

**ASSISTANT HEAD: HEAD OF SIXTH FORM
FOR SEPTEMBER 2018**

Further Particulars

The Assistant Head: Head of Sixth Form will have strategic leadership of the large Sixth Form, including a team of 30 pastoral tutors, in this outstanding academic day school.

There are approximately 240 girls in Years 12 and 13, all of whom go on to University; typically around 40 are successful in gaining places at Oxbridge and Ivy League Universities each year, and the vast majority go on to Russell Group institutions. Girls either study A Levels and Pre-U qualifications, or the International Baccalaureate in the Sixth Form; they achieve outstanding results, placing the School consistently in the top ten of national league tables for all qualifications. The teachers' passion for their subjects inspires a similar passion in the students. The School offers a vibrant extra-curricular programme with academic lectures given by staff, girls and external speakers as well as over 40 subject-specific societies run by girls in Year 13. All students take part in inter-school research projects and symposia with a number of boys' schools including Eton College and Whitgift School.

The successful candidate will have the expertise, initiative and enthusiasm to promote an academically rigorous and supportive environment for all students. He/she will lead a team of Assistant Heads of Sixth Form, and 30 Sixth Form Tutors, supporting them in their roles to monitor individual students' academic and personal progress and promoting effective communications between girls, staff and parents.

The Head of Sixth Form has significant involvement in supporting university applications in collaboration with the Director of University Admissions and the Deputy Head (Curriculum). He/she will also work regularly with the latter in considering the curriculum and teaching within the Sixth Form, and will advise the Senior Leadership Team as appropriate.

S/he will liaise with the six senior students who are appointed to be an essential link for effective communication between the Sixth Form body, girls and staff and to coordinate Sixth Form duties.

Approximately 20 girls join the Sixth Form from other schools. The Head of Sixth Form has oversight of Sixth Form admissions (including links with feeder schools) and will work closely with the Head of Upper School on progression from Year 11.

S/he will also be a member of the Administrative Team which meets weekly to decide operational matters affecting the whole school. S/he will attend Heads of Department and Curriculum Committee meetings and be a member of the staff appraisal team.

The successful candidate will have the necessary expertise, sensitivity and vision to deal with whole school leadership and management issues, and will be able to communicate with confidence and subtlety with colleagues, parents and students.

The Head of Sixth Form is responsible to the Pastoral Deputy Head.

The Head of Sixth Form would be expected to teach approximately 0.5 of a timetable.

Professional Development opportunities

There is a strong culture of professional development at the School. In addition to the openly advertised internal promotion and professional development posts, the School also offers a number of external opportunities.

Following the opening of two partnership schools, North London Collegiate School, Jeju (in South Korea), and North London Collegiate School, Dubai, staff in the UK have opportunities to be involved in monitoring visits to South Korea and Dubai, and to be involved in the recruitment and training of their staff. A number of exchange opportunities are available to staff, both to Korea and Dubai, as well as to partner schools in the USA and Australia.

Applications

Application should be made in writing to the Headmistress with a letter of application, completed application form and the names and addresses of two professional referees, one of whom should ideally be the Head of the applicant's present school. If applying by email the application form should be sent to Gill Conway, Deputy Heads' PA, who is in charge of teacher recruitment at deputyheadspa@nlcs.org.uk.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment as part of their duties. The successful candidate will be asked to apply to the Disclosure and Barring Service for an Enhanced Disclosure.

Closing date for applications: Thursday 1st February at 12.00 midday