



# BURGESS HILL

— GIRLS —

## Head of Sixth Form Required for April or September 2018

We are looking to appoint a dynamic and inspirational teacher with excellent communication and interpersonal skills to lead the Sixth Form of this high performing school. The successful candidate will have a good track record in preparing students for higher education and will support the students' personal development through an enriched Sixth Form experience.

The candidate will also be required to teach some lessons and all subject areas will be considered.

The Head of Sixth Form is line managed by the Head and works alongside the Assistant Head Academic and Assistant Head Pastoral and Boarding to provide an outstanding quality product. The role carries a management allowance.

With few exceptions, all students go on to Higher Education. The excellent A Level results achieved by our students ensure that most gain entry to their first choice university.



## ABOUT THE SCHOOL

### Location

The School is situated in a very pleasant thirteen acre site in the conservation area of the town. Burgess Hill is a medium sized town with its own theatre, orchestra, cinema and leisure centre. Burgess Hill is approximately ten miles from Brighton and Lewes, fifteen miles from

Crawley and fifty miles from the centre of London. It is well served with fast roads – the M23 and M25. The school is close to the railway station (three minutes' walk).

### **Facilities**

The School is a blend of Victorian buildings and ultra modern facilities. There has been a steady development of the facilities; the Sixth Form are based in Cedar Lodge Sixth Form Centre.

### **Curriculum**

The School offers a full range of GCSE and A-Level courses in preparation for university entrance

### **Pastoral care**

Our pastoral system is designed to encourage and support the development of each individual student from the moment she arrives in school until the time she leaves. We want to provide each student with the skills and confidence which will help her to make the most of her time with us, at university and thereafter. Implicit in the School aims is the expectation that every teacher will accept responsibility for the development in each pupil not only of the highest academic standards, but also of the confidence and self esteem which comes from being valued as an individual within a community.

### **Extra-curricular activities**

Extra-curricular activities give every student wonderful opportunities to explore her own talents and develop her individual skills to her full potential.

We believe that education is about giving young people the chance to be successful in as wide a range of areas as possible, and to feel a sense of pride in their achievements.



***Cedar Lodge Sixth Form Centre***

## OVERVIEW OF ROLE

### **The Head of Sixth Form:**

- is a role that has the scope for outstanding development, innovation, forward thinking and aspirational for the students.
- is supported by a team of tutors
- meets regularly with and is line managed by the Head
- Liaises with the Assistant Heads regarding academic and pastoral matters

### **The Head of Sixth Form is responsible for:**

- Day to day leadership and management of the Sixth Form
- Managing the Higher Education information and support programme.  
NB the vast majority of students in the Sixth Form go on to study at prestigious universities
- Overseeing pastoral care in the Sixth Form
- Overseeing monitoring and tracking students' academic progress
- Promoting a positive image of the Sixth Form within and outside the School
- Advising the Head re regulation and best practice related to the Sixth Form
- Creating and encouraging a stimulating and supportive environment in which students enjoy work and play in good measure

### **The Head of Sixth Form will:**

- Keep the Head informed over all matters pertaining to the Sixth Form
- Plan and attend Sixth Form events and other school events to maintain an appropriate profile amongst students and the parent body
- teach a small timetable (depends on subject)
- Manage the Sixth Form budget

### **Higher Education and Information Support Programme:**

- Keep up to date with the UCAS process
- Present to parents and students at information events
- Work as part of the team in mentoring students on future study options
- Liaise with the Head of Careers to provide a comprehensive and informed resource related to post A level options
- Liaise with Heads of Department re student progress and career aspirations
- Support tutors in gathering information and preparing draft personal references
- Co-ordinate and write the reference sections of the UCAS forms and submit them to the Head for approval
- Support tutors and students with preparing personal statements
- Advise students on the application process including guidance related to specific courses and universities
- Attend School on the days that results are released to the School and to the students and advise the Head and students according to the outcome
- Liaise with the Examinations Officer re examination entry, results and follow up services

### **The successful candidate will:**

- Inspire confidence and be credible with students and parents re the University Application process
- Establish positive relationships with and between students, staff and parents
- Encourage students to seek and pursue challenges
- Be approachable to students needing support, advice and guidance

This is a key role in a busy school. Throughout each academic year there are a number of key events; Induction day, Independent Learning day, Higher Education day, Networking Dinner and Race the Sun to name a few. It is the responsibility of the Head of Sixth Form to plan events, book venues, arrange resources, co-ordinate staffing and oversee the smooth running of each event.

The Head of Sixth Form also takes an active role in marketing the Sixth Form. This includes the recruitment of students into the Sixth Form; attending the post 16 information events at local schools and working closely with a team of staff towards retention of students in years 10 and 11. This involves mentoring students on option choices, presenting to students and parents at information evenings and arranging taster days for both internal and external students.



*Some of the students on A Level Results day - 2017*

## REQUIREMENTS FOR THE POSITION

We are looking for someone who is an excellent teacher with the enthusiasm and experience to lead and develop the Sixth Form. The success of the Sixth Form is seen as crucial to the School as a whole; the importance of the Sixth Form as role models for younger students is recognised, as is the involvement of the Sixth Form in the wider life of the school. The School's ethos values the development of the individual as well as setting high expectations for academic achievement.

	Key Attributes
Senior Member of staff	<p>Able to:</p> <ul style="list-style-type: none"> <li>• direct the staff with confidence</li> <li>• command the respect of staff</li> </ul>

	<ul style="list-style-type: none"> <li>• relate to parents and governors with confidence</li> <li>• exercise sound judgment as to when to refer issues up or down 'the line' and when to exercise own authority</li> <li>• anticipate ramifications/ precedent when making decisions</li> <li>• maintain impartiality eg avoid bias toward subject/personal interest/colleague and not avoiding challenging issues at the expense of other staff</li> <li>• balance guidance and instruction</li> </ul> <p>Is:</p> <ul style="list-style-type: none"> <li>• approachable so staff will recognise and use the role for support and guidance</li> <li>• a team player</li> </ul>
Administrator	<ul style="list-style-type: none"> <li>• organised</li> <li>• meets deadlines</li> <li>• pays attention to detail</li> <li>• is concerned with quality</li> <li>• able to manage several tasks running concurrently</li> </ul>
Interpersonal skills	<ul style="list-style-type: none"> <li>• relates to all sectors of the school and wider community</li> <li>• good communicator</li> <li>• able to persuade and motivate others to achieve desired outcomes</li> </ul>
Specific Responsibility	<ul style="list-style-type: none"> <li>• Inspire confidence and be credible with students and parents re the University Application process</li> <li>• Establish positive relationships with and between students, staff and parents</li> <li>• Encourage students to seek and pursue challenges</li> <li>• Be approachable to students needing support, advice and guidance</li> <li>• Successfully promote the sixth form inside and outside school</li> <li>• whole school awareness</li> </ul>
General	<ul style="list-style-type: none"> <li>• problem solver- not a 'yes' or 'but' person rather a 'yes, but .... , therefore we should...'</li> <li>• enthusiastic</li> <li>• sincere</li> <li>• honest with strong sense of personal accountability</li> <li>• fair</li> <li>• keeps up to date with developments in Education in general and in the requirements for Higher Education in particular</li> <li>• keen to develop new ideas</li> <li>• able to take and implement difficult decisions</li> </ul>

## RECRUITMENT PROCESS

Candidates are required to submit an application form with supporting letter and details of two referees. One reference should be able to comment on the teaching skills of the candidate. References will be taken up prior to interview.

The closing date for application is **5.00pm on Tuesday 28<sup>th</sup> November 2017**

Short-listed candidates will be contacted by telephone and interviews will take place during **week commencing 4<sup>th</sup> December 2017.**

Candidates who have not heard from the School by the end of December should presume that we will not be taking their application further.

Candidates will be required to teach a short lesson on a topic to be decided, give a presentation, complete relevant tasks and attend an interview. They will also meet with key staff and Sixth Form students and be offered a tour of the School.

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have.

***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 and Barring Service.***