

Head of Sixth Form - INFORMATION PACK





Introduction to this appointment

Tudor Hall invites applications for the post of Head of Sixth Form with a start date of 1st January 2022 or 1st April 2022.

This is an exciting opportunity to join a successful school and lead an area critical to the education of our students and their future lives. We are looking for a talented and outstanding teacher with a drive for excellence and an ability to inspire and motivate students and staff. This is a significant role requiring vision and dedication to the development and care of young adults. The position requires you to have a proven track record of successful leadership and the ability to set and deliver strategy.

You will be committed to excellence in teaching and pastoral care, have a strong work ethic, a keen desire to work collaboratively with colleagues and demonstrable communication and management skills which will enable you to lead a team of dedicated professionals.

The Sixth Form is housed in a separate building where the Head of Sixth Form is based. There are over a hundred girls between the Lower and Upper Sixth with excellent retention between year eleven and twelve.

The Head of Sixth Form is a member of the SMT and as such shares the responsibility for whole school development. This is also the opportunity for the right candidate to lead the whole school 'Aim Higher' programme.

The school 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 & Barring Service.



SIXTH
FORM



The Schools

Tudor Hall

Tudor Hall is an independent boarding and day school of approximately 330 girls, of whom 75% are full boarders. Situated in beautiful parkland surroundings on the edge of Banbury, the school has been well resourced over recent years. Departments generally have their own teaching space and, within reason, whatever resources they need for teaching the curriculum.

Entry into the school occurs at 11+, 13+ and 16+. The school is selective, but strengths beyond the classroom are valued and consequently there is a range of ability in each year group. The ethos of the school is to foster the strengths of the individual, both in and out of the classroom, as is evident by the excellent examination results – over the last three years (2017–19) the girls have achieved 80.3% A* – B grades at A Level and 69% 9–7 grades at GCSE with 98.5% achieving 9–4.

The school has an Anglican foundation and all staff are expected to support the Christian ethos.

Carrdus School

Carrdus School is an independent co-educational day school for girls and boys, aged 3–11 years old. Highly respected in the locality, it is a member of IAPS and has a long record of academic success coupled with outstanding pastoral care. The School is situated just outside Banbury in a rural setting. It currently has approximately 115 pupils with single class entry.

Carrdus was purchased by Tudor Hall in 2011 following a long association and the two schools work in partnership. Year 6 girls take 11+ entrance exams for a wide variety of schools including Tudor Hall.

It is a conspicuously happy school with a relaxed, informal atmosphere reflected by the fact that there is no uniform. Eleven acres of grounds provide a stunning setting and context for outdoor learning. The children benefit from a full and varied sports programme with a large percentage representing the school in team sports. The school day is extended by a variety of clubs and teatimers while the curriculum is enriched by frequent and varied trips and visitors.



For further information about the schools, please visit
www.tudorhallschool.com and www.carrdusschool.co.uk



The Role

The Head of Sixth Form is a member of the senior management team and as such shares the responsibility for whole school development. The Senior Management Team consists of the Headmistress, Deputy Headmistress, Deputy Head (Pastoral), Head of Sixth Form, Bursar, Directors of Studies, the Co-curriculum and Staff.

Within the Sixth Form, the Head of Sixth Form is responsible for the pastoral and academic welfare of over one hundred girls, 90% of whom are full boarders. Pupils are accommodated in two linked boarding houses. She/he works closely with the Sixth Form boarding team and line manages the Deputy Head Sixth Form, Pastoral, and a team of 12 tutors.

The Sixth Form have busy schedules where they combine positions of responsibility with academic study and a wide range of co-curricular activities.

This is an exciting opportunity for someone who is interested in both the personal development and academic achievement of young people.

Job Description

Personal qualities required

The successful candidate will have:

- vision, drive, a range of relevant experience, and a good sense of humour;
- ability to be a positive role model inspiring staff and pupils to achieve the highest standards;
- excellent organisational skills and the ability to prioritise workload;
- excellent attention to detail;
- ability to work independently and as part of a team;
- ability to work under pressure and ensure deadlines are met;
- a respect for the confidentiality of the work;
- outstanding interpersonal skills and the ability to communicate effectively, verbally and in writing;
- good ICT skills;
- a natural ability to get on with, support, understand and command the respect of girls aged 11-18;
- enthusiasm and interest in the education and welfare of young people;
- a strong work ethic;
- commitment to the full boarding ethos of the school;
- ability to support and extend the co-curricular life of the school;
- sympathy for the Christian ethos of the school;
- ability to be an ambassador for Tudor Hall at all times.

Responsibilities

Leadership and Management

- sharing all aspects of the leadership and management of the school with the SMT;
- writing and managing the Sixth Form Development Plan;
- participating in the recruitment process for Sixth Form staff;
- liaising with the Headmistress over the appointment of Sixth Form tutors;
- leading meetings of the Sixth Form ensuring good communication at all times;
- in conjunction with the Deputy Head Sixth Form, Pastoral, managing the tutor team, ensuring that tutor time is used effectively and that a varied programme of activities is run which encourages good relationships between tutors and tutees;
- meeting regularly with the Headmistress to discuss developments and concerns arising in the Sixth Form;
- evaluating the experiences of Sixth Form pupils and planning subsequent changes that may be necessary;
- coordinating the leavers' events.

Pastoral

- monitoring the well-being of all pupils, working closely with the Deputy Head Sixth Form, Pastoral and the Sixth Form boarding team;
- chairing regular meetings for the pastoral team and the tutors;
- running the Sixth Form Induction Programme for LVI and UVI pupils and their parents;
- ensuring Sixth Formers achieve the highest standards of behaviour;
- overseeing the routines, arrangements and permissions for all Sixth Form pupils;
- advising the Headmistress in the selection of school officers, ensuring their leadership roles are successful and recognised;
- organising leadership training sessions for new school prefects and captains and managing the hand-over for new prefects, in consultation with the Headmistress;
- ensuring Sixth Formers are active within the co-curriculum and take on leadership roles where appropriate;
- allocating tutors to individual pupils.



Academic and Careers

- monitoring academic progress of all girls, ensuring that the appropriate support occurs throughout the Sixth Form;
- managing the UCAS process, including Unifrog, ensuring that all girls receive informed advice on career options;
- offering continuing university and careers advice to recent leavers;
- keeping up-to-date with all aspects of Sixth Form curriculum development;
- encouraging in all the girls a spirit of enquiry and curiosity and an interest in education for its own sake;
- liaising with tutors, the Deputy Head and the Director of Studies to support pupils in their transition to A Level;
- coordinating a Lower Sixth Summer Pre-University Course;
- liaising with relevant staff on Careers/Further Education programmes or others which directly affect the Sixth Form;
- attending Parents' Meetings as Head of Sixth Form;
- ensuring detailed tracking of academic progress;
- coordinating and finalising the preparation of records of achievement for Upper Sixth leavers;
- coordinating A Level Option choices;
- coordinating Sixth Form study skills and ensuring that an appropriate programme exists;
- coordinating the reports procedure for all Sixth Formers by close liaison with all tutors;
- making presentations to parents on key issues relating to the Sixth Form;
- teaching A Level in his/her subject;
- overseeing the Contemporary Issues course.

Marketing

- working with year 10 and 11 pupils and parents to ensure maximum retention of pupils;
- taking responsibility for marketing the Sixth Form, including annual preparation and updating of all documentation;
- being actively involved in the recruitment and selection of Sixth Form entrants including interviewing prospective parents and pupils, and presenting to parents and pupils, both existing and prospective;
- liaising with the Registrar concerning the Sixth Form's role in promoting the School;
- representing the school at recruitment fairs.

The Head of Sixth Form will teach a reduced load, approximately $\frac{2}{3}$ of a full timetable.

All members of the Senior Management Team are expected to be in attendance at all whole school events and a wide range of promotional events. This role does not require the successful candidate to live on site but she/he will be fully involved in the boarding life of the Sixth Form.

All staff share the responsibility for safeguarding and promoting the welfare of the children and must adhere to, and comply with, the school's Safeguarding Policy.

This list is not exhaustive and may be varied from time to time.

Working at Tudor

We are in an enviable position in one of the most accessible parts of the UK surrounded by beautiful countryside and yet within walking distance of Banbury. Direct trains from Banbury station to London Marylebone take 55 minutes, to Birmingham 45 minutes, with many more direct destinations accessible including Newcastle, Manchester, Reading and Bournemouth. Access to junction 11 of the M40 is at Banbury with links to London and the Midlands.

The local area around Tudor Hall is made up of pretty ironstone villages and is home to great walking and cycling with plenty of places to stop for a drink or a bite to eat. Stratford upon Avon is half an hour away, the regency town of Leamington Spa is also close by. Both offer a great array of independent shops, places to eat, cultural and leisure activities. We also have Oxford and everything that it offers within striking distance.

The community at Tudor Hall is friendly and welcoming with many staff living on site. The full boarding nature of the school means that there is always plenty going on in the evenings and at weekends and new staff feel they very quickly become a valued part of the community.

Benefits

Tudor offers competitive working conditions and benefits including:

- All employees are auto-enrolled into a pension scheme after three months' service;
- Training opportunities for personal and professional development;
- 60% day fee pupil discount (pro rata for part-time staff);
- 60% discount at Carrdus School (pro rata for part-time staff);
- Childcare vouchers – tax initiative designed to help working parents save money on their registered childcare costs;
- Personal Accident Insurance including dental cover and a confidential counselling, advice and information service;
- Active staff social group offering clubs and activities including: 5-a-side football, running club, aerobics, yoga, chess club, staff band, choir and orchestra, staff quizzes and parties;
- Free on-site parking;
- Free meals in term time;
- Access to school library, gym, swimming pool and other sports facilities;
- Annual flu vaccinations.



Terms and Conditions

This is a senior appointment in the organisation and remuneration will be negotiated with the preferred candidate.

Successful applicants will be required to undergo enhanced child protection screening relevant to the post, including reference checks with past employers and the Disclosure and Barring Service.

How to apply

Application process

The closing date for applications is noon on Monday 27th September. Please enclose with your application:

- the completed application form;
- a covering letter of not more than 2 pages (total), addressed to Miss Wendy Griffiths, summarising your vision for Sixth Form and your suitability for the role as specified in the job description;
- day-time, evening, and/or mobile telephone numbers (to be used with discretion).

Applications should be sent by email to:

pa2bursar@tudorhallschool.com

or sent by post to: Nicole Hamilton, Tudor Hall, Wykham Park, Banbury, Oxfordshire OX16 9UR

Short-listing

Applications will be assessed based on the information provided on the application form; only those best fulfilling the criteria for the role and the job description will be short-listed.

Subject to the number of applications, short-listing may take place before the deadline for applications has passed. If you have not heard from us within two weeks of the closing date, you can assume that your application is not being progressed on this occasion.

Interview

Short-listed candidates will be interviewed by the Head. Candidates will be asked to carry out a job specific task. They will be given a tour of the School and meet with pupils.

Interviews will take place during the week commencing 27th September. The second round of interviews will be held on Monday 4th October when candidates will teach a lesson and give a presentation during a panel interview.

Further details of the interview arrangements will be provided on short-listing.

