



THE PORTSMOUTH GRAMMAR SCHOOL



**ASSISTANT HEAD
(HEAD OF SIXTH FORM)**



APPOINTMENT OF ASSISTANT HEAD (HEAD OF SIXTH FORM) SEPTEMBER 2021 or JANUARY 2022

Following the appointment of the post holder to a Deputy Headship, an outstanding individual is sought to become the Assistant Head (Head of Sixth Form) in this dynamic school in September 2021 or January 2022.

With a strong track record in leadership and management, the successful candidate will be an excellent administrator and communicator with the ability to take initiative and work well within a team. The post includes overall responsibility for the pastoral and academic life of our Sixth Form pupils, and represents a key role in the day-to-day management of the school. The Assistant Head (Head of Sixth Form) will have a role to play in shaping the school's strategic development.

Previous incumbents have gone onto further senior leadership positions and to HMC headships and it is likely that the successful candidate will, after a suitable period, wish to follow in this tradition.



THE SCHOOL

Founded in 1732, The Portsmouth Grammar School has a rich history as the city’s oldest school. Of humble origins, our founder William Smith flourished through spirit, endeavour, learning and vision for the future, becoming Mayor of Portsmouth and Physician to its Garrison. He was determined that, like him, the young people of Portsmouth should have access to a transformative education and develop a hunger for broader horizons. And so, in his will, he asked his Oxford college, Christ Church, to establish a school in the city where he had prospered.

Today, we honour the legacy of our Founder, while offering our pupils a forward-looking preparation for the modern world. We share an invigorating and joyful atmosphere; we celebrate curiosity and creativity both inside and outside the classroom; we nurture a cosmopolitan outlook; and we are committed to being positive and powerful advocates for what we believe in. Underpinning all of this is outstanding pastoral care, academic excellence, and enormous breadth of co-curricular opportunity. This is a spirited and adaptable community, and personal human connections are at the heart of all that we do.

We wish the members of our community to be both happy and successful. Above all, we look to the future, and we prepare our young people to make a courageous contribution in our complex and changing world. We encourage our pupils to think not only about where they will be at 18 but where they aspire to be at 25. We prepare them to lead a fulfilled and purposeful life, to forge positive connections and to make positive change in the world beyond school, following their own individual pathway.

PGS enjoys superb facilities in a unique historic location, including a state of the art Science Centre, a Sixth Form Centre, the Health and Wellbeing Centre, a theatre and dining hall complex, a beautifully refurbished library, and its own excellent sports ground at Hilsea.

PGS is often described by visitors as having a vibrant and welcoming atmosphere, a view reinforced by our parents, pupils and staff. It is an exceptional place to work and this is a particularly exciting time for the School as a whole.

OUR AIMS FOR OUR PUPILS

We wish the members of our community to:

- Be happy and thrive
- Enjoy learning and pursue success to the best of their ability
- Be prepared for the changing world beyond school
- Make an active contribution and live purposeful lives
- Develop a sense of identity and to be their own person



We want our pupils to experience the joy of learning in a supportive and caring environment. We aim to create an academically inspiring environment in which our pupils are keen to develop a range of analytical skills and creative talents, supported by outstanding teaching. We aim to inspire pupils beyond the curriculum as we prepare them for higher education and the world beyond school. We encourage all of our pupils to be forward thinking; we promote reflective dialogue; and empower our pupils to inspire and implement positive changes within our school and the wider community.

Academic

Promoting both academic depth and breadth, we aim to ignite curiosity, imagination and a passion for learning which will last a lifetime. Our curriculum is designed to be true to our vision that The Portsmouth Grammar School is a school in which young people are inspired to learn and develop the confidence to believe in their abilities in making a positive difference to the world.

The Sixth Form at PGS offers a transformational two years of education. Our Sixth Form Curriculum is designed with our pupils' futures in mind: we want every pupil to be happy and successful during their Sixth Form years, but above all, we want them to lead fulfilled, purposeful, and enriching lives. We focus on life at 25, and our new curriculum, launched in 2020, has been designed to help pupils thrive at school, in higher education and at 25, whatever life brings.

There are five core elements to the PGS Sixth Form curriculum experience:

- Principal Academic Subjects: pupils can choose either three or four A Level subjects.
- Academic Enrichment Curriculum: offering academic breadth beyond the core subjects, this enables our pupils to drill down deeper into the topics they really love.
- Personal Enrichment Curriculum: a pioneering part of our curriculum offer, which involves developing our pupils' skills of leadership, their understanding of themselves and the world around them, and bringing them into purposeful contact with our wider communities.
- Beyond The Classroom: our co-curriculum is a hugely important part of developing our pupils' skills, bringing balance and variety to their week, and above all, allowing them to pursue the activities they love.
- Support Every Step of the Way: we set great store by caring for our pupils and offering the support they need at every step of the way.

Our academic enrichment programme has been designed to allow our pupils to become deep-thinkers, critical enquirers and intellectual risk-takers, who will excel in higher education. The programme assists our pupils in securing places at the most competitive universities in this country or abroad and reach the futures they aspire to. PGS is dedicated to providing our Sixth Form pupils with a dynamic and future-proof approach to academic enrichment that will give them the knowledge, skills and experience necessary to become innovators, leaders and stewards of the next generation. In 2019, 73% of all A Level subject entries were awarded A*-B grades.

Pastoral

PGS is a family school and places strong emphasis on the happiness of each individual pupil within the community. Pastoral wellbeing is central to the School's ethos and is underpinned by the strong House structure which encourages vertical mixing of pupils across the year groups.

Upon joining the School, each pupil is assigned to a tutor group which is part of one of the four Houses running through the School. The pastoral care of each pupil is overseen by tutors and Heads of Year and continuity is assured through the retention of one tutor through the two years of Middle School, another through the three years of Upper School and a third in the Sixth Form. Heads of Year have oversight of all pupils within a particular year group. Pupils are also engaged in the new pastoral curriculum delivered in dedicated lessons by tutors and specialist staff and through the *Ignite!* programme in the Sixth Form.

The School is proud to celebrate the diversity of its pupils through PGS Diversity and Inclusion and held a major conference on gender and identity in early 2018. Pupils can also make use of the Medical and Counselling team based in the new Health and Wellbeing Centre as little or often as they require.



Co-curricular

PGS has a national reputation for the quality of its co-curricular provision. As a city-centre school, we are fortunate to benefit from the city's excellent facilities. Our pupils perform at the King's Theatre and at the Guildhall; they are able to visit Team INEOS to discover the latest in sailing technology and Portsmouth Historic Dockyard to enrich their learning. Their art is displayed regularly in city galleries.

The co-curriculum is a central pillar of the PGS ethos. We firmly believe that our pupils achieve what they do inside the classroom because of everything they do outside the classroom. The emphasis is very much on variety and inclusion and encourages our pupils across the school to explore new activities, cultivate interests and develop skills of teamwork, organisation, leadership, independence and perseverance.

The Arts

We believe that engagement with the Arts is essential to a rounded education for our pupils, and Art, Music and Drama are central to school life at PGS.

In addition to our own talented and enthusiastic teaching staff, we look for every opportunity to bring creative professionals into the school to work with our pupils, including sculptors, actors, designers, directors, musicians and performers. Involvement in the Arts at PGS not only adds to young people's enjoyment of school but helps them develop friendships, personal skills and a cultural appreciation that will enrich their adult lives.

PGS has a long-standing tradition of musical excellence. Music plays a key part in the life of the school and the Music Department is an exciting, vibrant place. There is a wide range of over 40 ensembles for all abilities and skills including two orchestras, four choirs, a wind band, two string orchestras, a swing band and five jazz ensembles, several brass groups, percussion ensembles, many chamber groups, close harmony groups and string and woodwind ensembles. The Music Department stages over 60 concerts a year, ranging from lunchtime concerts to larger-scale choral and orchestral concerts at the Cathedral and venues in Portsmouth, Winchester and London.

The Drama Department at PGS is a busy and dynamic one, and each year produces a wide range of performances from whole-school productions in the King's Theatre, Southsea, to experimental work which may tour to Edinburgh fringe. PGS has become justly renowned for its ambitious shows and our hugely popular annual musical is performed at The King's Theatre in Southsea, and performances also take place in our own David Russell Theatre and Gatehouse Studios as well as at venues throughout the city.

The Art and Design Department endeavours to inspire curiosity, creativity and confidence in all pupils. We provide opportunities to experience a wide and exciting range of materials and techniques including drawing, painting, printmaking, digital image manipulation, mixed media, sculpture, ceramics and installation.

Outdoor Learning

While benefiting from the cosmopolitan opportunities offered by Portsmouth, we are a stone's throw from the sea and in touching distance of the South Downs. Outdoor Pursuits provide unique opportunities for pupils to extend their lessons and develop as individuals, fostering an innate sense of leadership and giving our pupils a true sense of working as an individual and in a team.

The John Muir Award is run for pupils in Years 7 and 8 where pupils attend a series of single days and overnight camps at an Outdoor Education site. When pupils move in to Year 9 they are offered the exciting opportunity of joining the Combined Cadet Force (with Navy, Army and Air Force sections) through which our pupils develop leadership skills as well as their independence, endurance and resourcefulness. In Year 10 the Duke of Edinburgh's Award programme begins with the Bronze Award in Year 10 followed by the Silver Award in Year 11, with training and assessed expeditions in the New Forest, the South Downs, the Isle of Wight and the Jurassic Coast in Dorset.

We also offer a variety of other adventurous pursuits in the UK and abroad, including rock climbing trips to the Brecon Beacons, the Charlton Chase night navigation exercise and canoeing and kayaking expeditions.



Sport

We believe that physical activity plays an important role in every pupil’s life. Sport for all is a central part of the school’s philosophy, and we seek to support every pupil to achieve their own personal best.

The Portsmouth Grammar School has once again been included in the Schools Sports Magazine Top 100 Sport Schools 2019. PGS Sport was placed 70th on the list in 2019, having featured highly several times in the last few years (45th in 2015 and 38th in 2017). Reaching the top 100 puts PGS in the top 3-10% of the country’s state or independent sporting schools. PGS have been included due to our success in reaching the last 16 of the NatWest Rugby U18s Cup and our third place in the National Hockey Championships. This is a brilliant reward for the hard work and commitment that our pupils, and of course our staff, dedicate every week to PGS Sport.

Whilst our curriculum distinguishes between Physical Education and Games, the notion of excellence permeates throughout.

The School has a Sports Hall onsite and access to sports facilities in walking distance at HMS Temeraire and Governors Green. Hilsea Playing Fields is a 17.5 acre site located just four miles from the School and provides facilities for the majority of the outdoor sports programme, including four rugby pitches, hockey and tennis astroturf pitches, five netball courts, seven tennis courts, two cricket squares and numerous rounders pitches.

Community and Partnerships

Located at the heart of Portsmouth, we are committed to making a valued contribution to the life of Portsmouth, as befits one of the city’s significant institutions. Nurturing our local links is central to the school’s ethos. In particular, as a Choir School, we share a very close relationship with St. Thomas’ Cathedral in Old Portsmouth. We are also delighted to play a leading role in Ports Fest – the city’s premier arts festival, which PGS founded more than 20 years ago.

We have mutually enriching international links, for instance with our partner schools in Cambodia and in Uganda, where our shared work has been recognised by the British Council. Through offering our pupils opportunities to engage actively with their wider communities, we help them to understand the value of making a positive contribution to the world around them, and we equip them with the skills and the qualities of leadership to do so.

Pupils leave PGS with a strong understanding of what it means to live in, and be a responsible member of, a global community and our many partnerships are central to our pupils’ development in so many ways: this is about preparing pupils for life at 25. The Community, Action, Workplace Sixth Form Programme where pupils engage with the local community and our extensive outreach programme reflects this commitment.



THE ROLE

The Assistant Head (Head of Sixth Form) is appointed by the Head in consultation with the Senior Team. The role requires a close working relationship with all relevant members of staff to ensure the smooth and efficient running of the Sixth Form, assuming responsibilities and taking initiatives to enhance the operation and development of school systems and the Sixth Form in particular.

The role involves leading the Sixth Form Centre environment and the Sixth Form team as follows;

- The management of Years 12 and 13 and the Sixth Form Centre environment – especially working closely with members of staff who have a particular role within the Sixth Form Centre – careers and universities, catering and library staff
- The effective management of the Sixth Form Team – currently comprising the Head of Year 12, the Head of Year 13, the Ignite Co-ordinator and a Sixth Form Secretary (shared with Careers)
- Working with the Senior Team, Heads of Year, Tutors, and Heads of Department to manage pastoral, academic and disciplinary issues
- Planning and leading Sixth Form specific events: those that take place on a routine basis such as Sixth Form Assemblies and those that take place annually such as Induction days, the Prefect Training day, the Parent Reception Evenings, the UCAS Evening, Prefects' Dinner, Leavers' Ball, Leavers' Service and Lunch, Christmas Appeals
- Leading the management of pupil groups within the Sixth Form such as the Peer Mentors, the Sixth Form Council and various charity groups
- Maintaining a significant presence in the Sixth Form Centre – informally in the Sixth Form Centre café and more formally in the Sixth Form Centre library, whenever available. Support of Sixth Form pupils in their co-curricular endeavours – at concerts, plays, and on sporting occasions – is greatly appreciated by them.

The Assistant Head (Head of Sixth Form) has a significant pastoral role in providing the highest level of individual support for pupils. The post holder will be a member of the school's Safeguarding Team, and as the Designated Safeguarding Lead for Years 12 and 13, will be prepared to adapt to changing environments to support our young people and prepare them for the world beyond school.

Pastoral aspects of the role include;

- Working closely with parents, pupils and the wellbeing and safeguarding teams to offer pupils a high level of individual care and support
- Maintaining an excellent knowledge of pressures facing young people and adapting our provision accordingly
- Working closely with the Head of Pastoral Curriculum over the provision of PSHE in the Sixth Form.

Academic aspects of the role include;

- Maintaining and strengthening a culture of scholarship, enquiry and academic endeavour, as well as fostering excellence in academic standards
- Maintaining a close insight into the progress of individuals, including through analysis of performance data, to ensure that each pupil receives the support and guidance they need to achieve their personal potential
- Planning and leading Sixth Form specific meetings related to pupil progress and university aspirations
- Strategic oversight of our preparation of pupils for the world beyond school
- Developing and maintaining a strong knowledge of the Sixth Form curriculum and the university application process, ensuring that our provision is responsive to our changing environment and provides the best possible preparation for the world beyond school
- Leading and supporting on results days: GCSE results day for Sixth Form entry and Sixth Form results days
- Leading in the process of Year 11 internal entry into the Sixth Form – with ongoing advice and support and particularly on the Sixth Form and Beyond Day and Evening
- Leading the 'Aspirations' (university admissions) process for Year 12
- Supporting the Admissions process for Year 12 external entry – interviewing as required throughout the year, and organising and briefing Year 12 guides for Open Day(s) for the whole school
- Reporting on pupils' progress through the annual reporting cycle



The Assistant Head (Head of Sixth Form) role requires the undertaking of all other such duties as the school may reasonably require.

Other aspects of the role include;

Admissions and marketing

The Assistant Head (Head of Sixth Form) will work closely with the Admissions and Marketing departments to support the Sixth Form admissions process. They will play a lead role in organising, writing and producing Sixth Form specific literature and engaging in other marketing requirements and initiatives throughout the year.

Financial planning

The Assistant Head (Head of Sixth Form) will work closely with the bursary and estates department to ensure that the management of the Sixth Form is within agreed financial boundaries and that the maintenance of Sixth Form specific areas is clear and effective.

Whole school management and governance

The Assistant Head (Head of Sixth Form) will also have certain whole school responsibilities – such as for school policy review, assistance with ISI inspection preparation – as deemed appropriate by the Head. There will also be an expectation of liaison with the school's governing body to ensure that Sixth Form related information is known widely and supported by the school's governors.

In addition, as a member of the Senior Team the postholder is expected to:

- Deputise for the Head where required
- Maintain an involvement in classroom teaching, though with a substantially reduced timetable, and contribute to some aspect of the school's co-curricular programme
- Attend school events as appropriate (e.g. concerts, fixtures, talks)
- Contribute to the strategic plan and operational plan
- Support pupil admissions processes
- Lead processes connected with school policies e.g. the Complaints policy, as directed by the Head
- Lead workshops for parents on relevant matters
- Undertake other reasonable duties as directed by the Head

The Senior Team consists of the Head, the Senior Deputy Head (DSL), the Deputy Head (Academic), the Deputy Head (Teaching and Education Development), the Deputy Head (Innovation), the Head of the Junior School, Assistant Head (Sixth Form), Assistant Head (Pastoral), Assistant Head (Admissions and Partnerships), Assistant Head (Pupil Progress) and the Bursar.

The person appointed is expected to be an honours graduate, an outstanding classroom practitioner with high levels of administrative efficiency, considerable personal stamina and resilience, knowledge of current educational trends, and a clear commitment to the safeguarding and well-being of pupils. They will enjoy taking initiative as well as being part of a team.

The successful candidate will be expected to maintain an involvement in classroom teaching, though with a substantially reduced timetable; the appointment will be made without regard to subject specialism. Willingness to contribute to some aspect of the school's co-curricular programme would be of value.

The appointment will be subject to an Enhanced DBS check, proof of right to work in the UK and any other appropriate legal checks, satisfactory references, verification of qualifications, and verification of medical fitness (as required by DFES Circular 4/99).



Benefits

The Portsmouth Grammar School prides itself on being a caring employer. The school is a strong supporter of Continuing Professional Development (CPD) and its Professional Development Days programme provides staff with many personal development opportunities. Examples of school support include financial support for further education such as Masters Degrees.

Governors annually allow up to three staff to take a half term sabbatical on full-pay in the summer term. The aim of sabbaticals is to develop further professional expertise and also to provide an opportunity for staff to reflect on other aspects of their teaching.

The salary will be competitive and commensurate with the status of the role and the successful candidate's previous experience. The school participates in the Teachers' Pension Scheme.

The school has a generous fee concession (50%) for the children of teaching staff, subject to standard entry procedures.

The school also supports the Cycle to Work scheme. All members of staff have free use of the school's Sports facilities which include a well-equipped Fitness Centre.

A two course lunch is provided to all staff during term time with a full evening meal provided before all parents evenings.

The school is always looking for innovative ways to improve the working conditions and remuneration of its employees and welcomes suggestions from all staff.



HOW TO APPLY

Candidates are encouraged to visit the school website, www.pgs.org.uk for a detailed insight into the school. The publications section of the website includes the school's termly newsletter *Horizons* and our magazine *Portsmouth Point* which showcases pupil and staff work.

Applications should be addressed to the Head, Dr Anne Cotton. Letters of application, CVs and completed application forms should be emailed (preferred) to HR@pgs.org.uk for the attention of Mrs Kate Solly, HR Manager.

If candidates prefer to send their application by mail, it should be addressed to:

The Head
The Portsmouth Grammar School
High Street
Portsmouth
PO1 2LN

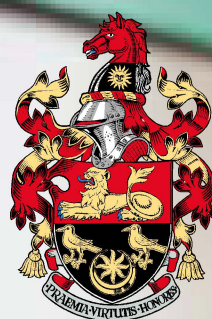
Further information on how to apply and the teaching staff application form can be found at:

www.pgs.org.uk/about-us/employment-opportunities/

Closing date: Friday 21st May 2021

Interview dates: Tuesday 25th May 2021

The Portsmouth Grammar 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 & Barring Service.



**THE
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