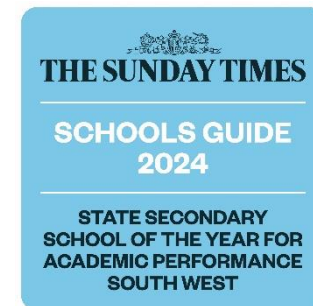




Pate's Grammar School
Assistant Headteacher - Head of Sixth
Form
Vacancy Information Pack
(L14 – L18, £65,010 - £71,729)





Welcome from the Headteacher

Thank you for your interest in working at Pate's. Pate's is a school where high academic expectations are central to our purpose and we take great pride in the exceptional achievements of our students.

Pate's ranks among the highest performing schools in the country at A Level and GCSE, yet we place equal importance on fostering a culture of engagement and participation in all areas of the curriculum. Students thrive on the range of opportunities available to them in sport, drama, music, the arts, and outdoor education.

Our school stands on a fantastic site, with vast sporting fields and state of the art facilities. Our students retain fond memories of their time with us and stay in touch through an active alumni community for many years after leaving our school to embark on their future plans.

We also take great pride in the exceptional achievements of our staff, who are central to the achievements of our students. We place great importance on providing a workplace where as a member of our team you can thrive, develop and grow, and where you have the opportunity to achieve exceptional things during your career with us.

At Pate's we strive to provide you with engaging employment opportunities along with variety in your work. Exceptional opportunities for professional development are readily available, we have a dedicated teaching and learning team as well as access to our Teaching School Hub, with opportunities to work with other schools.

Dr James Richardson
Headteacher

Assistant Headteacher, Head of Sixth Form - Advert



We have a fantastic opportunity for a dynamic leader and teacher to join our school as Assistant Headteacher, Head of 6th form.

As a member of the senior leadership team you will work in partnership with your SLT colleagues, in being responsible for promoting the vision, ethos and culture of Pate's, in turn promoting excellence, equality and high expectations for all students, ensuring high quality outcomes.

To be the successful candidate you will have a good understanding of post 16 challenges as well as substantial experience of managing pastoral issues.

You will be an approachable leader, with the ability to build and maintain excellent relationships with all those that you come into contact with. Resilient, with excellent communication and organisational skills, you will inspire trust, confidence and respect of others.

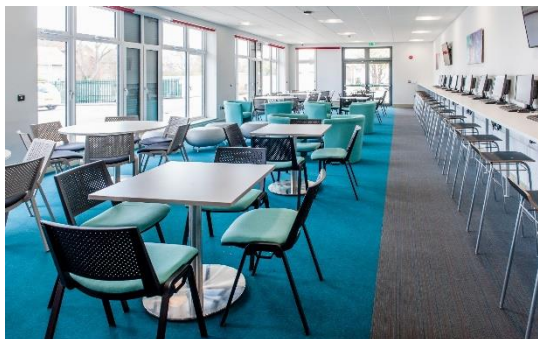
If this sounds like the opportunity you have been looking for in your career, we would love to hear from you. Full details of the role are contained within this information pack, along with details of how to contact us for more information and how to apply.

We look forward to receiving your application.



The Sixth Form at Pate's

- Pate's Sixth Form is made up of approximately 500 students across Year 12 and Year 13, all working from a purpose-built Study Centre.
- We have approximately 100 students join us in Year 12 from other schools.
- The Sixth Form team comprises of a Head of Sixth Form, Head of Year 12 and a Head of Year 13, combined with two Assistant Heads of Year, who are all teachers. We have a Sixth Form Manager who oversees the administration and admissions process, a Sixth Form Pastoral Manager, and an administration team who work together in supporting our Sixth Form students.
- As well as students focusing on their A-Level studies, we encourage our students to make the most of the numerous extracurricular opportunities available within Sixth Form, which include leadership opportunities as well as clubs and outdoor education.
- We have a fantastic purpose built sixth form building for our students.



Learning at Pate's

Pate's is a unique and special place to learn. We take a holistic view of learning, emphasising the rewards of deep understanding of the subject, instilling a love of learning and its challenges. We aim to cultivate in our students life long skills of aspiration and resilience, setting challenging but manageable tasks and using appropriate praise to build pupil self-esteem. We ask students to see failure as a key part of the learning journey. Students and staff alike are encouraged to take risks and to try new things, to be creative, solve problems and to inspire others around them. We recognise the importance of metacognition and reflection, and we encourage students to use a wide range of thinking approaches. We have high expectations of staff and students alike; our students are encouraged to take responsibility, articulate views, ask questions and lead their peers. Collaboration, feedback and support also sit at the heart of our Pate's Learning Framework, our community's agreed definition of world class learning that sits visibly in every classroom. However, learning isn't restricted to the classroom environment; our students equally develop their skills in the broader contexts of co-curricular activities and self study.





Pastoral care at Pate's

We are proud of the exceptional pastoral care our students (and staff) receive and we invest considerable energy and resources in their wellbeing. Our 2025 vision sets out 3 core aims in this area:

- We are a mutually supportive community with shared vision and values;
- We are a school where welfare is at the heart of decision-making, with physically and mentally well students and staff;
- Everyone in our community is known as an individual and supported to achieve their full potential.

In year 7, our number one priority is for students to feel happy and settled when they first arrive. Students joining us at age 11 are supported by their Form Tutor, a specialised Head of Year 7 and a team of Year 11 mentors. From year 8 through to year 11, students usually then retain the same tutor and Head of Year wherever possible, allowing lasting trusting relationships to grow and develop before our team of Sixth Form specialists take over in years 12 and 13.

All pupils at Pate's have weekly access to a school nurse and counselling is also available for students who are identified as needing additional support. For a small number of students with particular health or medical needs, additional support from our 'Hub' is also available. Staffed by specialists, this supportive environment ensures that we are able to individually nurture and support all students in our care.

'Supporting Each Other' is at the heart of our School Vision, and at the heart of what we do as a school. We are a school built on relationships and respect, rather than rules and we think this makes us a very special community to be a part of.





Co-curricular at Pate's



The provision of co-curricular activities at Pate's is unrivalled by any other state school, regionally or nationally. During lunch times and after school Pate's buzzes with activity, allowing students to be creative, perform, play sport and be active to their heart's content. Indeed, so committed are we as a school to a true breadth of education, that on Tuesday afternoons lessons are suspended, allowing all students to access the **'exceptional range'** (Ofsted) of enrichment activities that are on offer. Furthermore, for two weeks each summer, 'Activities Fortnight' allows students in years 7 - 10 to participate in an additional myriad of exciting opportunities.



We are often asked 'Do you have a club for X?'. The answer is 'probably' – however, if not, then students with a particular passion are simply encouraged to start one. In the 6th Form, the year starts off with a 'Societies Fair'. In addition to teacher-led programmes, Sixth Form pupils run, manage and facilitate 30+ student-led societies, often inviting in external speakers such as local MPs or professionals to talk and debate with; the possibilities are simply endless. The year 12 pupil who sings in choir on a Monday, may well be at Economics Society during lunch time on Tuesday and reading with pupils in a local primary school on a Tuesday afternoon. On a Wednesday they may then represent the school playing hockey, before staying after school on a Friday to lead a section of our CCF. At Pate's we work hard and play hard, but, most importantly, we have a lot of fun along the way.



Academic outcomes

We are very proud of our exceptional and almost unrivalled academic outcomes, both in terms of attainment and progress. These outcomes alone do not make Pate's the very special school that it is, however, undoubtedly they open doors for our students and are testament to the hard work of all students and staff in our community.

A Level Results 2023

Subject	Total	A*	A	B	C	D	E	U	%A*	%A*-A	%A*-B
Art	9	3	3	3					33.3%	66.7%	100.0%
Biology	96	29	38	16	11	1	1		30.2%	69.8%	86.5%
Chemistry	115	33	48	23	10			1	28.7%	70.4%	90.4%
Computing	19	1	12	4	2				5.3%	68.4%	89.5%
Economics	39	15	18	6					38.5%	84.6%	100.0%
English	33	9	12	9	2		1		27.3%	63.6%	90.9%
EPQ	52	29	18	5					55.8%	90.4%	100.0%
French	7	1	3	3					14.3%	57.1%	100.0%
Further Maths	44	14	18	8	4				31.8%	72.7%	90.9%
Geography	31	8	18	4	1				25.8%	83.9%	96.8%
German	7	2	1	2	1	1			28.6%	42.9%	71.4%
History	33	8	11	9	5				24.2%	57.6%	84.8%
Maths	141	49	52	27	9	3	1		34.8%	71.6%	90.8%
Music	4	2	2						50.0%	100.0%	100.0%
Physical Education	9	4	2	2	1				44.4%	66.7%	88.9%
Physics	55	20	20	12	2	1			36.4%	72.7%	94.5%
Politics	23	7	9	5	2				30.4%	69.6%	91.3%
Psychology	64	10	23	23	6		2		15.6%	51.6%	87.5%
PTE	24	6	6	10	2				25.0%	50.0%	91.7%
Spanish	12	4	5	3					33.3%	75.0%	100.0%
Theatre Studies	3	3							100.0%	100.0%	100.0%

Total	820	257	319	174	58	6	5	1	31.3%	70.2%	91.5%
%	100%	31.3%	38.9%	21.2%	7.1%	0.7%	0.6%	0.1%			

Number of students **240**
 Entries per student **3.42**

GCSE Results 2023

Subject	Total	9	8	7	6	5	4	3	%9	%9-8	%9-7
Art	20	3	3	7	4	2	1		15.0%	30.0%	65.0%
Biology	154	83	42	20	7	2			53.9%	81.2%	94.2%
Business	91	38	28	17	5	3			41.8%	72.5%	91.2%
Chemistry	154	101	30	16	6	1			65.6%	85.1%	95.5%
Computing	53	15	13	17	5	3			28.3%	52.8%	84.9%
Drama	27	6	8	7	5	1			22.2%	51.9%	77.8%
English	154	49	45	34	19	6	1		31.8%	61.0%	83.1%
English Literature	154	54	44	36	18	1	1		35.1%	63.6%	87.0%
French	49	26	13	8	1	1			53.1%	79.6%	95.9%
Further Maths	67	37	19	11					55.2%	83.6%	100.0%
Geography	108	57	23	24	3	1			52.8%	74.1%	96.3%
German	31	6	11	9	5				19.4%	54.8%	83.9%
History	73	38	20	9	6				52.1%	79.5%	91.8%
Mandarin	27	11	12	4					40.7%	85.2%	100.0%
Maths	154	67	57	23	5	2			43.5%	80.5%	95.5%
Music	22	9	5	6	2				40.9%	63.6%	90.9%
Physics	154	104	31	12	6	1			67.5%	87.7%	95.5%
Physical Education	28	6	13	4	5				21.4%	67.9%	82.1%
Polish	1	1							100.0%	100.0%	100.0%
PTE	28	12	4	4	5		3		42.9%	57.1%	71.4%
Spanish	50	12	16	11	7	3	1		24.0%	56.0%	78.0%
Statistics	1	1							100.0%	100.0%	100.0%

Total	1599	735	437	279	114	27	7	0	46.0%	73.3%	90.7%
%		46.0%	27.3%	17.4%	7.1%	1.7%	0.4%	0.0%			

154 students

Job Description



Role Overview

The Assistant Head is responsible for the implementation of the vision, policy and culture of the 6th Form at Pate's, in line with the ethos of the school. The role holder will be expected to foster and maintain high academic standards, in an environment where learning is valued and enjoyed. They will also be responsible for ensuring that the provision of pastoral care for our students is unrivalled. It is vital that our students are afforded a variety of opportunities to develop as leaders, both within the school community and beyond. We are proud of the achievements of our young people, both academically and in a range of other contexts, and the Head of 6th Form at Pate's will have a key role to play in maintaining and developing our reputation in this respect, ensuring that the 6th Form remains a local and national beacon.

The role holder will assume overall responsibility for the day to day running of the sixth form, academic progress and pastoral care of all 6th Form pupils, in conjunction with the 6th Form team and the Senior Deputy Head (Pastoral).

Core Responsibilities

Leadership

- Promote the vision, ethos and culture of Pate's Grammar School.
- Maintain high expectations and ambition;
- Work in partnership with other members of the SLT to ensure we set, maintain, monitor, evaluate and improve standards and achievements in school;
- Uphold expectations of policies and procedures within your own practice, and support the achievement of this in relation to other staff, students and stakeholders;
- Establish and maintain a culture that promotes excellence, equality and high expectations for all students, ensuring high quality outcomes.
- Be an outstanding practitioner for teaching and learning, displaying a deep understanding of how young people learn.

Job Description



Core Responsibilities continued

Pastoral

- To ensure the effective functioning of the pastoral support structure for all 6th form students.
- Joining the safeguarding team as a deputy designated safeguarding lead.
- Attending the Pastoral Board collective of colleagues who operate within the pastoral system. It will be necessary to chair occasional meetings where appropriate, as directed by the Deputy Head (Pastoral).
- Taking overall responsibility for the discipline and pastoral care of pupils in the 6th Form, and supporting staff in all situations.
- The provision of opportunities for developing student leadership and resilience.
- Monitoring attendance, punctuality, dress and behaviour of the 6th Form at all times.
- Ensuring that pastoral information about pupils in the 6th Form is effectively maintained and shared as appropriate, sensitively and on a need to know basis.
- Fostering an environment of mutual respect and support.
- Ensuring that there are suitable opportunities for students' viewpoints to be heard and respected.
- Holding regular meetings with the 6th Form pastoral team, to ensure that systems and practices are implemented for the general benefit and wellbeing of the students.

Academic Progress and Provision

- Ensuring that the School is aware of, and able to lead on, curricular issues as they affect post-16 students at national and local level, such as proposed changes to qualifications.
- Liaising with the Heads of Year to monitor baseline data, progress and outcomes of students, helping them to make decisions about curricular provision as appropriate.
- Liaising with the Heads of Year and the Deputy Head (Teaching and Learning) to ensure that the support needs of students are met.
- Analysing a range of qualitative and quantitative data to support learning.
- Working with the Head of Year 11 and SLT to advise on students' selection of 6th Form courses.
- Ensuring effective assessment, reporting and recording in the 6th Form.
- Liaising with the Examinations Office and SEND co-ordinator to ensure access arrangements are in place.

Job Description



Core Responsibilities continued

Admissions and Information, Advice and Guidance

- Overseeing the Admissions process in conjunction with the 6th Form Team and SLT, ensuring that the composition of the 6th Form is in line with school targets.
- Developing the programme of information, advice and guidance.
- Ensure that all students receive guidance with UCAS applications and support throughout the process leading up to and including results day.
- Overseeing the management of Results Days, ensuring that students are supported through adjustment, clearing or reapplication as appropriate.
- Supporting the progress and development of the 6th Form team in conjunction with line managers and PD leads.
- Leading on the coordination, recruitment and retention of 6th Form students of the appropriate calibre, and the student induction process.
- Ensuring efficient communication in school and with higher education establishments.
- Overseeing how 6th Form information is exchanged and relayed to parents including the website, school calendar and parental communications.

SLT Responsibilities

- Sustaining, modelling and espousing the vision and values of the school, maintaining high expectations and ambition.
- Engaging with evolving priorities as a proactive member of the senior leadership team.
- Monitoring the quality of provision: contributing to lesson observations, self-evaluation and team review.
- Challenge existing processes and act as a critical friend to other team members.
- As part of the SLT, collaborate with the Board of Governors to shape the strategic planning and construction of the SDP, attending Governing Body meetings when appropriate.
- Provide general support and guidance to all stakeholders in the school.
- Participating in the procedures for recruiting and appointing staff.
- Supporting the school's professional development programme, to include research opportunities for staff.
- Supporting special days, events and formal occasions, including concerts and productions.
- Being available as an emergency point of contact when trips operate out of normal hours.

Job Description



The role holder will be required to carry out the duties and responsibilities of the post in accordance with Pate's policies, ethos, aims and legislative requirements at all times.

The details contained within this job description are not exclusive or exhaustive and the school may require the role holder to undertake other duties not detailed here commensurate with the level of the role.

The duties of the role may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence.

Pate's Grammar School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.



Person specification

Qualifications - Essential

Educated to degree level.

Qualified teacher status.

Experience, Skills and Knowledge - Essential

Experience of leadership and line management in a pastoral or academic role.

Evidence of success in a role that has positively impacted on standards and progress.

Experience of leading teachers.

Experience of dealing with safeguarding and attendance issues

A thorough understanding of the 16-19 educational landscape and the current educational issues and challenges facing schools and universities.

A detailed understanding of progression routes, including how to support students' progress to university and apprenticeships.

Understanding of the complexity of safeguarding referrals.

The ability to be able to communicate effectively in a range of situations and be able to adapt style and approach where necessary to achieve the desired outcome.

The ability to lead teams effectively.

The ability to manage change effectively.

Desirable

Experience of leadership in an academic curriculum area.

Experience of leadership in more than one school

Experience of monitoring and evaluating aspects of teaching and learning.



Person specification

Personal Qualities - Essential

Commitment to developing self and supporting the development of others.

Ability to inspire the trust, confidence and respect of students, all staff, governors and the community.

Stamina, resilience and tenacity.

Ability to work under pressure and to deadlines.

Excellent organisational skills.

Ability to establish and maintain good relationships with others.

A calm, supportive and approachable manner.

Excellent timekeeping.

Sense of humour and a sense of perspective.

Other - Essential

Commitment to safeguarding and promoting the welfare of children and young people.

Passionate about improving the quality of education for children and young people.

Desirable

Commitment to extending own professional development beyond immediate role.



Safeguarding

Pate's Grammar School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Equal Opportunities

Pate's Grammar School is committed to developing a culture of inclusion in our school for the benefit of all staff, pupils and governors. We believe that all staff should thrive irrespective of race, religious beliefs, disability, gender, gender identity, and sexual orientation. We recognise and respect values and difference and we work to remove any barriers which inhibit the development of people, including recruitment and retention.



Want to apply or know more?

Applications

If this role sounds like the opportunity for you, please complete the teaching application form (available on the school website [Vacancies – Pate's Grammar School \(patesgs.org\)](https://www.patesgs.org) and send to jobs@patesgs.org along with a letter of application as detailed on the application form. The closing date for applications is **9am on Friday 12th April 2024**.

We intend to hold interviews on the **18th or 19th of April 2024**.

Further Information

We welcome questions and queries from prospective applicants. Please don't hesitate to contact Jane Hodgson-Lewis (HR Manager) at jobs@patesgs.org if you would like to ask a question, arrange for an informal chat or request a tour.

