



MONK'S WALK SCHOOL

Information Pack: Head of Sixth Form

Start date: September 2021

Application deadline: Noon on Monday 12 April 2021



‘Excellence for All’

Our School

The following information reflects the school when not in a pandemic. 2019 exam results are given as an illustration rather than the centre assessed grades awarded in 2020.

We are a mixed school of about 1,350 11-18 year old students in Welwyn Garden City, a Hertfordshire new town on the outskirts of London. Transport links are superb – direct rail links to London in less than 30 minutes; M1, A1(M), M11 and M25 all minutes away. WGC is a pleasant place to live – it even has John Lewis! The school is situated in a greenbelt area in the prosperous northwest corner of the city. Our grounds are magnificent and the view from the school is lovely, the view of our buildings slightly less so – this is an area we are constantly working on within the usual financial constraints. In September 2020 we opened a new teaching block to replace one of our more rundown ones.

Monk's Walk is a genuinely comprehensive school, although the intake profile is changing – the prior attainment of students coming into the school is rising. The number of students with learning challenges is below the national average, with 11.6% supported at school action plus or with an Education and Healthcare Plan (EHCP). Our support for students with SEND is a real strength of the school.

We have a small number of blind or partially sighted students who receive specialist support. We also work very closely with Knightsfield School, a special school for deaf children on our campus. Knightsfield students are fully integrated into key stage 3 lessons in Art, Drama and PE. A small number join us for option subjects in key stage 4.



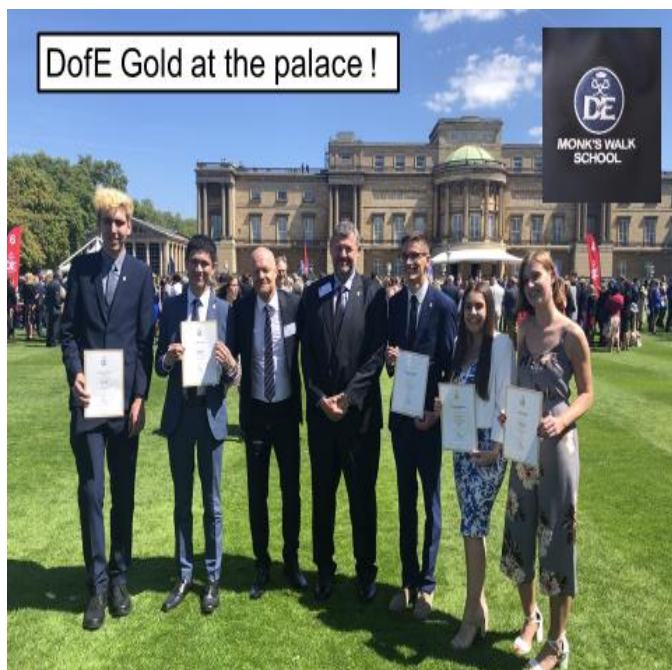
Parental confidence in the school is high; there were 690 applications for 236 places in Year 7 for September 2021, with 200 of those as first preference. Each year we hear appeals for students wishing to join the school.

The school has an extremely effective behaviour policy and in general behaviour is very good indeed. Our students want to learn and our parents are, on the whole, extremely supportive. Attendance is high.

There is a genuine 'buzz' around the school and we have a very strong reputation in the city. In February 2018, the school was judged once again by Ofsted to be 'good' - please read the inspection letter which can be found on our website (or on Ofsted's) should you wish to apply. We were really pleased with the comments made by inspectors. They won't be back until 2022, all being equal.

Level 2 exam results in 2019 were strong. In the Level 2 basics, 47% of students gained a strong pass in English and maths and 76% a standard pass. This puts us well above the national average. Our attainment 8 was 52.5 and progress 8 +0.11. Our 2019 Sixth Form results were also strong and our Level 3 Value Added for Academic courses was 0.11, again well above the national average.

In terms of progress, disadvantaged and SEN students do better in the school than they do nationally. BME students attain very well and have good progress, as do each of the ability groups. Girls' and boys' attainment until 2019 had been exactly the same, in 2019 boys fell behind a bit so we are working on that. We pride ourselves on the fact that Monk's Walk is an inclusive school.



We do not pursue academic achievement at the expense of the wider development of the individual, however. Form tutors, heads of year and heads of house all have important roles in the social, personal and academic support of individuals. Our house system is strong, providing a range of all-ability competitions and activities for mixed-age groups. Recently we have become the first school in the country to have a recycling machine with the credit going as house points. All members of staff are allocated a house, except me who has to try to stay impartial, of course. We would like to enhance the role of the sixth form students in our house system, as well as in leadership within the school more generally.

We have a broad programme of trips, visits and extra-curricular opportunities, including DofE at Bronze, Silver and Gold.

Despite being a linguist I do not believe in the EBacc. This combined with our healthy financial position has enabled us to maintain a very broad and balanced curriculum at both GCSE and A Level.

The school became an academy in September 2012. The decision to convert was purely pragmatic and trustees have no intention to make changes to teachers' pay and conditions beyond those made as part of national agreements.

Induction, training and continuing professional development have a very high priority in the school. All new members of staff take part in a comprehensive induction programme on joining the school. We have a proven track record in training teachers and we have both School Direct and PGCE trainees. We take an active part in the Alban Teaching School Alliance.

All staff are supported by a broad programme of continuing training and development. Individual staff are supported on programmes of further study/professional qualifications. The school runs a well-developed performance management system. All staff are actively supported to achieve their individual targets.

Please note that there is a generous relocation package for teachers moving house to take up post. See our website for details.

This Post

This post has become available due to the retirement of Ms Phil Furness, who altogether has been at the school for 35 years. Phil has done a great job in this role.

I have absolutely no preference as to the teaching subjects offered by candidates; I am more interested in the successful candidate's potential to make an impact on our sixth form. It's important though that the successful candidate is a very effective teacher, particularly at A Level, able to win quickly the confidence of students and staff.

The Sixth Form

The sixth form has been a key priority for me since I took up my Headship here in 2011. Since that time we have worked on developing our curriculum offer and improving standards. In the past three years we have seen the fruits of our labours.

We work with the Welwyn Hatfield consortium of secondary schools. The other schools within the consortium are Bishop's Hatfield, Onslow St Audrey, Ridgeway and Stanborough. Staff from the consortium schools have a very close working relationship and meet regularly. As headteachers we meet fortnightly and I currently chair the consortium headteachers' group. Heads of sixth are a very close-knit group and collaborate across a wide range of activities. Whoever is appointed to this post will need to understand and support a collaborative way of working.

The school has about 235 in the sixth form and this is the largest sixth form the school has ever had. About 55% of our Year 11 progress into our sixth form; obviously we would like to grow this number. Having said that, Monk's Walk has the largest sixth form of the five schools and currently guest students take 45 courses in Year 13 and 68 in Year 12. Currently 25 Year 12 and 48 Year 13 students from Monk's Walk take courses at the other schools. At Monk's Walk we concentrate on providing mainly A Level, with decent numbers of students studying the facilitating subjects. Vocational programmes can be taken in other consortium schools and Digital Media is offered at Monk's Walk. We currently deliver 22 subjects at A Level.

Sixth form results are good and improving, but our ambition is for them to be even better. In 2019 our average point score per entry was 34.09, above national and our Level 3 Value Added was 0.11. Retention between Years 12 and 13 is excellent as a result of our commitment to ensure all students are on the right study programme. We are very proud of the destinations of our sixth form students, with almost all students who applied making it to their first or second choice university, high quality apprenticeship or employment. Students access a range of universities, including two to Cambridge in 2020. For Autumn 2021, 7 students have offers to study at Cambridge – by far our largest ever Oxbridge cohort.

The sixth form centre is situated in our new teaching block. The centre is supervised from 8.00am to 5.00pm per day by our two sixth form support officers, Aby Lilly and Jenni Murray. Students are organised into form groups, with some grouped by ability. Students sign in and out using their thumb print; there is a degree of flexibility as long as students attend all lessons and complete the minimum number of hours. This system is designed to add to the independence that we wish to inculcate in our sixth form students and encourages them to use their free time as fruitfully as possible. It's not unusual to see students in the centre early in the morning and up to 5pm. Our students do not have a particular dress code, although of course we have guidelines on decency etc. I believe this is a right of passage and we have no intention of introducing a formal dress code.

Our tutor team is highly motivated and experienced and does a great job. An important part of this role is to manage the quality of the work of the tutor team. We also have a deputy Head of Sixth, Matt Haseler, who works extremely closely with Phil Furness.

The Head of Sixth is line-managed by Matt Grinyer, Deputy Headteacher. Matt is himself a former Head of Sixth and knows what he is doing.

Being a Middle Leader at MWS

We place great value on our middle leaders as we see them as the 'engine room' of the school. We have a great group of middle leaders who are mutually supportive.

We provide a great deal of support to our middle leaders – you are not alone! This support includes:

- A member of SLT who acts as your link and meets with you on a fortnightly basis. This is an opportunity to share triumphs (!) as well as issues and concerns – and to work out a solution together. These meetings are highly supportive. The SLT link for the Sixth Form is Deputy Headteacher, Matt Grinyer.
- Middle leader meetings – an opportunity for middle leaders to get together, share issues, and participate in training and development
- Consortium sixth form group – an opportunity to share experiences and to learn from others doing the same job in the consortium
- And for the ambitious, once you've got your feet under the table – we offer two-year 'internships' to SLT. The most recent participants both secured substantive Assistant Headteacher posts following their two-year experience.

Job Description: Head of Sixth

Post Title:	Head of Sixth, full-time permanent
Job Grade:	Teachers' Pay Scale plus 1b, £10,205
Responsible to:	Matt Grinyer, Deputy Headteacher
Line Management:	Sixth Form Tutors, Deputy Head of Sixth, sixth form support officers

Job Purpose

- To improve the quality of education and care offered to the sixth form students in the school through promoting the highest possible standards of education, equality of opportunity, and an environment which is conducive to excellence in teaching and learning
- To ensure that students receive the best possible academic and pastoral guidance, make good and outstanding progress and fulfil their potential as learners

Key Processes

All middle leaders are expected to contribute to the following processes:

- The safeguarding of students
- Continuous drive for the improvement of all aspects of the school
- Strategic planning
- Standards monitoring, performance tracking and intervention

- Personnel leadership/management
- Liaising with the link trustee for the area
- Effective deployment of resources
- Supervision
- Administration/Coordination
- Promotion of the school
- Celebration of success

PRINCIPAL ACCOUNTABILITIES:

Keeping students safe

- To promote and safeguard the welfare of students for whom you are responsible and with whom you come into contact
- To maintain good order and behaviour among the students
- Safeguard students' health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere

Improving outcomes

- Improve the post 16 outcomes for all of our students, including guest students, so they make the best progress possible
- Directly, as well as through others, monitor the work of the sixth form students and plan interventions as necessary
- To support and lead the tutors in the interpretation of assessment data and planning of interventions

Pastoral Duties

- At all times ensure that students are subscribing to school policies in terms of behaviour, appearance, academic work and social interaction
- Provide, or ensure that others in the school provide, specific interventions to students to support their health and well-being
- To organise Year 12 work opportunities
- Ensure that guest students feel safe and welcomed into our sixth form

Planning, monitoring and evaluation

- Plan the development of the sixth form with the assistant head of sixth, the deputy head and the tutor team and to write the area plan in consultation with the team and within the framework of the school's development plan
- Take responsibility for planning, monitoring and evaluating the tutor programme
- Plan and deliver an effective assembly and PSHCE programme, in liaison with the Head of PSHCE
- Prepare for and attend the Autumn term standards meeting for the sixth form

Collaboration

- Work with Heads of Department to identify and tackle areas of underperformance
- Attend and contribute to middle leader meetings
- Work with the Heads of Sixth across the consortium to deliver the best possible outcomes and experience for home and guest students
- Maintain an open dialogue with key colleagues in consortium schools to ensure that our students attending the other centres and guest students at MWS are progressing as well as possible.

Reporting

- To oversee the writing of sixth form reports, provision of subject information to parents, and respond to parents' enquiries, ensuring that high standards are maintained

- Plan, in collaboration with the deputy headteacher, parental engagement events including Year 12 and 13 consultation events and academic review day(s)

Line managing others

- Oversee the work of the tutors and the deputy head of sixth to ensure the best possible academic and pastoral provision for students
- Oversee the work of the sixth form support officers
- Carry out the appraisals of the deputy head of sixth and the sixth form support officers
- To conduct sixth form tutor meetings, ensuring the provision of agendas and minutes

Student Recruitment

- To recruit and retain as many students as possible, within the bounds of the entry requirements
- To co-ordinate and manage the Sixth Form Open Evening for Years 11 and their parents, including the preparation of any documentation
- To conduct individual interviews with Year 11 students as part of the sixth form application process
- To contribute to the planning of the Year 11 pathways day

Transition

- To organise the school's sixth form induction programme
- To monitor the students' induction to the school, including making guest students feel welcome and safe
- To advise applicants and their parents on choice of university/course/apprenticeship
- To give close advice to Year 13 students on their personal statements
- Plan Oxbridge/Russell Group preparation strategies
- Oversee the school's UCAS process as well as applications for apprenticeships
- Organise and attend meetings with students and parents, post A Level and GCSE results, to ensure where possible a smooth transition to students' chosen path of study
- Organise information evenings to inform students and parents on next steps, including Oxbridge and Post-18 options.

Student Leadership

- Provide opportunities for students to develop their leadership skills, through the house system or other vehicle

Resources

- To ensure the sixth form area is kept in good order, ensuring the maintenance of a conducive, safe orderly and productive environment.
- To manage the sixth form budget

Planning, Teaching and Class Management

- To prepare and teach lessons of a high standard so your students make expected or above expected progress
- To follow designated programmes of study
- To set prep in line with school and departmental policy
- To ensure that your students' behaviour is conducive to learning.

This job description sets out the duties of the post at the time it was drawn up. The Headteacher may vary the duties from time to time without changing their general character or the level of responsibility entailed.

Monk's Walk is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. A Disclosure and Barring service check will be sought as part of the school's pre-employment checks. If you are invited to an interview, you will receive more information.

Person Specification: Head of Sixth

1. Educational Qualifications/Training

- Honours Degree
- DfE recognised Qualified Teacher Status
- A portfolio of training and continuing professional development
- Further Degree/Professional Qualification (D)

2. Professional Experience

The successful candidate will need to demonstrate recent and relevant experience of:

- sixth forms in general, either as a deputy head of sixth form or head of department/head of year with extensive post 16 teaching or pastoral experience
- teaching successfully and delivering great outcomes for students, ideally with in all three key stages but particularly post 16
- leading/managing a staff team in education and achieving great outcomes
- raising standards of student achievement, ideally across key stages but particularly post 16
- managing student motivation and attitudes within the sixth form context, either as a teacher or tutor
- delivering excellent pastoral care, ideally at post 16 level
- working constructively with parents
- working with trustees (D)
- managing a delegated budget (D)
- developing student leadership

3. Professional Knowledge and Understanding

The successful applicant will need to demonstrate knowledge and understanding of:

- safeguarding students
- effective practice and approaches to teaching, learning and assessment, ideally post 16
- current educational trends and thinking within sixth forms
- effective use of ICT in teaching
- strategies for motivating and inspiring students, and managing student motivation
- detailed knowledge of UCAS application system, including to Oxbridge and Russell Group (D)
- knowledge of apprenticeships
- Ofsted sixth form requirements

4. Personal Qualities and Skills

Ideally, we are looking for someone who:

- Is robust and resilient. This is a challenging position.
- Is a self-starter, gets things done and sees them through
- Can act as a critical friend but is also loyal
- Can come up with good ideas based on previous experience or research
- Has an eye for detail

- Has well developed emotional intelligence and can get people on board easily
- Is hard-working willing to give of their time
- Has a strong track record of effecting improvement in themselves and others
- Can make tough decisions and have courageous conversations
- Can lead, motivate, enthuse and inspire staff and students, and win the confidence of parents and trustees
- Is an effective communicator and presenter
- Has the ability to think strategically with imagination, vision, creativity and originality
- Is reflective, self-critical, motivated and ambitious
- Has passion and believes that every student can succeed at Monk's Walk School
- Can plan, organise and delegate effectively
- Is looking for future promotion
- Has a good work/life balance

That's all!

(D = desirable, all other essential)

Your Role in our Future

Monk's Walk School is a thriving, vibrant, learning community where our aim is to bring the best out of everyone. It is a very good school and like most good schools, we know we need to keep on improving to provide the best for our students.

I hope this information has given you a flavour of our school. Please read the Ofsted report and visit our website and Facebook page – Monk's Walk School Official - for more information. If you feel you can contribute to the improving the outcomes and experiences of our sixth form students, and would like to join us, then please apply.

How to Apply

I really hope the information we have provided makes you want to apply to join us. If you would like to discuss the position or visit the school before applying please contact Matt Grinyer (Deputy Headteacher). Matt is the SLT member with line management responsibility for the sixth form. His email is magriny@monkswalk.herts.sch.uk or he can be contacted by phone at the school.

Please apply using the application form on our website. You should also write a letter of application. In your letter of application, please can you explain how you demonstrate that you fulfil the requirements of points 2, 3 and 4 of the person specification (pages 8 and 9 in this pack). Shortlisted candidates are likely to be able to show how their work has impacted on students' achievements, experiences or attitudes – all in about two sides of A4! Candidates who write generic letters are unlikely to be shortlisted.

The deadline for us to receive your application is **noon on Monday 12 April 2021**. Please e-mail your application to: recruitment@monkswalk.herts.sch.uk, marked for my attention.

We look forward to hearing from you.

Kate Smith
Headteacher
February 2021