



***'Learning for Life'***

# APPLICATION PACK



## Head of Sixth Form

**Required for January 2022**

**Deadline for applications: Thursday 1 July 2021 at 15:00**

**Headteacher: David Pover**

**The Burgate School and Sixth Form, Salisbury Road, Fordingbridge, Hampshire, SP6 1EZ**

**Tel: 01425 652039**

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**Website: [www.theburgate.com](http://www.theburgate.com)**

Dear Prospective Applicant

I am delighted that you are interested in applying for the post of Head of Sixth Form at The Burgate School and Sixth Form. We believe our sixth form is an exceptional place to work, where students and staff share collective values in a happy and successful environment. Burgate students are a pleasure to work with and our staff are highly valued within a collegiate team. 'Learning for Life', The Burgate motto, underpins our culture and applies to every member of our sixth form community, whatever their involvement in college life.

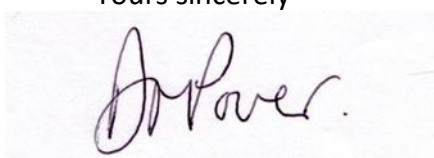
The Burgate Sixth Form offers a high quality co-educational, comprehensive education where we want every student to enjoy their learning and feel valued for who they are. We provide a broad curriculum and a creative approach to learning that inspires curiosity, builds collaboration, helps develop resilience and encourages flexibility of thought. The college enjoys an excellent reputation within the local community for very high standards and, as a consequence, many students attend our sixth form from beyond our immediate catchment.

The school and college has a very committed and supportive board of trustees and enjoys healthy links with the local community. We benefit from the excellent support of parents, whom we encourage to maintain close contact with the college and to get in touch whenever they have queries or concerns.

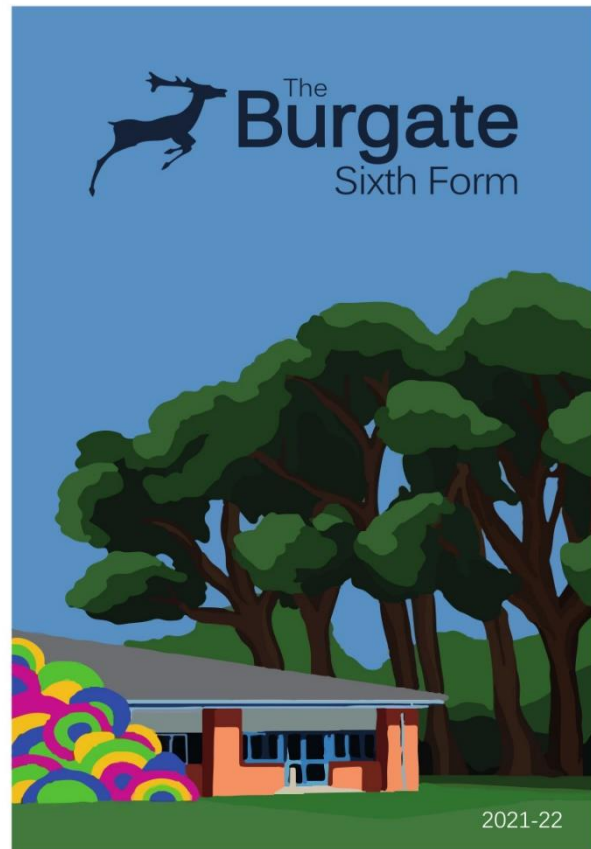
Our desire to be one of the very top non-selective, comprehensive sixth forms nationally continues with great enthusiasm and this appointment is a key factor in ensuring that we achieve that ambition. I hope this application pack will give you a better understanding of The Burgate School and Sixth Form and encourage you to apply. We firmly believe that visiting a school is key to deciding whether you should apply for a new role, so please do contact us if you wish to make an appointment to look round.

I very much look forward to receiving your application to work with us at The Burgate.

Yours sincerely



**Mr David Pover**  
**Headteacher**



## Head of Sixth Form

### The Post

We are seeking to appoint a dynamic, ambitious individual who will promote and contribute to the continued development of our sixth form provision. We have approximately 230 students in the sixth form, who are overseen by the Head of Sixth Form, supported by the Deputy Head of Sixth Form and a Pastoral Support Team. We are extremely proud of recent recognition from Ofsted who graded the sixth form 'outstanding' in May 2019; this truly is an excellent opportunity for a first-rate practitioner to lead the sixth form to further success.

Teaching commitment (no preference for subject offered) is likely to be around 0.5 FTE and there will also be a commitment to be in college at the time of A level results and on GCSE results day when students make final sixth form course decisions. This is likely to be a total of four days in the summer holidays.

### Our Sixth Form

The Burgate Sixth Form opened in 1996 and since its inception has always been recognised as an outstanding centre for academic learning. Outcomes for our students are consistently above the national average, and the last external examinations in 2019 were no exception, with a value added progress score of +0.29 and an average grade of 'B', ranking us in the top 10% of 16-19 providers nationally. 53% of A level results were at A\*-B grade and over 81% at grades A\*-C, with almost all students gaining a place at their chosen university.

Our consistent results are due to the high quality, engaging teaching we provide and the strong relationships built between staff and students. The recent Ofsted report stated *"The quality of teaching, learning and assessment is excellent in the sixth form. Teachers have high expectations and know the students very well. Consequently, work is well matched to students' needs and they receive very helpful feedback and support."*

**Our curriculum** is based on student choice and students typically choose three A Levels over the two years. We offer a range of over 30 A levels as well as a small number of vocational qualifications and the Extended Project Qualification. All students receive nine hours of teaching per subject per fortnight, with an hour a week directed study per subject monitored by our sixth form support team, as well as dedicated tutor lessons each week.

Our teachers are highly qualified specialists who are committed to providing the best possible lessons with clearly defined learning outcomes. We attach great importance to the development of a wide range of stimulating teaching strategies. In this way we seek to equip all of our students with the skills they need to learn independently and adapt to change so that they will have the flexibility and confidence they need to meet the demands of the modern world.

### The Wider Sixth Form Curriculum

The Burgate Sixth Form is, however, about much more than academic learning and we encourage our students to get involved in activities which will enable them to become well-rounded individuals able to make a difference in the world. There is great scope for involvement in numerous extra-curricular activities, ranging from sport to debating and visiting speakers to international trips. All students are expected to engage in one community hour and one enrichment hour per week and Wednesday afternoons provide opportunity for

work experience, community service, PE and activities such as first aid or peer mentoring. Wider enrichment is an area we are looking to develop and improve going forward.

Student voice has a significant role in the life of the sixth form and we have a very active student council who take responsibility for social and charitable activities. The sixth form has been praised for preparing students well for the next stage in their life; all students are supported both academically and pastorally by their tutor and this bond is key for their future development, particularly in preparation for university, apprenticeships and job applications.



*“Students were keen to emphasise that they feel safe, well supported and have a strong sense of belonging. They are very well prepared for the next stage of their education.” Ofsted 2019*

### **The Sixth Form Facilities**

The sixth form is separate to the main school and the students enjoy the college atmosphere that this offers. It has its own social area with cafeteria service, extensive recreational areas (playing fields and MUGA) as well as plenty of outdoor seating areas. Students have access to a quiet workroom with computers and also a collaborative study area. Additionally, there is a wellbeing room where students can meet with our pastoral support leader or external counselling agencies.

### **Location**

The Burgate School and Sixth Form is situated on the outskirts of Fordingbridge, in Hampshire. Salisbury, Bournemouth, Southampton and the Channel ports of Poole and Portsmouth are all within easy driving distance, and the major cities of Bath, Bristol and London all easily accessible by road and rail. With the New Forest National Park, Isle of Purbeck, Jurassic Coast and Salisbury Plain further enriching and enhancing the natural beauty of the local environment, the successful candidate will have a chance to live and teach in one of the most highly desirable areas of England, where the standard of living is of the best available nationally.

### **Further Information**

Applicants are invited to contact Deputy Headteacher, Katja Gibson, in the first instance [kgibson@burgate.hants.sch.uk](mailto:kgibson@burgate.hants.sch.uk).

### **Salary**

Senior Leader Pay Scale LDR 15-23 (£50,383 - £55,609)

### **Deadline for Applications**

Applications must be submitted by 15:00 on Thursday 1 July 2021, although applications will be considered as they are received.

**How to Apply**

Please take your time to explore our website which will give you a greater understanding of what we believe is a happy, caring and successful school and college. To apply for the role, please complete an application form via the TES website by the deadline, 15:00 on Thursday 1 July 2021. Only applications submitted on an application form will be considered. CVs will not be considered.

**Disclaimer**

You are advised to submit your applications as soon as possible because we reserve the right to close a vacancy earlier than the advertised date if we have received sufficient applications that meet the given criteria.

**Interview Process**

In addition to a tour of the sixth form and informal discussions with key members of staff, each interviewee will be required to teach a lesson, deliver a presentation and undertake a leadership task. The selection process will culminate in a formal interview. Full details of the interview process will be sent to candidates with the invitation to interview.

**Safeguarding and Child Protection Statement**

Safeguarding determines the actions that we take to keep children safe and protect them from harm in all aspects of their sixth form life. As a school and college we are committed to safeguarding and promoting the welfare of all of our students.

The actions that we take to prevent harm, to promote wellbeing, to create safe environments, to educate on rights, respect and responsibilities, to respond to specific issues and vulnerabilities all form part of the safeguarding responsibilities of the sixth form.

Due to the nature of the position for which you are applying, and to ensure your suitability for this type of work, all our recruitment and selection practices reflect this commitment. Should you be successful, any offer of a post will be conditional subject to an enhanced Disclosure and Barring Check as well as other relevant pre-employment checks including the receipt of two satisfactory references and medical clearance. For posts in regulated activity, the DBS check will include a children's barred list check. It is an offence to seek employment in regulated activity if you are on a barred list.

**Equal Opportunities Statement**

The Burgate School and Sixth Form values the diversity of our workforce and welcomes applications regardless of age, gender, ethnicity or religion.



## Head of Sixth Form: Job Description

June 2021

It is the role of the Head of Sixth Form to lead and manage the teams responsible for the development of sixth form students. The Head of Sixth Form will have the responsibility for the operational management of the sixth form and be active in leading the academy's aims and supporting an ethos that promotes achievement and high standards.

**LEVEL OF RESPONSIBILITY:** Senior Leader  
**LINE MANAGER:** Deputy Headteacher  
**MANAGEMENT RESPONSIBILITY:** Deputy Head of Sixth Form, Pastoral Support Team, Sixth Form Admin Officer

### KEY RESPONSIBILITIES:

- Leadership of the Sixth Form
- Ensure a high quality of pastoral care and student support in the sixth form
- Enhance students' academic performance through rigorous monitoring of progress
- Recruitment and retention of sixth form students

### SPECIFIC RESPONSIBILITIES:

- To lead, manage and monitor the work of the Deputy Head of Sixth Form, Pastoral Support Leader and Sixth Form Tutor Team
- To lead on the development of the Sixth Form Improvement Plan
- To lead sixth form student wellbeing and mental health
- To work with Deputy Headteacher to ensure that all safeguarding procedures are in place and being followed
- To lead sixth form attendance procedures and monitoring
- To deal with student disciplinary matters
- To liaise with parents, staff, SENDCO and external agencies to support students
- To liaise with Deputy Headteacher to monitor and support student academic progress
- To liaise with Assistant Headteacher to ensure high quality teaching and learning in the sixth form
- To review A level results in August and conduct A level subject consultations on GCSE results day
- Post 18 transition: oversee all aspects of reference writing and lead the UCAS process and non UCAS processes
- To oversee the sixth form co-curricular programme, including university visits, lectures and other enrichment and extra-curricular activities
- To lead on the student leadership programme (e.g. Sixth Form Student Council)
- To be involved in the production of the sixth form prospectus, associated publications and the sixth form area of the website
- To lead on Sixth Form recruitment
  - To organise and run the Sixth Form Open Evening for students and parents and other events as appropriate, in liaison with the Deputy Headteacher
  - To organise and run induction programmes for new entrants to the sixth form (Taster Days, Freshers Day)
  - To work with Year 11 tutors and students (both Burgate and other feeder schools) to ensure the smooth transfer of students to the sixth form
  - To organise and run sixth form social events

This job description is not exhaustive and the post-holder will be expected to undertake any other duties as reasonably requested by the Headteacher

## Head of Sixth Form: Person Specification

Qualifications & Experience	Essential	Desirable
Qualified teacher status	X	
A degree or equivalent	X	
Successful teaching experience in sixth form/college education	X	
Successful teaching experience in secondary education		X
Proven ability to raise standards in the classroom	X	
A commitment to and evidence of professional development	X	
Experience of improving the outcomes of groups of students	X	
Experience of middle leadership	X	
Experience of extra-curricular trips and visits		X

Skills and Competencies	Essential	Desirable
Demonstrate and model excellence in the classroom	X	
A record of being able to work collaboratively as part of an effective team	X	
Ability to plan strategically	X	
Ability to liaise effectively with a range of stakeholders	X	
Ability to demonstrate a high standard of organisational skills	X	
Ability to analyse and present data and information coherently	X	
Ability to track progress to develop student potential	X	
Deputy Designated Safeguarding Lead Training		X

Additional Attributes	Essential	Desirable
Exemplary professionalism	X	
An excellent record of punctuality and attendance	X	
Ambition and vision	X	
Empathetic, honest and showing integrity	X	
Fair and consistent	X	
A positive and optimistic outlook	X	
Motivate others in the pursuit of excellence	X	
Demonstrate a deep commitment to the college's ethos and its motto 'Learning for Life.'	X	
Strong willingness to contribute to the wider life of the sixth form	X	
Commitment to safeguarding and promoting the welfare of children and young people	X	
A proven commitment to student voice		X