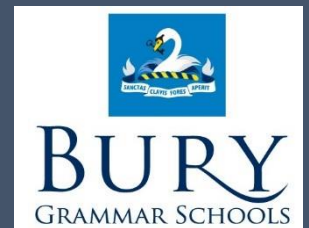


BURY GRAMMAR SCHOOLS

DEPUTY HEAD OF
SIXTH FORM

APPLICATION
PACK

SEPTEMBER 2018



Bury Grammar Schools

The Bury Grammar Schools are a family of independent, selective, day schools for girls and boys aged 3 to 18, which combines a strong tradition of academic excellence with the best of modern educational practice. The Schools are situated in the heart of Bury and are widely recognised as one of the top independent schools in the North West of England. In all, there are five Schools in the Bury Grammar Schools Foundation; a Senior Girls' School, a Senior Boys' School, a Junior Girls' School, a Junior Boys' School and a co-educational Infant School and Nursery. Currently there are over 1,300 girls and boys on roll, most living in the town of Bury, its suburbs and the surrounding area of North Manchester, including towns such as Bolton and Rochdale.

Exam results are very strong. In 2017 a truly impressive 65% of Bury Grammar School Girls GCSE grades were at the coveted A*/A level, and an astonishing 90% of grades were at A*-B. They also say a 100% pass at A Level examinations; 28% of grades were at the elite A/A* level, 64% of grades were at A* to B. In the Boys School they are also celebrating another successful year of GCSE results with a phenomenal 44% of grades at the coveted A/A* level. In A-levels they also excelled with a stunning 45% of grades at A*/A (set against a national average of 26%) and 71% of grades at A* - B

Both schools have been rated as Excellent by the Independent Schools Inspectorate and are proud of the outstanding standard of education provided.

As an employer we are focused on creating an outstanding place for all our staff to work so that we can attract, retain and engage talented individuals, who have a desire to transform the lives of others.

More information regarding the Schools and their history can be found on our website at <http://burygrammar.com>.

Our Facilities

The Bury Grammar Schools date back to 1570 but the current campus was established in 1903. The Schools later expanded in the 1950s and 1960s when a new Boys' School was constructed and since then several fantastic new buildings have been added across the campus, the most recent being a brand new joint Sixth Form centre which was opened in November 2014 and Boys Sports Complex which opened in September 2016. We continually strive to improve our facilities and give our staff and pupils the best possible environment to work and learn in.



The Post

The Deputy Head of Sixth Form is responsible to the Head of Sixth Form for all pastoral matters concerning Sixth form Students. (S)he works closely with the Head of Sixth Form to ensure that the highest standards of behaviour, learning and academic attainment prevail across the Sixth Form and in maintaining and extending the School's reputation for outstanding pastoral care, values-led education and extra-curricular success and participation.

The Deputy Head of Sixth Form is expected to demonstrate: exceptional skills in leadership and management of staff; loyalty to the Directorate and confidentiality with sensitive information. They will be expected to be self-motivated with the ability to foresee school operational problems and act to avert them in a proactive manner. Excellent communication skills, the ability to work autonomously, teamwork and the ability to be flexible are key requirements for this role.

The Deputy Head of Sixth Form will work with the Head of Sixth Form to establish key strategic goals for the School, which will themselves be set within the framework of the Development Plan. He/she will work closely with senior pastoral staff and Tutors to ensure the effective development and delivery of the School's pastoral and extra-curricular provision.

The Deputy Head of Sixth Form will report directly to the Head of Sixth Form, keeping them informed of any significant issues relating to behaviour, performance or progress of pupils. (S)he is expected to model the behavior expected of a professional in a senior leadership role and is expected to meet and exceed the standards set out for teachers by the Department for Education which apply to all teachers regardless of their career stage.

The Sixth Form

BGS Sixth Form offers students an outstanding academic education, a greater sense of independence and the best possible preparation for university and later life.

The Sixth Form provides excellent teaching and learning resources to help students attain their potential, develop their skills and move forward with confidence. Independent study is crucial and the two learning zones in the modern Sixth Form centre allow this to take place either individually or in groups.

Our Sixth Form is totally unique: teaching takes place in small coeducational classes, enabling students to prepare for university, while all students are cared for in single sex pastoral groups.

Every student has a personal academic tutor who monitors performance, agrees targets and ensures best working practices are being followed. Academic results at A Levels have been consistently outstanding with the vast majority of students embarking upon their first choice course at some of the most prestigious universities in the country. Fortnightly tutorials, personal support and guidance for UCAS applications and university entrance from the highly experienced Sixth Form Team offer students the best possible opportunities to prosper at university and beyond.

The option to study A Levels alongside the Extended Project Qualification forms a strong academic foundation whilst allowing for independent enquiry as the Sixth Form courses progress. This academic breadth is supplemented by a staggering range of additional academic challenges, trips and extra-curricular opportunities, each of them allowing our pupils to broaden their outlook and build their confidence in a variety of settings. It is virtually impossible to list all such ventures, although participating in Sport, Music, Drama, Volunteering, Mentoring, Young Enterprise, Duke of Edinburgh, Charity, The Sir Rhys Davis Law



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Competition, Public Speaking and House leadership to name a few, provide our sixth formers with an exceptional extra-curricular profile valued by universities and employers alike

More information can be found on our website: <https://burygrammarschool.fluencycms.co.uk/sixth-form>



Salary and Benefits

The starting salary will be dependent on experience and will be commensurate with such a role in a large Independent day school.

The teaching timetable will be agreed with the Principal and can be in any subject.

During term time, staff will be expected to attend personally to such duties connected with the work of the School during any hours, including out of school hours, as the Principal may reasonably direct. In addition, staff may be required by the Principal to work for varying short periods after the end, and before the beginning of any term, as well as on the GCSE and A Level results days. All academic staff will be expected to make a contribution to the extensive extra-curricular programme.

- All individuals who join Bury Grammar Schools will automatically become members of the Teachers' Pension Scheme unless they decide to opt out of the Scheme.
- Fee remission will be offered for children to attend Bury Grammar Schools from reception onwards; children of staff must meet the academic requirements of the School
- Childcare voucher scheme
- A free, convenient, affordable, quality childcare provision will be available after the school day for children who are pupils at the Schools between set times.
- Daily lunch allowance at the School canteen during term time.
- Free parking on-site
- Training and Development opportunities will be offered.

Guidance Notes for Applicants

We advise you to read carefully all available information for this job before you start completing the application form. This pack includes a job description and a person specification which details the skills, qualifications and experience which are required for the job.

HR079/V4

All shortlisting decisions will be based initially on essential criteria. We interview those candidates who are the closest match to the identified criteria.

Rehabilitation of Offenders/ Disclosure and Barring Service

A criminal conviction will not necessarily be a bar to employment. The Bury Grammar Schools (BGS) comply with the Disclosure and Barring Service's Code of Practice and will consider the suitability of all applicants on merit and ability.

The Rehabilitation of Offenders Act 1974 entitles people who have been convicted of a criminal offence carrying a sentence of up to 30 months' imprisonment and who have completed the appropriate period of rehabilitation to regard their conviction as 'spent'. 'Spent convictions' can then be regarded as never having occurred.

The Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, however, exempts certain types of employment such as working in a school from the provisions of the Act. In addition, the Police Act 1997 requires Police checks for all posts that come into contact with under 18s and vulnerable adults on a regular basis. Appointment to this post will require the post holder to undergo checks by the Disclosure and Barring Service before commencing any duties which could bring them into contact with children.

Any information disclosed will be kept in strict confidence and used only in consideration of your suitability for the job for which you are applying. If you fail to disclose relevant information requested at any stage of the recruitment process, then your employment could be subject to withdrawal of contract, dismissal or disciplinary action in accordance with Bury Grammar Schools policies.

Application Form

Please complete all sections of the application form. If a section does not apply to you, please just write 'not applicable' in the box.

Incomplete forms and CVs sent without an accompanying completed form will not be accepted.

Applications for the role will only be accepted from those who complete application forms. CVs will not be accepted in substitution for completed application forms.

If you need to attach a continuation sheet to any section, please ensure that your full name is included at the top of the page. NB: If you are planning to submit your application electronically, all documents, including any attachments, must be sent in Microsoft Word format.

Evidence of permission to work in UK

Prior to being permitted to commence employment with BGS, you will be required to produce documentary evidence of permission to work in the United Kingdom. You could provide, for example, either a British passport or a passport or National Identity Card from an EEA Country or Switzerland; alternatively, a document showing your permanent UK National Insurance Number and your full UK Birth Certificate.

A full list of acceptable documentary evidence is available on request. Original documents must be seen before you start working for BGS.

For further information, please refer to the Home Office website www.bia.homeoffice.gov.uk.

Useful information on living and working in the UK can be found at www.britishcouncil.org/eumobility

Employment

Please give us details of your complete work history since leaving school/tertiary education. This should include information on your current and past employers, job title, dates employed and salary. Please explain any breaks in employment when detailing your full work history.

In your accompanying letter, you need to demonstrate clearly how your experience, knowledge, skills and abilities match those required in the job, as detailed in the Person Specification. Where possible you should give examples of when you have used specific skills and abilities or needed to develop competencies in the relevant areas. You can draw on elements from any aspect of your life, such as education, work, home or community life, as long as you focus on its relevance in comparison to the needs of this job.

References

Please give details of 2 referees who can comment on your suitability to do this job. At least one reference must be from your current or latest employer and your references must cover your last three years of employment. It is BGS policy to request references prior to interview. If you do not wish for your current or latest employer to be contacted before the interview, then please make this clear on the application form. BGS reserves the right to contact your current or latest employer following the interview and prior to offering a contract of employment.

In providing the names of referees, you are agreeing that the Bury Grammar Schools may ask their opinions on your character in relation to this application. These opinions, given in trust, will remain confidential.

General

If you do not receive an invitation to interview within four weeks of the closing date, then you may assume that your application has been unsuccessful.

By signing and returning our application form you consent to Bury Grammar Schools using and keeping information about you provided by you, or by third parties such as referees, relating to your application or future employment. In the case of unsuccessful candidates this information will be retained for six months from the closing date. Information provided by successful candidates will be transferred to their personnel file.

How will we keep your information secure?

Personal and Monitoring information is treated as strictly confidential and will be dealt with in accordance with the Data Protection Act (1998) and our Data Protection Policy.

Whom can I contact if I need help in completing the form?

Please contact us on 0161 696 8600 or email vacancies@burygrammar.com

Please send your completed application to: Miss Freya Dicks, Head of HR, Bury Grammar Schools, Farraday House, Bridge Road, Bury, BL9 0HG or via email to: vacancies@burygrammar.com

Should you will to arrange an informal conversation about this role please contact Freya Dicks, Head of HR at FDicks@burygrammar.com or on 0161 696 8600. Tours will be arranged as part of the interview process but unfortunately will not take place before this stage in the process.

Interview Dates

The interview process will consist of one interview to take place on **Tuesday 6th March 2018** conducted by the Principal and Headmaster.

Closing date for applications: Noon on Monday 5th February 2018

Safer Recruitment

The Bury Grammar Schools operate an equal opportunities policy, and are committed to safer recruitment and safeguarding pupils. Any appointment will be subject to successful DBS clearance, satisfactory references and confirmation of medical fitness for the post.

Thank you for your interest in a role at Bury Grammar Schools.



BURY GRAMMAR SCHOOL

Head of Sixth Form

(The Deputy Head of Sixth Form is expected to deputise for the Head of Sixth Form in all areas listed below)

Job Description

Reporting to: Principal

Overall purpose of the job:

The Head of Sixth Form is responsible to the Principal for all pastoral matters concerning Sixth Form students and for oversight of the UCAS process. (S)he works closely with the Deputy Head of Sixth Form to ensure that the highest standards of behaviour, learning and academic attainment prevail across the Sixth Form and to maintain and enhance the School's reputation for outstanding pastoral care, values-led education and extra-curricular success and participation.

The Head of Sixth Form is expected to demonstrate: exceptional skills in leadership and management of staff, loyalty, confidentiality with sensitive information and a deep-seated commitment to upholding high standards and providing the very best education for our sixth formers. They will be expected to be self-motivated, with the ability to foresee school operational problems, and to take a proactive approach to every area of their work, continually striving to improve educational quality. Excellent communication skills, the ability to work autonomously, teamwork and the ability to be flexible are key requirements for this role.

The Head of Sixth Form will work with the Deputy Head of Sixth Form (which is also a new appointment) to establish key strategic goals for the School, which will themselves be set within the framework of the Development Plan. He/she will oversee the work of Sixth Form Tutors to ensure the effective development and delivery of the School's pastoral and extra-curricular provision and will assist the Head of Teaching Learning in developing the academic strategy for the Sixth Form.

The Head of Sixth Form will report directly to the Principal, keeping them informed of any significant issues relating to behaviour, performance or progress of pupils. (S)he is expected to model the behaviour expected of a professional in a senior leadership role and is expected to exceed the standards set out for teachers by the Department for Education which apply to all teachers regardless of their career stage.

Key responsibilities:

Leadership and Management

- To provide strategic leadership for pastoral care in the Sixth Form
- Lead the UCAS process
- To be the figure head for the Sixth Form with relation to pupils, colleagues and parents



- To lead and manage the Sixth Form Team, including the Deputy Head of Sixth Form and Sixth Form tutors, ensuring the delivery of the highest standards in pastoral care
- Manage all Sixth Form policies and day-to-day running of the Sixth Form
- To manage and support subject teachers in their dealings with pupils in the year group
- To participate in the induction of new staff
- To take on certain senior leadership responsibilities outside of the Sixth Form, as agreed with the Principal

Academic progress of pupils

- To set an appropriately academic and positive tone for our high-achieving Sixth Form
- Guide form tutors in monitoring academic progress made by pupils by form tutors
- Academic tracking and intervention for sixth formers
- Guide form tutors in coordinating support for able, gifted and talented pupils, and pupils with specific learning needs effectively
- Work alongside the Head of Teaching and Learning as appropriate with regard to the academic progress of sixth formers

Pupil well-being and pastoral care

- Pastoral welfare of pupils
- Advise the Designated Safeguarding Lead of any issues of concern and undertake training as a Designated Person
- Support form tutors in dealing with issues relating to pupils' well-being
- Encourage form tutors to be proactive in their approach to supporting their tutees and parents
- Support form tutors in monitoring attendance, behaviour, uniform, rewards and sanctions
- Deal with individual cases of poor behaviour according to the School's escalation procedures
- Lead Sixth Form assemblies
- Promote and celebrate achievements in the school's extra-curricular programme, and support form tutors in doing this
- Work alongside Deputy Head (Pastoral) regarding the pastoral care of sixth formers
- Oversee sixth formers' leadership roles

Careers advice and UCAS

- Lead on Sixth Form Careers and Higher Education advice, UCAS preparation and procedures and other references with the Deputy Head of Sixth Form and Head of Careers
- Be responsible for statistical returns relating to university entrance

Liaison with parents

- Communicate regularly with parents relating to plans, key events and achievements within the year group
- Support form tutors in managing effective communications with individual parents
- Organise parents' evenings
- Oversee the writing and distribution of reports
- Attend and contribute to other open events as appropriate

Marketing

- To promote the Sixth Form to new and current parents and pupils representing the School within the wider community and assisting in the marketing of the School



- Ensure that transition between key stages takes place smoothly and work with other colleagues to ensure excellent options and careers advice is delivered to pupils
- To organise the Year 11 Induction programmes and Sixth Form Open Evening in conjunction with the Head of Admissions and Marketing and other senior teachers

Liaison with colleagues

- To advise the Executive and Senior Leadership Team regarding strategic plans for and key issues within the year group
- To hold regular meetings of the Sixth Form team
- To hold regular meetings with form tutors
- To work with the Head of Communications and Registrar in putting the Sixth Form on show
- Liaison with the Old Boys' and Old Girls' Association in Sixth Form matters

Other Duties

Other duties as may be assigned from time to time by the Principal

General Duties

- Work flexibly to meet the Schools requirements including on occasion working in other departments as directed by your line manager. This requirement is likely to be particularly relevant during holiday periods as well as at key events in the School calendar where you may be expected to work evenings or weekends.
- Comply with all School policies and procedures. Within these boundaries, staff are expected to use initiative to resolve problems and address issues.
- Be committed to safeguarding and promoting the welfare of children at all times
- Ensure the quality standards and performance measures applying to your area of work are met and facilitate continuous improvements in all aspects of the post.
- Maintain a safe environment by working within Health & Safety guidelines and being aware of your responsibilities for health and safety.
- Value diversity and promote equal opportunities
- Comply with GDPR and data protection legislation and relevant policies and procedures where applicable.
- Participate in appraisal activities as required. Undertake further training as needed to ensure up to date knowledge and implementation of best practice.
- All Bury Grammar Schools' employees are expected to act as ambassadors for the Schools and promote the organisation and its services positively as well as behave in a manner consistent with the Schools' Values at all times.
- Undertake any other duties and tasks appropriate to the grade and character of work as may reasonably be required.



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The details contained in this job description reflect the content of the job at the date the job description was prepared. However, over time, the nature of individual jobs inevitably change; existing duties may be lost and other duties gained without changing the general character of the duties or the level of responsibility entailed. Consequently, the Schools will expect to revise this job description from time to time and will consult with the job holder in so doing.