



Application pack

Head of Sixth Form

I am delighted to provide an application pack for the role of full time Head of Sixth Form at Guildford High School.

Founded in 1888 and located in Guildford, Surrey, Guildford High School is an academically selective day school for girls aged 4-18. Girls learn how to learn, how to think creatively and how to take responsibility for their work.

Our staff are integral to delivering high quality education to the girls in our care, inspiring them to think and learn creatively. Guildford High provides a highly stimulating and collaborative working environment and we seek to recruit and retain dynamic and inspirational teaching and non-teaching staff that share in our vision and commitment. I would encourage you to visit our website or view our latest film to find out more about our school: <http://www.guildfordhigh.surrey.sch.uk/> and <https://www.youtube.com/watch?v=eGqp3WRcEcg>

The application pack contains the following documents:

- Job description and person specification
- Terms and conditions of service
- How to apply and guidance for applicants
- Safeguarding and equal opportunities statements
- Application Form
- Applicant Monitoring Form
- Confidential Disclosure

Please ensure that you return your completed application form, applicant monitoring form and confidential disclosure to me via email: human.resources@guildfordhigh.co.uk no later than 8.30am on Friday 16th February 2018.

Unless you stipulate otherwise, we retain all applications for up to six months.

If you have a disability that requires any specific requirements, please let me know when applying so that I can make the necessary arrangements.

May I take this opportunity to thank you for the interest that you have shown in employment at Guildford High School and for the investment of your time in this process. Please do not hesitate to contact me, or my colleague Maria Drew, on 01483 543 862 if either of us can be of further assistance.

Yours faithfully,

Susie Mooney
HR Manager

Headmistress: Fiona Boulton BSc (Hons), MA



Guildford High School
London Road, Guildford
Surrey GU1 1SJ
T: 01483 561440

United Learning comprises: UCST (Registered in England No: 2780748, Charity No. 1016538) and ULT (Registered in England No. 4439859. An Exempt Charity).
Companies limited by guarantee. VAT number 834 8515 12. Registered Office: Fairline House, Nene Valley Business Park, Oundle, Peterborough PE8 4HN
E: guildford-office@guildfordhigh.co.uk www.guildfordhigh.surrey.sch.uk

Guildford High School - Job Description

Head of Sixth Form

Full time, to commence January 2019

At Guildford High School we are fully committed to the girls' personal and social development. The Head of Sixth Form is responsible for the welfare, academic progress and conduct of girls in the Sixth Form. He/she works closely with the Headmistress, the Deputy Head Pastoral, the Deputy Head Academic and the careers team.

Key responsibilities:

Pastoral and Academic Teaching

- Responsible for the pastoral welfare and academic progress of the girls in the Sixth Form with the Form Tutors, Deputy or Assistant Head of Year
- Devise and implement the five-week Post AS programme with the Director of Careers & Higher Education and AHOY
- Devise and implement the two-day Post GCSE programme with the DHOY
- Liaise with staff about individual girls and communicate concerns and achievements to tutors
- Monitor and track individual students' achievements and progress
- Meet with parents when necessary and deal with parental correspondence
- Communicate academic and pastoral concerns and achievements to the Headmistress and Deputy Head (Pastoral) at weekly meetings
- Organise, attend and follow through issues arising at Parents' Evenings
- Develop new pastoral initiatives with the Deputy Head (Pastoral) through weekly meetings.

Management of the Sixth Form team

- Overall responsibility for guidance and co-ordination of the Sixth Form pastoral team: Deputy and Assistant
- Lead and support the Deputy Head of Year and Assistant Head of Year in their roles, including weekly meetings to discuss Sixth Form issues
- Support new Sixth Form tutors
- Proof read reports and record cards and act on comments as necessary
- Assist in the preparation and allocation of the Sixth Form budget.

UCAS

- Oversee the UCAS application process, including references and final checking of forms through one on one discussions
- Continue to support former Sixth Formers on GAP years in their UCAS applications
- Liaise closely with the Director of Careers and Higher Education and Form Tutors

Contribution to the wider life of the Sixth Form

- Keep parents up to date with a weekly Sixth Form blog
- Assist with the selection of the Senior Prefect team and attending regular meetings with them
- Oversee the selection of other Posts of Responsibility for the Sixth Form
- Chair and minute regular year group meetings
- Support year group activities e.g. plays and concerts, including music, drama, Fashion Show, the Pantomime, EYP and Young Enterprise
- Organise or oversee Year group assemblies
- Cover registration and Form Time when necessary

Transition into Sixth Form

- Present to parents and girls on Sixth Form Interview Day for external applicants, Into the Sixth Form Evening for internal students, the Higher Education Evening, and the Sixth Form Information Evening
- Introduce parents to the main features of life in the Sixth Form at Information Evenings and Presentations
- Liaise with the Deputy Head (Pastoral) and the Director of Marketing about Information Booklets
- Interview prospective pupils entering the Sixth Form and placing them in new form groups, liaising with subject staff and parents to ensure their smooth transition
- Interview new applicants on Sixth Form Scholarship Day,
- Interview new girls entering the school

Guildford High School – Person Specification

Head of Sixth Form

Full time, to commence January 2019

Specification	Essential
Qualifications	<ul style="list-style-type: none">• A record of good academic achievement including a directly relevant honours degree (2.i or above)• PGCE/QTS• Excellent oral and written English skills
Personal qualities	<ul style="list-style-type: none">• High levels of personal and professional integrity• Commitment to academic excellence• High degrees of self-confidence, personal energy and dynamism• Personal warmth, good rapport with pupils, colleagues and parents• Excellent organisational skills• Appropriate levels of personal presentation• Confident use of ICT
Teaching and Learning	<ul style="list-style-type: none">• Excellent knowledge of the relevant curriculum• Evidence of creative and innovative approach to teaching and learning including the appropriate use of ICT• Commitment to improving, monitoring and evaluating teaching and learning
Philosophy and Ethos	<ul style="list-style-type: none">• A commitment to safeguarding and promoting the welfare of children and young people• High expectations for pupil attainment, personal development and conduct• Commitment to best practice in pastoral support and student welfare• Commitment to helping with extra-curricular activities and curriculum enrichment

Guildford High School – Terms and Conditions Head of Sixth Form

Contract type

Permanent, full time.

Salary

United Learning has a competitive salary range.

Start date

January 2019.

Benefits

A range of benefits are offered including staff development, contributory pension scheme, cycle to work scheme, childcare vouchers, car lease scheme, discounted gym memberships, health and dental plans, Tastecard, and lunch is provided free of charge during term time.

Guildford High School – How to apply Head of Sixth Form

A completed Guildford High School application form, applicant monitoring form and confidential disclosure for the attention of Mrs Susie Mooney, HR Manager, to human.resources@guildfordhigh.co.uk , or complete and submit the TES application form alongside the advert.

Applicants selected for interview will be informed within 10 days of the closing date for application. We do endeavour to respond to all applications; however, applicants who have not heard from the School by this time must assume that, on this occasion, their application has been unsuccessful.

Short-listed candidates will need to bring proof of their qualifications and their right to work in the UK to interview and be aware that references will be requested prior to interview.

Closing date: 8.30am on Friday 16th February 2018

Interviews will be held on Wednesday 21st February 2018

Guidance for Applicants

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

The application form, as opposed to curriculum vitae (CV), is used to ensure that information is presented in a standardised format and that only the details that we require are provided.

As the information contained on the form is used during the selection process, it is essential that you complete all sections as fully as possible. If there is not enough space provided on the form, please continue on a separate sheet of paper rather than attaching a CV. On each additional sheet that you use, please write your name and the post applied for, together with the section that you are answering.

- It is preferable that you complete this form in typescript. If this is not possible please use black or blue ink as parts of the form may be photocopied.
- If any section does not apply to you, please write N/A.

The following notes are intended to assist you with the completion of the application form:

Current Employment

This section requests the details of your current employment. You should:

- Provide a brief description of the duties and responsibilities held during this employment.
- Include any duties that you consider to be of particular relevance to the position for which you are applying.
- Provide the name and address of your present employer.
- Provide details of your current salary or rate of pay.
- Indicate how much notice you are required to give to your current employer.
- If you are not currently employed, please mark the section N/A.

Employment History

- Provide details of all previous employment, including that of a voluntary nature. The information should be provided in date order, starting with the most recent and working back.
- Include the dates of employment, a brief summary of your responsibilities in the role, your final salary and reason for leaving. Please do not include details of your current employment in this section.
- If you have any gaps in your employment history, please provide the dates and a brief explanation.

Education

Provide details of the secondary school(s) that you attended and include details of any examinations taken, results obtained, scholarships and other distinctions awarded.

Further Education

- Provide details of the college(s) or university(ies) that you attended and include details of any examinations taken, results obtained, scholarships and other distinctions awarded.
- Please attach photocopies of documentary evidence of your qualifications.

Professional and Vocational Qualifications

- Provide details of technical, professional and occupational training.
- Provide details of relevant training, apprenticeships, articles, evening, full-time day or day release courses, correspondence courses or company courses.
- Please attach photocopies of documentary evidence of your training or qualifications.

Personal Statement

Use this section to provide relevant information about yourself and how you meet the criteria detailed in the person specification for the role. Please limit this section to no more than two sides of A4.

Referees

- Please provide the details of two people who may be approached for a reference.
- If you are employed, one referee must be connected to your current employer i.e. your line manager.
- Where you have previously worked with children but are not currently doing so, please provide reference details in respect of the last employer for whom you worked with children.
- If you are a college or school leaver, please give details of a teacher or tutor.
- A suitable second referee would be a previous employer, business associate or leader/organiser of a voluntary organisation.
- Personal referees, such as friends, family or those with whom you have any other significant relationship, are not suitable.
- Please note that references may be sought prior to interview.

Personal Relationships

Please provide the name and position of any relative, friend or acquaintance employed or associated with United Learning, or if you have daughter at the school.

Declaration

Please ensure that you read this statement and that you sign and date the application.

Applicant Monitoring Form

Please complete this form to facilitate applicant monitoring. This form will be removed from your application form as soon as we receive it and will not be used as part of the selection process.

Confidential Disclosure

By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, Section 4(2) of the Rehabilitation of Offenders Act does not apply to this application as the post involves substantial opportunity of access to children. This means that you may not withhold information about previous convictions, cautions, reprimands bind-overs or warnings on the grounds that it is otherwise 'spent'.

All criminal convictions must be declared. Failure to do so may result in your application being disqualified or, if discovered after appointment, may be regarded as grounds for dismissal.

If you wish, you may submit information in a sealed envelope, marked for the confidential attention of the Head Teacher of the School to which you are applying.



Safeguarding

Guildford High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to child protection screening appropriate to the post including an enhanced disclosure through the Disclosure and Barring Service (DBS) and checks with previous employers

United Learning Child Protection Statement

United Learning is fully committed to the safeguarding of children – ensuring the wellbeing of the child is paramount. For pupils to feel that they are able to do their best and achieve their true potential, it is important that they feel safe and supported in the school environment.

Everyone working within our schools and academies, whatever their role, is acutely aware that issues to do with the protection of children are of the highest possible importance. Trust underpins everything that we do in schools. The parents of our pupils entrust the care of their children to us and together we are all responsible for their wellbeing.

In relation to safeguarding, United Learning aims to ‘prevent’, ‘protect’ and ‘support’ all its pupils by addressing child protection in the curriculum, pastoral activities and in the management of the school, and by empowering and enabling staff to be vigilant for vulnerable students through training and information dissemination.

Policies and Procedures

All United Learning schools have policies which deal with safeguarding, child protection and safer recruitment, which are in accordance with the relevant local authority procedures and which comply with the DFE’s safeguarding children and safer recruitment statutory guidance. The individual school policies are available via each school’s website or by contacting the school directly.



Equal Opportunities Statement

United Church Schools Trust and United Learning Trust ("United Learning") have an Equal Opportunities Policy, which has been agreed by United Learning Trust's recognised trade unions.

Below is United Learning's Equal Opportunities Statement. If you would like to see the complete Policy, it can be accessed on The Hub or by contacting your school.

To ensure that United Learning develops and maintains a working environment in which each individual has complete equality of opportunities.

To ensure that individuals do not suffer discrimination directly or indirectly as a result of their employment with United Learning or deny their application for a position within United Learning.

Yours sincerely



Mandy Coalter
Director of People

