The Gryphon School

HEAD OF SIXTH FORM

SEPTEMBER 2018

The Gryphon School
Bristol Road
Sherborne
Dorset
DT9 4EQ

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HEAD OF SIXTH FORM
RECRUITMENT INFORMATION PACK

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May 2018

Dear Applicant,

Thank you for showing an interest in the post of Head of Sixth Form at The Gryphon School. We are seeking an aspiring senior leader with the ability to take on the Head of the Sixth Form or an established senior leader looking for a new challenge. Accompanying this letter is information about the School and the post which we hope will provide you with everything you need to know to apply. The School website gives further details about us, as does the accompanying document, 'Additional Information for Applicants'.

The Gryphon is a wonderful place to work and has a special atmosphere and feel. It became an academy in August 2012 to sustain the quality of our outstanding provision and is a founder member of the Sherborne Area Schools' Trust (SAST) a multi-academy trust established in June 2017. Since September 2017 we have been designated as a teaching school and are very excited about the opportunities that this new status will bring. In a recent national publication, The Real Schools Guide, The Gryphon was rated as one of only two schools in Dorset as 5 star; based on attainment, teaching, attendance and outcomes. The Good Schools Guide concludes that we are a 'Super much sought-after school at the very centre of its community taking on the Sherborne independents. Truly a model of comprehensive education at its best – a place for all comers, which children and parents set their heart on, so it bulges at the seams'.

We are an outward looking school with excellent community links as well as strong relationships with other good and outstanding schools across the South West and nationally.

We are a comprehensive school serving a diverse community. Our high quality support staff make a real difference to our students. Teaching is often outstanding, and consistently at least good across all subjects and key stages. Teachers are provided with the resources to make lessons stimulating and practical and have excellent subject knowledge. They make sure students are very clear about what is demanded of them and how to improve. The School's very positive entry in the Good School Guide describes pastoral care and discipline as 'exceptional'. Students are reflective, behave with great courtesy, and are heavily involved in working with staff to improve the school and the welfare of others.

Our 2017 GCSE results were, once again, excellent against a national backdrop of tougher exams and significantly lower pass rates in many subjects. The proportion of students gaining 5 or more A*-C grades including English and Maths was 72%. At A level, there was a pass rate of 99%, with 78% of students achieving A*-C grades and 25% gaining an A* or A grade. Both academic and vocational result were equally impressive and students taking the EPQ (Extended Project Qualification) achieved fantastic results of 70% at A*-A grade.

In November 2016 our inspection as a Church School (SIAMS) judged us to be Outstanding. Our most recent Ofsted visit, in November 2017, was very positive and confirmed our status as a "good school" and we enclose a copy of their letter to me outlining our many strengths. Our focus for this year, which reflects our Church School status, is that we should be a "10:10" school; where students and staff experience life in all of its fullness. So for us education is more than just exam results – we place great value on the personal development of each student. We aim for them to leave school as well-rounded young people with a strong sense of what is socially, morally and culturally acceptable, and to feel that they have a contribution to make to the wider community. Digital learning is important at The Gryphon School including the use of mobile technology; we want our young people to use technology responsibly and to enhance their learning.

In summary, we are a true team with a great sense of pride in what we collectively achieve and we embrace the challenge for achievement to be even higher. Our special culture and ethos focuses on enabling students to be

the best that they can, both personally and academically, supported by the tremendous work and care of all our staff. We continue to strive to be outstanding in all aspects of school life.

We are looking for someone with high expectations, excellent leadership attributes, able to inspire and also laugh and enjoy the challenges of this role. You need to be a team player, you will go the extra mile to support students and want to continually develop and pick up the best ideas from around the world in education. We have a great record for supporting and developing staff at all levels, encouraging them to participate in continual professional development through our own training and links with NCSL providers.

You are very welcome to visit us in advance of an application or to contact us to find out more.

Very best wishes,

N J Edwards

Nicki Edwards
Headteacher

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THE APPLICATION PROCESS

We look forward to receiving your application by **9.00 am on Wednesday 16 May 2018**. The interviews will take place Monday 21 May 2018. You are asked to provide the following:

- A letter of application. Please ensure that this includes how your leadership experience and expertise meets the expectations outlined in the Job Description.
- A completed Gryphon application form

Please note that the Leadership Scale Pay Range for this post comprises 5 points, and the successful applicant will be appointed within LS10-LS14, dependent on experience.

Completed applications should be returned either by post, marked 'Confidential' to Caroline Rabbetts, Leadership Support Manager, The Gryphon School, Bristol Road, Sherborne, Dorset DT9 4EQ or by email to her at: Gryphon.HR@gryphon.dorset.sch.uk

Should you wish to arrange a visit to view the School, please do not hesitate to contact Caroline who will also be happy to arrange this.

The Gryphon School, part of the Sherborne Area Schools Trust, has an absolute commitment to safeguarding and promoting the welfare of children. The School follows the national and Dorset policies and procedures for child protection and security and the interview will include questions about safeguarding children. Current and/or previous employers will be contacted through references as part of the verification process pre-appointment checks if the applicant is short listed. The successful applicant will be required to undertake an enhanced disclosure check with the Disclosure and Barring Service.

The Gryphon School, part of the Sherborne Area Schools Trust, is committed to equal opportunities and positively encourages applications from all sections of the community.

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HEAD OF SIXTH FORM LS10-LS14
Start Date: 1 September 2018
Closing Date: 9.00 am on 16th May 2018
Interviews: Monday 21st May 2018
Salary: Leadership Spine LS10-LS14 (£49,199-£54,250)
Contract: Permanent
Contact Details: School Office on 01935 810101, website on www.gryphon.dorset.sch.uk or e-mail office@gryphon.dorset.sch.uk

This exciting role offers the opportunity to lead, and develop further, a strong and successful Sixth Form of over 400 students. We are seeking a candidate with the drive and enthusiasm to raise academic attainment whilst maintaining our special atmosphere, culture and ethos. We will welcome applications from candidates who are ambitious and forward thinking having shown the potential for senior leadership as well as a commitment to personal and professional development. Subject specialism is not a criterion in our selection process.

The successful candidate will:

- exhibit the potential to fulfil the role of senior leader in a highly successful school;
- be an outstanding teacher – able to coach, mentor and support others;
- have Post-16 experience and expertise in a secondary environment;
- have excellent communication skills being able to share ideas, good practice and inspire others;
- have the ability to support, challenge and inspire our students, encouraging them to achieve the best they can through the promotion of outstanding learning and teaching;
- be a team player who will go the extra mile to support students and colleagues and who will enjoy the challenges of this role;
- have a wide, current knowledge and understanding of education and school systems locally, nationally and globally and a constant desire to keep abreast of new, leading edge practices in an educational setting.

The Gryphon is a heavily oversubscribed 11-18 school, which is successful in gaining good results for its students at both GCSE and A-level. The large Sixth Form of 400 students is exceptional. Our students have an excellent record of success in gaining university entrance, including to Oxbridge and the Russell Group, and in the most challenging courses. We are a very proud school which attracts students from around North and West Dorset as well as South Somerset.

The Gryphon is a wonderful place to work and has a special atmosphere and feel. Sherborne is a centre for educational excellence and a beautiful rural country town that has easy road and rail links to London, Bath, Bristol, Exeter and the glorious Dorset coast. We are an outward looking school with excellent community links as well as strong relationships with other good and outstanding schools across the South West and England.

Our special culture and ethos focuses on high achievement, both personally and academically, which is underpinned by the team work of all our staff that was recognised in our most recent Ofsted report (November 2017).

Our teaching is often outstanding; our teachers make lessons stimulating and practical using their excellent subject knowledge. The Good Schools Guide describes pastoral care and discipline as 'exceptional'. Students are reflective, behave with great courtesy, and are heavily involved in working with staff to improve the school and the welfare of others. We are a comprehensive school serving a diverse community. Our high quality support staff make a real difference. We welcome visits from potential applicants.

The Gryphon School

Job Title:	**Head of Sixth Form**
Reports To:	Headteacher
Pay Grade:	Leadership Spine LS10-L14 £49,199- £54,250 Dependent on experience
Responsible for:	Sixth Form and other whole school leadership contribution

Main Purpose of Job*:*

The Gryphon Sixth Form is at the heart of school. As a senior leader the role is:

- To be the Head of Sixth Form ensuring outstanding provision enabling excellent academic and personal progress
- To ensure high quality 16-19 study programmes include non-qualification activity such as tutorials, work experience, personal, social, employability and study skills to match individual student needs
- To provide effective support in choosing options to ensure progression into employment, apprenticeships or higher education.
- To ensure rates of external and internal recruitment, attendance and punctuality as well as retention are high for all groups of learners.
- To improve provision and outcomes rapidly, reducing achievement gaps between groups by monitoring the quality of teaching, learning and assessment as well as learners' retention, progress and skill development.
- To lead the Sixth Form team by supporting, guiding and motivating colleagues.
- To contribute to whole school leadership in raising standards of learning and teaching and assessment.
- To communicate the school's vision and its leadership, empowering all pupils and staff to excel.
- To make a significant contributions to the special ethos and culture of the School through the development of a positive atmosphere in which all students have access to a broad, balanced and enjoyable curriculum experience, which contributes to their personal and academic achievement.
- To promote the social, moral, cultural, spiritual and physical development of students, so preparing them for the opportunities, responsibilities and experiences of adult life.
- To be outward looking by analyzing, researching and interpreting relevant global, national, local and school data, research and inspection evidence to inform the practices, expectations, targets and teaching methods.
- To represent the Sixth Form and the school with parents, the community and external agencies to the highest professional standards

Main Responsibilities and Duties:

Leadership and Management

- Support and shape the vision and strategy for high quality education in the School
- Make an active contribution to all aspects of whole school strategic management
- Lead by example with integrity, creativity, resilience, and clarity - drawing on your own scholarship, expertise and skills, and that of those around you
- Ensure that the school's systems, organisation and processes are well considered, efficient and fit for purpose
- Sustain wide, current knowledge and understanding of education and school systems locally, nationally and globally, and pursue continuous professional development
- Develop close relationships and strategic alliances with the community, schools, organisations and providers
- Ensure excellent communication with students, staff, parents and the community
- Establish high and expectations of staff and students holding all staff to account for their professional conduct and practice
- Ensure effective quality assurance in the day-to-day management of the team through a close attention to quality and detail
- Effectively evaluate strategies and actions focusing on what makes a difference to the quality of learning and progress
- Support the appraisal of staff and evaluate its impact on teaching and learning
- Create and maintain a creative and collaborative working environment by inspiring and training others
- Contribute to the recruitment and induction of staff
- Promote a stimulating, well-ordered and effectively organised learning environment

Quality of Achievement

- Encourage ambitious standards for all students, overcoming disadvantage and advancing equality, instilling a strong sense of accountability in staff for the impact of their work on pupils' outcomes
- Oversee the progress and attainment of students in the Sixth Form including monitoring and evaluating achievement and attainment
- Track student progress alongside the SLT ensuring intervention and support is provided
- Effectively interrogate high level performance data
- Encourage intellectual inquisitiveness, aspiration and ambition
- Ensure the accuracy of progress grades reported to parents, teachers and students

Personal development, well-being and behaviour of students

- Enable students to develop the personal attributes and qualities necessary to thrive and make a positive contribution throughout their life.
- Promote the personal qualities of respect, independence, mutual support, motivation, high expectations, tolerance and resilience.
- Ensure a diversity of extra-curricular opportunities, clubs, competitions, trips and experiences
- Support and encourage spiritual, moral, social and cultural development for Christians, those of all faiths and none in our community, as well as fundamental British values
- Encourage leadership, integrity, manners and honesty
- Support a safe, calm and well-ordered environment for all students and staff, focused on safeguarding students and developing their exemplary behaviour in school and in the wider society.
- Contribute to the culture and ethos of care and support for every student

Teaching, Learning and Assessment

- Teach in a way that students find engaging, relevant and inspiring
- Coach, mentor and support others
- Accurately evaluate the quality of teaching through lessons observations, drop-ins, work scrutiny, learning walks and student voice across the School
- Develop and improve the teaching for all groups of students promoting challenging, purposeful, enjoyable and appropriately differentiated lessons and support throughout the curriculum
- Identify, research and adopt the most effective teaching approaches for students with SEND, including study skills that will develop pupils' ability to work independently
- Promote a positive learning environment across the school and encouraging the use of the latest methods and digital technologies
- Ensure high quality programmes and pathways for all students' including university entrance up to Oxbridge level

Other Duties

- To teach students within the School and carry out other associated duties as are reasonably assigned by the Headteacher.
- To attend Leadership Team meetings, Parents' Evenings, meetings and other appropriate groups as required
- To attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the school

Additional Information

The professional duties of the post are those detailed in the School Teachers' Pay and Conditions document and the national Teachers' Standards in England.

This job description sets out the duties and responsibilities of the post at the time when it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

The Gryphon School is committed to safeguarding and promoting the welfare of children and young people and values the diversity of our workforce and welcomes applications from all sections of the community. Successful candidates will be subject to an enhanced Disclosure and Barring Service check.

I confirm that I have read and have agreed this job description explains the main duties of my job.

Signed …… Print Name …… Date ……

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The Gryphon Sixth Form –Summary Features

Outcomes

The Gryphon school has approximately 400 students in the 6th form.

Progress scores in recent years have been:

- 2013 + 0.12
- 2014 +0.21
- 2015 +0.07
- 2016 -0.05
- 2017 +0.02

ALPs grades in recent years have been:

- 2014 Grade 3
- 2015 Grade 4
- 2016 Grade 4
- 2017 Grade 5

Destinations

The majority of Year 13 progress to university each year with a healthy proportion of Russell Group places and 3 or 4 Oxbridge entrants per year. The figures for 2017 were as below:

Year 13 Destinations 2017

Total number of students 215

- University degree 118
- Art Foundation degree 0
- Specialist / FE college 5
- Employment with Training 5
- Apprenticeship 2
- Armed Forces 4
- Gap year UCAS 2018 33
- Employment 41

Provision

The school offer around 30 post 16 courses which includes 25 A-levels and 5 more vocational courses such as BTECs. Results in Economics, English Literature and History are particularly strong.

The school has an initiative with two nearby private school where an A-level block is timetabled at the same time across all schools. This enables Gryphon students to access Latin, Greek, German, Music Technology and Textiles at the local private schools.

Students typically take 3 A-level although some do 4. All students additionally follow an enrichment programme embracing Study Skills, MOOCs and the option of taking the EPQ. Further aspects of out 6ht from programme are UCAS guidance, apprenticeship and employment support, competitive sport, Duke of Edinburgh Scheme, Prefect roles, paired reading, clubs and societies, choir, music, drama, debating, Amnesty, Rock Challenge, Battle of the Bands, and charity fund raising.

The Sixth Form Common Room, Cafe and Resource Centre are located in the centre of the school. Students also have a dedicated computer suite in the Learning Resource centre.

Recruitment and retention

Each year 55-65% of Y11 Gryphon students join the Sixth Form. External recruitment ranges from 50 to 100 students each year and the local market for 6th from students is extremely competitive and evolving.

Leadership Structure

The Sixth Form leadership team includes:

- Head of Sixth Form
- Head of Year 13 – TLR 2.3
- Head of Year 12 – TLR 2.3
- Assistant Sixth Form – TLR 2.1
- Full time Sixth Form Support Manager Full time
- Lead Tutors in each of Y12 and Y13
- Full-time Careers Manager
- SLT support

OFSTED Inspection 2017

The main sections pertaining to the 6th form are quoted below.

In 2017, there was an upturn in the progress that students made in the sixth form. Students are making good progress overall. Progress is improving as a result of good teaching by subject specialists. Teachers' expectations are high. Students have very positive attitudes and they are eager to take an active part in lessons. They are keen to redraft and improve their work by paying attention to teachers' feedback.

 School leaders have recently restructured the leadership of the sixth form. The current leadership is strong. It is providing clear direction and a focus on improving standards. Leaders are aware that achievement in vocational subjects is weaker than in academic subjects. Improving this is a focus for the new leadership team.

 A feature of the sixth form is the high number of students joining Year 12 from other schools. Students reported that the transition is made easy by good relationships with staff. When students complete their studies, many go on to prestigious universities. An increasing number are also now pursuing higher-level apprenticeships.

Please see the School website for details and the prospectus

The Gryphon Leadership Team Responsibilities Relationships 2017-18

SLT Member	ELG Members	DLG Members
Nicki Edwards – Headteacher Overall effectiveness and accountability – standards & Teaching & Learning, vision and ethos (including SIAMs, Church School), budget, site, appraisal, retention & recruitment, Governance, leadership and management, SIP, SEF, Health and Safety, Safeguarding & Deputy DSL, SAST, community links, communication, SMSC.		
Stuart Lawson – Standards and Achievement Lead on: Curriculum, attainment, timetable, target setting, exams, student data and performance, ICT systems.	**Prue Bendell and Steve Phillips:** lead HoDs **Matt Doble:** lead on Digital Learning, Creative Design	**Caroline Dallimore:** KS3 – standards, moderation **Philippa Huggins:** KS5 – standards and achievement
Jim Gower – Teaching and Learning Lead on: Monitoring of standards of T&L – including support for staff and intervention for students, oversight of CPD including ITT	**Leanne Madge:** lead on innovative learning, INSET programme for school **James Grierson:** lead on NQTs, coaching **Owain Price:** lead for Schools Direct, ITT, support for PP students (T&L strategies)	**Beth Oxford –** coaching **Patrick Unwin –** G&T students programme **Laura Howell –** staff CPD group **Charlotte Kelley –** literacy **Catherine Jackson –** ITT support **Rob Harris –** ITT support **Kat McGreal –** T&L transition **Nat Wilshire -** eLearning
Nicky Dodgson – Pastoral and Community Lead on: Child Protection (including lead on Prevent and Internet safety), Attendance, Behaviour Anti-Bullying, School Council	**All HoYs** **Jackie Brighouse:** Deputy DSL, EYFS lead, mental health and pastoral support.	**All Lead Tutors** **Hayley Andrews –** PSHREE **Karen Baney –** Student mentors
Sarah Darlington – SENDCO and Disadvantaged Students Lead on: SEND and Vulnerable/Disadvantaged students - tracking and evaluating effectiveness of support and intervention		**Roxanne Snow –** focus on provision in Maths **Anna Wutowicz –** PP support

The Gryphon School

The Gryphon School – Support for Staff – What we provide……

High Quality Professional Development

- INSET Programme with national speakers eg Sir John Jones, Simon Mayo
- Time is provided for learning and development in everyone's staffing allocation
- Middle leader training programme
- New staff induction programme
- 2nd year teacher programme
- Opportunities for sharing of best practice and expertise
- Encouragement of individual action research through appraisal
- Opportunities to mentor student teachers on ITT, Schools Direct, volunteers and other routes

Support for Teaching

- Investment in resources, facilities and the environment
- Outstanding ICT infrastructure including WiFi, resources
- Strong departmental support structure
- Free ipad for all teachers
- Timetabling ensures specialist teach in their subject areas and there are rarely any split classes
- Designated support for reprographics, trip management, student behavioural support, SEND needs etc
- Dedicated team of school cover supervisors

Links with other schools

The Gryphon is outward looking and a lead members of various school development groups. This facilitates visits, exchanges, subject sharing, leadership support and enhanced student opportunities.

- Jubilee Group – eight schools across the SW from Devon to Wiltshire and Gloucestershire
- South West Academies Group – nine academy schools across Devon, Somerset and BANES
- North Dorset – five secondary schools, a Special school and a PRU
- Sherborne Schools Partnership of nine feeder primary schools with whom we have excellent cross-phase academic collaboration Y6-8 curriculum and transition.
- Since 2014-15 we have been part of the national PiXL group
- Member of the Jurassic Coast Teaching School Alliance

Health and well-being

- Our own specialist HR Manager and team
- Membership of Carefirst providing free welfare counselling, free Occupational Health consultations
- Free Mindfulness sessions, aimed at improving mental wellbeing by enhancing good feelings about life and oneself
- Support from the School Chaplain

Supporting families

- The Little Gryphons Nursery on site
- Supportive to colleagues for time off during periods of family illness/crisis
- Supportive of requests where possible to attend graduations, family weddings, special family events, house moves

Practicalities – little extra touches

- Generous allocation and pattern of INSET Days to support staff learning and development and wellbeing
- Quality free seated lunch provided on INSET Days
- Generous business travel allowance
- Free on-site parking

Strong Staff Community

- Very active, vibrant, Staff Social Committee who arrange an array of social events and activities across the year
- Large main staff room – and we hold weekly whole staff briefings
- Successful and very competitive staff sports teams playing other schools
- Staff voice events
- Amazing involvement in charity events, national days, productions, teams, public speaking, Duke of Edinburgh etc