheme unless he/she opts out.

The Trustees of the school fully recognise the teacher associations and unions and a mechanism is in place for consultation with Union representatives on relevant issues.

If you are appointed to a teaching post, it will be on the understanding that you are prepared to undergo an Enhanced DBS check and if necessary, a medical examination.

Application Procedure

To apply you will need to go the Careers Page on our school website www.jackhunt.net/careers and click on the relevant post and then click on apply now button. As part of the application, you are invited to demonstrate how you fulfil some of the criteria listed in the person specific information listed on the previous page and commenting on:

- Why the position of Head of Sixth Form attracts you and indicate what experience and skills you could bring to the role.

Closing date is Monday 13 May 2019 at 9.00 am.

Interviews will be held shortly after the closing date.

Thank you in advance for your application. If you have had no response by Friday 17 May 2019 please assume that on this occasion your application has not been successful. We are unable to reply to all candidates who apply for positions in the school to inform them that they have not been shortlisted. However, I hope you will obtain a suitable appointment in the very near future.