



APPLICATION PACK

POSITION:

HEAD OF SIXTH FORM
ASSISTANT HEADTEACHER



**Churston Ferrers
Grammar School**

Learning to create a better world



CONTENTS PAGE

Welcome form the Student President	3
Welcome from the Headteacher	4
Our Mission, Vision and Ethos Statements	5
Advertisement	6
How To Apply	7
Job Description	8
Person Specification	11
Contact Details and Local Information Links	14

WELCOME

FROM THE STUDENT PRESIDENT

Dear Applicant

Thank you for expressing interest in becoming a member of staff here at Churston.

Having attended the school since 2017, I've now spent over 6 years here, and I can safely say that deciding to come here was one of the best choices that I have ever made, which is in no small part due to the superb standard of teaching, as well as the wonderful atmosphere that exists within the school.

As a selective school, Churston is very academic, which I feel is shown through the tremendous amount of passion that all of the teachers have towards their subjects, something which is very inspiring to all members of the school community. This is reflected in the school's academic results, which are consistently outstanding. Alongside this, the school places a great deal of emphasis on student welfare, something which creates a very unique and positive culture, where students are driven to be the best that they can be, in all aspects. There is also a wide variety of enrichment opportunities for students, further enhancing the very positive culture that exists within the school.

The school has three core values, Active Citizenship, Social Justice and Sustainability, all of which are upheld in every way possible by all members of the school community, something which constantly shows to students that they can make a difference.

I hope that all of this goes to show why Churston is such an excellent school, and why working here can be a thoroughly rewarding experience, something which is enhanced by its beautiful coastal surroundings. If you feel that these values resonate with you, then you will fit in perfectly here at Churston, and we look forward to meeting you!

Joshua Goode

Student President



WELCOME

FROM THE HEADTEACHER



James Simpson
Headteacher

Welcome to Churston Ferrers Grammar School, and thank you for your interest in the position of Head of Sixth Form. Churston Ferrers is the most westerly of England's co-educational grammar schools, sitting in a beautiful location at the bottom of Torbay with easy access to stunning coast and countryside as well as excellent transport links to Plymouth, Exeter and beyond. We work in partnership with other schools in the area, as well as nationally through the Grammar School Heads Association.

Churston is a school where we all believe in the importance of a truly rounded education that combines academic excellence with outstanding personal development and pastoral care. As an academically selective school, we work with motivated and hard-working students who want to achieve highly. Our outstanding student services team and well-established culture of pastoral support mean that Churston students are able to achieve their goals in a caring, nurturing environment. The school's commitment to the development of our students' wider interests and passions is evidenced by a thriving scene of clubs, societies, sports, arts and trips.

Our students leave Churston with a clear understanding of the positive impact they can have on the world around them. The passions and interests of the Churston staff are central to our development of our students' awareness of the importance of Social Justice, Sustainability and Active Citizenship

We are committed to recruiting and retaining the very best staff to give our students the education they deserve. We have a strong reputation for employee wellbeing: the staff body is a cohesive and welcoming one and our working culture is explicitly protective of family and private time. We are also committed to staff personal and professional development, dedicating resources and support to ensure that everyone feels a strong sense of autonomy, relatedness and competence in their work.

We look forward to hearing from you.

VALUES

Our senior leaders and governing board are committed to continuous improvement and 'learning to create a better world' by developing strategy underpinned by our 3 core principles: Social Justice, Active Citizenship, and Sustainability.

OFSTED VIEWS

'Leaders provide a broad and ambitious curriculum. There are high expectations for what all pupils can achieve, including those with special educational needs and/or disabilities (SEND). Leaders have a clear vision for the intent of the curriculum.'

'Pupils are happy at school and enjoy strong relationships with staff. They are positive about the education they receive, both in and beyond the classroom.'

**OUR MISSION**

We offer a co-educational, academic education that opens doors for students from all backgrounds. We maximise academic success through a creative and supportive culture that welcomes and includes everyone in the school.

OUR VISION

We want our students to achieve more and be happier at Churston than at any other school, and to leave us with a passion for learning and a strong sense of social justice.

OUR ETHOS

We believe that happy, challenged and well supported students perform better, and are more caring towards each other. Student welfare is a priority and we are proud of our students' considerate and inclusive outlook.

HEAD OF SIXTH FORM ASSISTANT HEADTEACHER

To commence 1st September 2024

Full-time, permanent contract

- L10 - L16 (£58,957 to £68,399)

School Roll 1026 (277 in Sixth Form)



**Churston Ferrers
Grammar School**

Learning to create a better world

Churston Ferrers Grammar School is a high performing selective school with a long-standing reputation for exceptional pastoral care and personal development. Academic standards are high, both in terms of attainment and progress, and the school is recognised for its innovative and inclusive classroom practice.

The school is well known in the local area for its distinctive family feel, backed up by exceptionally strong pastoral care, which ensures that all students feel able to do their very best academically. This emphasis on student welfare is underpinned by a wide range of extra-curricular activities to build confidence and self-esteem.

We are seeking an experienced and innovative practitioner to join our dynamic team. Our ambition is that all Churston students leave our Sixth Form resilient and ready for their chosen destinations. Our talented young people need an inspirational leader to help them navigate the complex demands of academic excellence and personal growth.

Churston Ferrers Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service check, and references will be taken for all shortlisted candidates.

If you wish to hear more about the role please contact Mr James Simpson via vanessa.wolf@churston.torbay.sch.uk.

Please submit your application and supporting document via the online form on the vacancy page of the school website.

Closing date is 9.00 am on Wednesday 22nd November 2023

Interviews will be held on Tuesday 5th December 2023.

HOW TO APPLY

Please read the enclosed job description very carefully.

Please complete the Teaching Staff application form which can be accessed from our school website <https://churstongrammar.com/information/vacancies>. This will automatically be received by the school.

Please ensure your supporting statement relates to the competencies outlined in the job description.

If you experience any technical issues in the completion of your application, please email support@churston.torbay.sch.uk with the subject title of 'URGENT – Head of Sixth Form application technical issues'.

CLOSING DATE FOR APPLICATIONS: 9.00 am on Wednesday 22nd November 2023.

INTERVIEW DATE: Tuesday 5th December 2023.

References

References will be taken for candidates shortlisted for interview prior to the interview date.

Churston Ferrers Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service check.

Queries

If you have any queries regarding this job vacancy or would like to discuss this post in further detail, in the first instance, please contact Mr James Simpson via vanessa.wolf@churston.torbay.sch.uk.

Thank you for your interest in our school. We look forward to receiving your application.

JOB DESCRIPTION

HEAD OF SIXTH FORM

KEY RESPONSIBILITIES:

Purpose

- To provide strategic direction for Post 16 educations
- To lead the monitoring of academic progress of Sixth Form students
- To ensure there is a clear pastoral support structure for all students
- To ensure that Sixth Form students receive high quality careers and destinations guidance
- The Line Management of the wider Sixth Form Team

Providing strategic direction for Post 16 Education

- Ensuring a natural sense of personal and academic progression for lower school students aspiring to join the Sixth Form
- Ensure effective marketing and recruitment to the Sixth Form through outreach, liaison with International Student Organisations, external applicants' induction programme
- Assist in producing and implementing clear evidence-based improvement plans and policies for the development of the Sixth Form and its facilities. Set targets and evaluate progress towards these
- Ensure 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
- Ensure the efficient and effective management of resources in the Sixth Form
- Continue the development of an effective 'student voice' through the 'Sixth Form Student Council'
- Oversee Sixth Form communication including the school website, school calendar and parental communications

Monitor the academic progress of Sixth Form students

- Ensure robust assessment procedures
- Oversee and contribute to interventions and mentoring
- Ensure that data analysis is carried out following formal assessments and share this with Sixth Form tutors
- Work with the Senior Leadership Team (SLT) to ensure high quality teaching and learning in the Sixth Form to facilitate academic progress

Ensure there is a clear pastoral support structure for all students

- Support Sixth Form tutors in their role and in the delivery of the PSHE programme
- Manage the provision of opportunities for developing student leadership and resilience
- Coordinate the Sixth Form Team to ensure that student needs are met and that staff are up to date with relevant training

JOB DESCRIPTION continued

HEAD OF SIXTH FORM

- Ensure that all records of interventions and support are recorded in SIMS
- Liaise with Student Services and SENDCo to facilitate smooth transition to the Sixth Form and in the ongoing diagnostics and support for students' learning
- Ensure that parents and students know the roles of the Sixth Form Team, where and how to seek help

To ensure high quality careers and destinations advice in the Sixth Form

- Have an oversight of the tutor programme in Years 12 and 13 to ensure continuity
- Ensure that all students receive guidance with UCAS applications and support throughout the process leading up to and including Results Day
- Maintain links with HE
- Support the programmes of specialist support for Oxbridge candidates, potential Medics and other career paths as needed
- Oversee the writing of all references for students (including students who have left)
- Liaise with and manage the use of 'Unifrog' in Churston
- Oversee the management of Results Days, ensuring that students are supported through adjustment, clearing or reapplication as appropriate

Line Management of the Sixth Form Team and academic departments as required

- Regularly meet with all members of the Sixth Form Team
- Encourage good communication and continuity of provision with Student Services and 'handover' meetings at the end of the Summer Term
- Meet regularly with subject leaders to provide support and guidance
- Carry out the required 'Performance Management' procedures for subject leaders and the Sixth Form Team
- To review with subject leaders their own 'Subject Review' at the beginning of the academic year
- To support and advise subject leaders in the drawing up and review of 'Departmental Development Plans'

General

- Help sustain a school culture and curriculum which reflects diversity and promotes positive strategies for challenging discrimination of any kind
- Be an outstanding practitioner and role model for teaching and learning, displaying a deep understanding of how young people learn
- Monitor attendance, punctuality, dress and behaviour of the Sixth Form at all times
- Be a full and proactive member of the Senior Leadership Team
- Attend Governing Body meetings when appropriate
- Provide general support and guidance to all stakeholders in the school
- In consultation with the Headteacher, attend a range of school events
- Monitor staff duties one day each week
- Promote the values and ethos of the school
- Regularly review own practice, set personal targets and take responsibility for personal professional development

JOB DESCRIPTION continued

HEAD OF SIXTH FORM

This job specification outlines the duties required of the post to indicate the levels of responsibilities. It is not a comprehensive list and the Headteacher may vary the duties from time to time although the general character of the job and level of responsibility will not alter.

November 2023

PERSON SPECIFICATION

HEAD OF SIXTH FORM

Criteria	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> ✓ Degree ✓ Teaching qualification 		<ul style="list-style-type: none"> ✓ Application form ✓ Certificates
Experience	<ul style="list-style-type: none"> ✓ Significant and successful experience of leadership in a Post 16 capacity. ✓ Proven track record of raising educational standards ✓ State secondary school experience 	<ul style="list-style-type: none"> ✓ Experience of leadership in an academy ✓ Experience in at least two schools ✓ Experience in a co-educational school 	<ul style="list-style-type: none"> ✓ Application form ✓ Letter of application ✓ Selection process ✓ References
Shaping and leading the curriculum	<ul style="list-style-type: none"> ✓ Capacity to recognise and build on the considerable successes of the Sixth Form ✓ Ability to formulate a vision for innovation and improvement, whilst nurturing and maintaining the ethos of the Sixth Form ✓ Experience of successfully leading change and inspiring others and utilising the knowledge and experience of staff to ensure continual improvement ✓ Creative approach to problem-solving, both financial and in delivering the curriculum. ✓ Ability to lead and inspire high quality learning and teaching through being an inspiring role model for students and staff ✓ Ability to take a strategic role in the development of new and emerging technologies to enhance and extend the learning experience of students. ✓ Capacity to demonstrate an understanding of and appropriate response to the realities of modern teenage life . 	<ul style="list-style-type: none"> ✓ High profile in school and community ✓ Proven track record of change management ✓ Proven experience of implementing curriculum changes 	<ul style="list-style-type: none"> ✓ Letter of application ✓ Selection process ✓ References

PERSON SPECIFICATION continued

HEAD OF SIXTH FORM

Criteria	Essential	Desirable	Evidence
Developing Self and Working with Others	<ul style="list-style-type: none"> ✓ Ability to set appropriate and challenging targets ✓ Capability to make and take decisions ✓ Commitment to the encouragement empowerment and training of staff by creating a climate of open communication where people feel able to express their views ✓ Commitment to own self development ✓ Capacity to build and manage high performance teams ✓ Ability to use and develop strong and effective management systems underpinned by clear communication ✓ Ability to produce and implement appropriate improvement plans and policies ✓ Capacity to manage and motivate staff to create a happy and supportive working environment ✓ Commitment to the continuation of our strong links and partnerships with governors, staff, parents, students, the wider community, other schools/academies and international work ✓ Knowledge of financial management 	<ul style="list-style-type: none"> ✓ NPQML/NPQSL or similar qualification ✓ Experience of promoting community /multi-agency links 	<ul style="list-style-type: none"> ✓ Application form ✓ Selection process ✓ References
Securing accountability	<ul style="list-style-type: none"> ✓ Ability to delegate responsibility with accountability ✓ Capacity to sustain the ongoing improvement of results 	<ul style="list-style-type: none"> ✓ Experience of leadership in an academy ✓ Experience in at least two schools ✓ Experience in a co-educational school 	<ul style="list-style-type: none"> ✓ Letter of application ✓ Selection process ✓ References
Personal qualities & attributes	<ul style="list-style-type: none"> ✓ A passion for selective education, especially for students from deprived backgrounds ✓ A strong, positive personal impact, conveying authority, confidence, approachability, warmth and humour ✓ Flexibility and an ability to adapt to changing circumstances and new ideas ✓ A commitment to embrace an inclusive culture and ensure this is woven into everything the Sixth Form does. ✓ Effective communication skills with an open-door policy ✓ High emotional intelligence ✓ Ability to separate personal emotions from work decisions and interactions 		<ul style="list-style-type: none"> ✓ Letter of application ✓ Selection process ✓ References

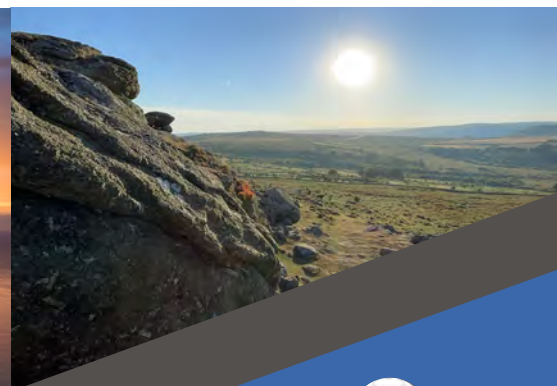
PERSON SPECIFICATION continued

HEAD OF SIXTH FORM

Criteria	Essential	Desirable	Evidence
Safeguarding children	√ Commitment to safeguarding and promoting the welfare of children and young people		√ Letter of application √ Selection process √ References



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secretary@churston.torbay.sch.uk

<https://churstongrammar.com>

Headteacher

Mr James Simpson, BA(Hons), MA, FCCT

Chair of Governors

Ms Sarah Sadler-Smith