

## RECRUITMENT PACK



REQUIRED FROM SEPTEMBER 2020

## Head of Sixth Form

Employment Status	Full Time • Permanent
Employment Location	Framlingham College Senior School
Application Closing Date	Midday Thursday 16 <sup>th</sup> January 2020
Interviews Week Commencing	Monday 20 <sup>th</sup> January 2020

### IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



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**Framlingham**  
COLLEGE



## Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Head of Sixth Form at Framlingham College.

Framlingham College is a co-educational day and boarding school comprising of the Prep School in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in the stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

As such, we require a dynamic and forward-thinking Head of Sixth Form to join our team. This is an exciting time to join the College and the successful candidate will actively promote the recruitment of pupils from the UK and overseas as well as lead the strategic direction of the Sixth Form in collaboration with the Senior Leadership Team. For the right candidate, this position could be a Senior Leadership Role. Salary is negotiable dependent on experience. The post holder will ensure that the Sixth Form experience for every pupil at Framlingham College is inspiring, rigorous, purposeful and aspirational. We will offer you extensive ongoing CPD opportunities and a highly supportive working environment as well as a range of other staff benefits.

If you have a disability or long term illness that otherwise prevents you from meeting any of the essential criteria listed in the person specification, please contact us to discuss whether a reasonable adjustment can be made.

**We welcome all applications especially from independent thinkers, creative minds and inspirational teachers and very much look forward to receiving your application.**

Best wishes,

Louise North  
Principal of Framlingham College and Head of the Senior School



## How To Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website),

Please submit a cover letter outlining your suitability for the role together with an application form. Applications will only be accepted from candidates completing an application form in full. CVs will not be accepted in substitution for completed application forms in the absence of good reason. CVs may be submitted **in addition** to the application form in order to supply additional background information.

Applications should be received no later than **Midday Thursday 16<sup>th</sup> January 2020**. The interview date will be week commencing Monday 20<sup>th</sup> January 2020 and you will receive confirmation of an exact date if you are shortlisted for interview.

Please send your completed application form to:  
**The HR Department, Framlingham College,  
College Road, Framlingham, Suffolk. IP13 9EY.**

You can also email your application to:  
**hr@framlinghamcollege.co.uk**. All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

## Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into the Teachers' Pension Scheme including free financial advice from an adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Fram Leisure, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Fram Leisure.

## Job Information

### Reports To

The Principal

### Job Location

Framlingham College Senior School

### Pension

Teachers' Pension Scheme

## Job Description

### JOB PURPOSE

The Head of Sixth Form plays a high-profile role in the leadership of the Senior School. This includes the active promotion of the Sixth Form, the recruitment of pupils from the UK and overseas and leading the strategic direction of the Sixth Form in collaboration with senior colleagues. The Head of Sixth Form ensures that all Sixth Form pupils are offered a vibrant, purposeful and aspirational Sixth Form experience and are supported, motivated and well-prepared to embrace the challenges of their future adult world. The Head of Sixth Form supports and promotes the College's Strategic vision and is a role model for staff and pupils.

### KEY RESPONSIBILITIES

#### Line Management

The Head of Sixth Form may be a Senior Leadership position dependent on the candidate's experience and is line managed by the Principal. The Head of Sixth Form advises SLT colleagues on all aspects of Sixth Form life and has direct line management responsibility for the Head of Careers and Head of UCAS & Higher Education and other posts of responsibility linked to the Sixth Form that the Principal may develop in the future.

#### Admissions and Recruitment

*In conjunction with the Marketing and Admissions Teams to:*

- Promote the Sixth Form at Framlingham College through attendance at Recruitment events in the UK and overseas.
- Develop the Sixth Form marketing and promotional material in conjunction with the Marketing Department.
- Increase awareness of Framlingham College Sixth Form in Suffolk, across East Anglia, nationally and internationally.
- Participate in the recruitment of external 16+ entrants to the Sixth Form in consultation with Admissions and in the retention of internal Year 11 pupils into the Sixth Form.
- Participate in the selection of Sixth Form Scholars.
- Plan and lead the Framlingham College Sixth Form Open Evenings, recruitment events and information evenings for current and prospective parents.

#### Academic Achievement

*In conjunction with the Deputy Head Academic and the Head of Teaching & Learning to:*





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- Set the strategic and operational academic priorities for the Sixth Form.
- Keep abreast of curriculum and academic developments.
- Develop a vibrant learning culture within the Sixth Form, embedding a strong sense of purpose, ambition and aspiration amongst the pupils and the staff.
- Ensure that developments in Teaching and Learning are being implemented within the Sixth Form.
- Oversee, lead and organise the tracking and monitoring of pupils in the Sixth Form, including the use of the reporting system, Alis or other baseline data.
- Oversee the setting of realistic but aspirational targets and predicted grades for Sixth Form pupils.
- Review the value-added analysis of public examination results in the Sixth Form.
- Attend all formal HoD and HM meetings.

### **Pupils and Parents**

- Promote aspiration, achievement and ambition for all Sixth Form pupils by monitoring pupil performance.
- Use all available data to track and monitor pupils' progress.
- Apply appropriate strategies for intervention at all levels of pupil attainment. Such strategies may include but are not limited to reviewing Attitude & Attainment grades, regular consultation with teachers and HoDs, Tutors and HMs, one-to-one progress reviews with pupils and meetings with parents.
- Oversee the progress of all Sixth Form Scholars in conjunction with the relevant Scholarship Pathway Head.
- Communicate with Sixth Form parents on academic matters, pupil progress in relation to target grades, university predicted grades, and examination results, in consultation and collaboration with the Sixth Form tutors, Head of UCAS and the Deputy Head Academic.
- In collaboration with the Head of Careers and Head of UCAS, be involved on public exam results days to help pupils with next steps and ensure that the College's communication following public examination results and subsequent university decisions is appropriate and proactive.
- Co-ordinate the transfer of pupils from yr11 to the Sixth Form in conjunction with the Head of Year 11.
- Lead Sixth Form assemblies and ensure the participation of the Sixth Form pupils and colleagues.
- Support the Sixth Form in all areas of the curriculum, being present at events such as matches, concerts, plays etc.
- Take overall responsibility for Sixth Form attendance, punctuality and appearance. It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact with, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead.

### **Tutors**

- Co-ordinate with the Deputy Head Pastoral, the allocation of Sixth Form tutors.
- Lead and direct the work of Sixth Form tutors and liaise with HMs to ensure that Sixth Form pupils are receiving the appropriate advice and support and that their commitments in and beyond the classroom are appropriate.

*This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.*

# Person Specification

E = Essential • D = Desirable

## QUALIFICATIONS

	E	D
Qualifications relevant to the post.	✓	

## PROFESSIONAL COMPETENCIES & SKILLS

	E	D
Ability to think and plan strategically.	✓	
Excellent and effective classroom management skills.	✓	
Knowledge of university application process and Higher Education alternatives.	✓	
Excellent written and spoken communication skills.	✓	
Understanding of baseline and other data and its uses.	✓	
Ability to prioritise, plan, monitor and evaluate.	✓	
A high level of IT Literacy.		✓

## PROFESSIONAL EXPERIENCE

	E	D
A good knowledge of Sixth Form curricula and future opportunities.	✓	
Experience of Sixth Form A level teaching.	✓	
Experience as an effective manager or leader of people.	✓	
Experience in implementing whole school change.		✓

## PERSONAL ATTRIBUTES

	E	D
Ability to inspire and enthuse teenagers.	✓	
Excellent people skills: ability to put people at ease, reassure, guide, explain.	✓	
Ability to lead and direct staff.	✓	
Ability to deal confidently with difficult pupils, staff and parents.	✓	
Understanding of issues affecting young people.	✓	
Enthusiasm for being involved in the life of a busy boarding school.	✓	

## SAFEGUARDING CHILDREN

	E	D
Awareness of safeguarding children issues.	✓	
Knowledge of safeguarding children legislation and good practice.	✓	



## Our Location

The Framlingham College Senior School campus sits at the heart of the beautiful, vibrant and historic market town of Framlingham, in Suffolk.

The town, which pre-dates its mention in the Domesday Book of 1086, is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while our own campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast – embracing Aldeburgh and Southwold, amongst many other seaside locations – Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

Framlingham College Prep School, for children aged 3 - 13, is in the nearby village of Brandeston, approximately five miles from the Senior School.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3-18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrichen our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to equip our young people with the habits and knowledge they need to thrive in their future adult world.