



Warlingham School
& Sixth Form College

Head of Sixth Form

Information for Applicants



Tandridge Learning Trust
A school within Tandridge Learning Trust



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WELCOME

Thank you for showing an interest in our remarkable, fully-comprehensive, 11-18 school and sixth form college, one that has established a good reputation in the local area. Parents and visitors regularly comment on the strong sense of community and the willingness of students and staff to make them feel welcome. At Warlingham, young people are encouraged to flourish, both academically and socially. We have a commitment to high quality professional development for all our staff, ensuring they are well supported and able to continually improve their skills.

The vision, leadership and dedication of the successful Head of Sixth Form will play a significant role in securing success for our sixth form students. Much groundwork has been done in modernising the curriculum to meet the future needs of students and the ever-evolving world beyond school life. Now we need to build on this. Although we are oversubscribed at entry to Key Stage 3, our challenge is providing a unique offer in a competitive environment, one that will help us to retain more of our Year 11 students and also to attract new ones into the sixth form. We are relentless in our determination to develop lifelong learners, who not only achieve excellent academic and vocational qualifications but also develop the character, confidence and personal attributes to thrive in their chosen next steps.

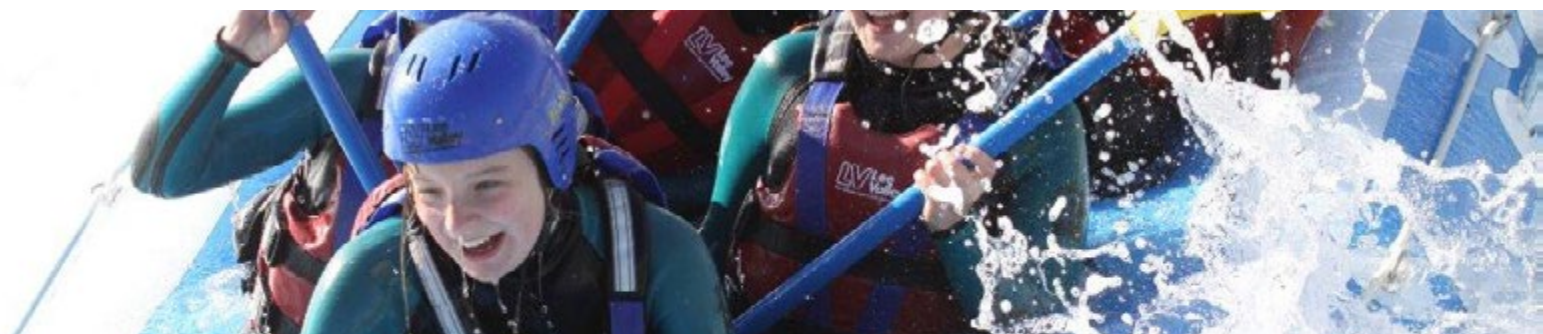
Warlingham is currently the only secondary school within Tandridge Learning Trust, which also includes four primary schools. Being part of the Trust provides wider opportunities for students and staff to work together, share specialist staff and increases access to high quality professional development. Providing opportunities for staff to develop and to move across the Trust, creates an attractive working environment and benefits staff recruitment and retention. It broadens the potential for networking, succession planning and encouraging the development of school leaders.

This recruitment pack should provide a sense of who we are, what we believe in, and whether this is an organisation that would appeal to you.

As our prospective Head of Sixth Form, we hope that you will take advantage of the opportunity to visit us to experience the strong sense of community and warm welcome, and to find out if this school is right for you. If you have the energy, want the challenge and are keen to grasp the opportunities we can offer, then we look forward to meeting you at interview.

Paul Foster
Headteacher
Warlingham School & Sixth Form College

Rebecca Plaskitt
Chief Executive Officer
Tandridge Learning Trust





OUR VALUES & AIMS

Warlingham School & Sixth Form College provides a caring, supportive environment, where children and staff are happy, where everyone works with integrity and respect, and is challenged to reach their highest possible achievement.

Learning takes place in a purposeful and well-disciplined environment in which students are encouraged to be actively involved through investigation, problem solving, discussion, practical work and research.

Ofsted inspectors have praised the quality of teaching throughout the school and the exemplary behaviour of our students. Staff have high expectations of students and provide a range of challenging experiences for all abilities, leading to good examination performances and an enjoyment of learning.

We take our motto of "Wide Horizons, High Aspirations" very seriously and build in opportunities for our students to develop as individuals through the taught curriculum and an extensive range of additional activities.

HIGH ASPIRATIONS: 'Be the best you can be'

WIDE HORIZONS: 'Be inspired to experience more than you thought possible'

Values

Our key values are commitment, courage and kindness.

Aims

We intend to:

- help every student, and every member of staff, to achieve more than they ever thought possible, regardless of their starting points,
- be a community of excellence where we hold high expectations for success in ourselves and in others,
- foster an environment where individuals take responsibility for themselves and show respect for others as part of a healthy and safe community,
- value and embrace the fact that we are all different and show tolerance for the beliefs, faiths and opinions of others,
- prepare students for successful and fulfilling adult lives by giving them opportunities to experience work, volunteering and to participate in their community,
- help our students to develop into articulate, confident, courteous and considerate citizens
- promote a love of learning by high quality and engaging teaching which delivers great learning outcomes, and
- celebrate the varied achievements of all students and all members of staff.

Our Statagic Objectives and our School Improvement Plan Priorities for 2021-22 can be accessed on our website: www.warlinghamtlit.co.uk/page/?title=Aims%2C+Values+and+Strategic+Priorities&pid=133.



ABOUT OUR SCHOOL

Warlingham School & Sixth Form College is a fully comprehensive community-focussed, school, with a PAN of 240. The School provides a caring, supportive environment, where staff and students work with integrity and respect. The school places a high importance on its key values of Commitment, Courage and Kindness, which we strive to make a reality every day.

At Warlingham, we want our students to be safe and happy at school and as a result, enjoyment and engagement are important elements of life at our school. Our student leadership programmes help our students to develop the confidence, grit and resilience needed to be successful in later life. These qualities will help them to develop into well-rounded young people, ready to make a positive contribution to the local community and to wider society in general.

Students are encouraged to have high aspirations so that each can be the very best that they can be, whatever their starting point. Members of staff go the 'extra mile' for students and are dedicated to nurturing young people's talents and aspirations. We expect our students to work hard, behave respectfully, dress smartly and take pride in their achievements.





ABOUT OUR SCHOOL

Our students are also encouraged to have wide horizons and to experience a broad range of opportunities and experiences that enable Warlingham students to grow into confident, articulate young adults who enjoy their time at school and leave with the skills, qualities and qualifications required to face the challenges of the future. Our thriving House system provides a sense of belonging and lots of healthy competition as well as a caring and supportive pastoral structure.

The Sixth Form continues to grow and is currently home to around 250 happy and successful students and offers a wide range of courses, including both A Level and Vocational Courses. We regularly review our sixth form provision and curriculum offer and the Head of Sixth Form will play a significant role in this process, bringing innovative, creative ideas to deliver an ambitious vision that will meet the needs of our students now and in the future. We have an Advance Award scheme which gives our sixth form students the opportunity to participate in a number of exciting enrichment opportunities such as, the Duke of Edinburgh's Award Scheme or the Extended Project Qualification (EPQ). They can also make use of our impressive sporting facilities.

Our strong pastoral system continues to support our students and the personalised approach we offer helps them to achieve their goals in a secure and nurturing environment. Extra-curricular trips, whether a geological visit to Iceland or a trip to Auschwitz run by the Holocaust Educational Trust, all enrich and broaden horizons. Local community-based activities help to develop students' understanding of citizenship and commitment whilst further developing their employability skills.

With the opportunities provided and the quality of the teaching and learning support, it is no surprise that a significant percentage of students go on to be successful at Russell Group universities such as Cambridge, Kings College and Imperial College.





ABOUT OUR SCHOOL

Students

Many of our students live in Surrey and others come from the southern part of the London Borough of Croydon; most of the students live within a three-mile radius of the school. Our students represent a broad socio-economic mix.

There are currently 1,456 students on roll including the sixth form. Although many students stay on for Key Stage 5; we would like to encourage a higher proportion to stay with us. The School is oversubscribed for the Year 7 intake each September.

Facilities

Located south of Warlingham, the purpose-built school sits on an extensive, 20 acre site, with good commuter access by road and two stations within half a mile. The buildings are well maintained, some recently modernised and refurbished and the facilities include extensive adjacent playing fields, a dedicated sixth form block, a fitness suite and a 25-metre swimming pool. Developments at Hamsey Green Primary School, which shares a campus with Warlingham have yielded opportunities for further development, which are currently under discussion.

The School has made significant investments in technology, with several computer suites and two state-of-the-art scientific laboratories.





ABOUT OUR SCHOOL

Staff

The quality of teaching is clearly central to the success of any school. Teachers are the greatest resource a school has. We employ dedicated individuals with positive attitudes and high standards. All our staff go the 'extra mile' for students and take time to nurture young people's talents and aspirations.

Learning takes place in a purposeful and well-disciplined environment, in which students are encouraged to be actively involved in their learning through investigation, problem-solving, discussion, practical work and research. Ofsted inspectors have praised the quality of teaching throughout the school, and the exemplary behaviour of our students. Information about our latest Ofsted report is available on our website:

<https://www.warlinghamtlc.co.uk/page/?title=Ofsted&pid=9>

There is a healthy balance between established and early career teachers, and the school is committed to ensuring access to a wide range of CPD opportunities. Warlingham School & Sixth Form College offers teacher training through our School Direct courses, which are designed as school-centred initial teacher training routes and are a popular choice for those who hope to secure a role in the network of schools where they train. The School Direct Programme is provided through the South East Learning Alliance, of which we are a member school. We are also a delivery partner for the Early Career Framework of the Xavier Teaching School Hub.

The teaching staff are well supported by the senior leadership team and a range of experienced teaching assistants and learning mentors who help support additional needs. All support and administrative staff share the same commitment to our caring and respectful school ethos. In addition, we work closely with the MAT shared services team who provide a range of support services for the schools.





JOB DESCRIPTION

Job Title	Head of Sixth Form
School / Phase	Warlingham School & Sixth Form College / Secondary
Accountable to	Senior Deputy Headteacher
Responsible for	Deputy Head of Sixth Form, Head of Year and Sixth Form Support Assistant.
Grade / Scale / TLR	TLR1G, London Fringe

Job Purpose

To lead, inspire and manage the sixth form staff team and cohort of students. To ensure high standards of social, personal and academic development for students. To promote the development and ethos of the sixth form, to enable continuing success and sustainable growth.

Key Accountabilities and Tasks

The specific nature and balance of these responsibilities will vary according to the needs of the school and may be shared.

Teaching and Learning

- Meet the requirements of the Teaching Standards as detailed in the STCPD.
- Be a role model of excellent practice for teaching and learning.





JOB DESCRIPTION

- Take an active role in the development of the curriculum across the sixth form.
- Oversee the academic progress of students across the sixth form by working with tutors and heads of department to raise achievement.
- Track student progress across the sixth form, ensuring a rigorous monitoring process is undertaken and key performance measures are evaluated.
- Ensure underachievement is identified, and interventions are planned and monitored for impact.
- Oversee the quality of reports and reviews to ensure that student's progress is communicated effectively to them and to their parents.

Pastoral

- Lead an innovative and engaging induction programme for students.
- Promote an ethos of independent lifelong learning.
- Be accountable for leading and managing student personal development, promoting extra-curricular activities and leadership opportunities.
- Establish an identity and positive ethos for the sixth form, including the management and delivery of assemblies.





JOB DESCRIPTION

- Celebrate student achievement across the sixth form.
- Ensure students adhere to the sixth form, code of conduct and deal with any disciplinary matters.
- Ensure that all students are included and that vulnerable students are supported through liaison with the appropriate teams.
- Support sixth form staff in the leadership and delivery of pastoral support.

Leadership of Staff

- Provide creative and visionary leadership in order to build effective teams and provide strategic direction.
- Ensure successful recruitment to sixth form positions and that effective induction processes are followed.
- Line manage and develop the leadership of Deputy Head of Sixth Form, Head of Year and Sixth Form Support Assistant.
- Work effectively with all admin and student support staff to ensure the smooth and effective running of the sixth form.
- Liaise and work collaboratively with other area leaders, SENDCO and with external agencies as appropriate.
- Support the continuous professional development of staff and promote a culture of mentoring and coaching.
- Review team and individual performance, recognising achievement and dealing with performance issues.
- Ensure that procedures for establishing good practice in tutor periods are in place and followed.
- Ensure effective communication about student progress and wellbeing take place across each year so that tutors can fulfil their role.





JOB DESCRIPTION

School Community

- Proactively promote the sixth form to the school community and the wider community. This will include ensuring successful marketing activities and promotional materials are produced, e.g. open evenings, prospectus, tours etc.
- Identify opportunities for student leadership, engagement and enrichment in community activities through the promotion of the Advance Award.
- Support students applying for university places, apprenticeships or looking for career opportunities post-18.
- Ensure effective liaison with parents regarding student progress and support all relevant parental events.

Safeguarding

- Responsibility to promote and safeguard the welfare of children in line with the school Safeguarding and Child Protection Policy.

The job description will be reviewed regularly and may be amended at any time after consultation with the post holder.





PERSON SPECIFICATION

Qualifications and Experience

Essential

- Qualified Teacher status
- 5 years' teaching experience in a secondary school
- Experience in a successful middle leadership role
- Experience of promoting positive pupil conduct, consistently and effectively

Desirable

- Effective change management experience
- Safer Recruitment
- Experience working with Key Stage 5





PERSON SPECIFICATION

Knowledge and Understanding

Essential

- Excellent subject knowledge
- Up-to-date knowledge of curriculum developments at Key Stage 5
- UCAS processes, apprenticeships and current employment opportunities post-18

Desirable

- Knowledge of administrative procedures relevant to the role
- Vocational opportunities





PERSON SPECIFICATION

Skills and Aptitudes

Essential

- Commitment to raising standards
- Able to inspire students
- Excellent behaviour management
- Able to analyse and interpret data
- Excellent communication, interpersonal and presentation skills

Desirable

- Strong IT skills





PERSON SPECIFICATION

Leadership and Management

Essential

- Integrity
- Able to lead, motivate, manage and inspire others
- Excellent organisational skills and the ability to have a flexible and adaptable approach
- Innovative and motivational leader with vision
- Ambition and drive to succeed for self and others

Desirable

- Project Management

Safeguarding

Essential

- Able to form and maintain appropriate relationships and personal boundaries with children and young people in line with the School/Trust Child Protection and Safeguarding policy and the Staff Code of Conduct.

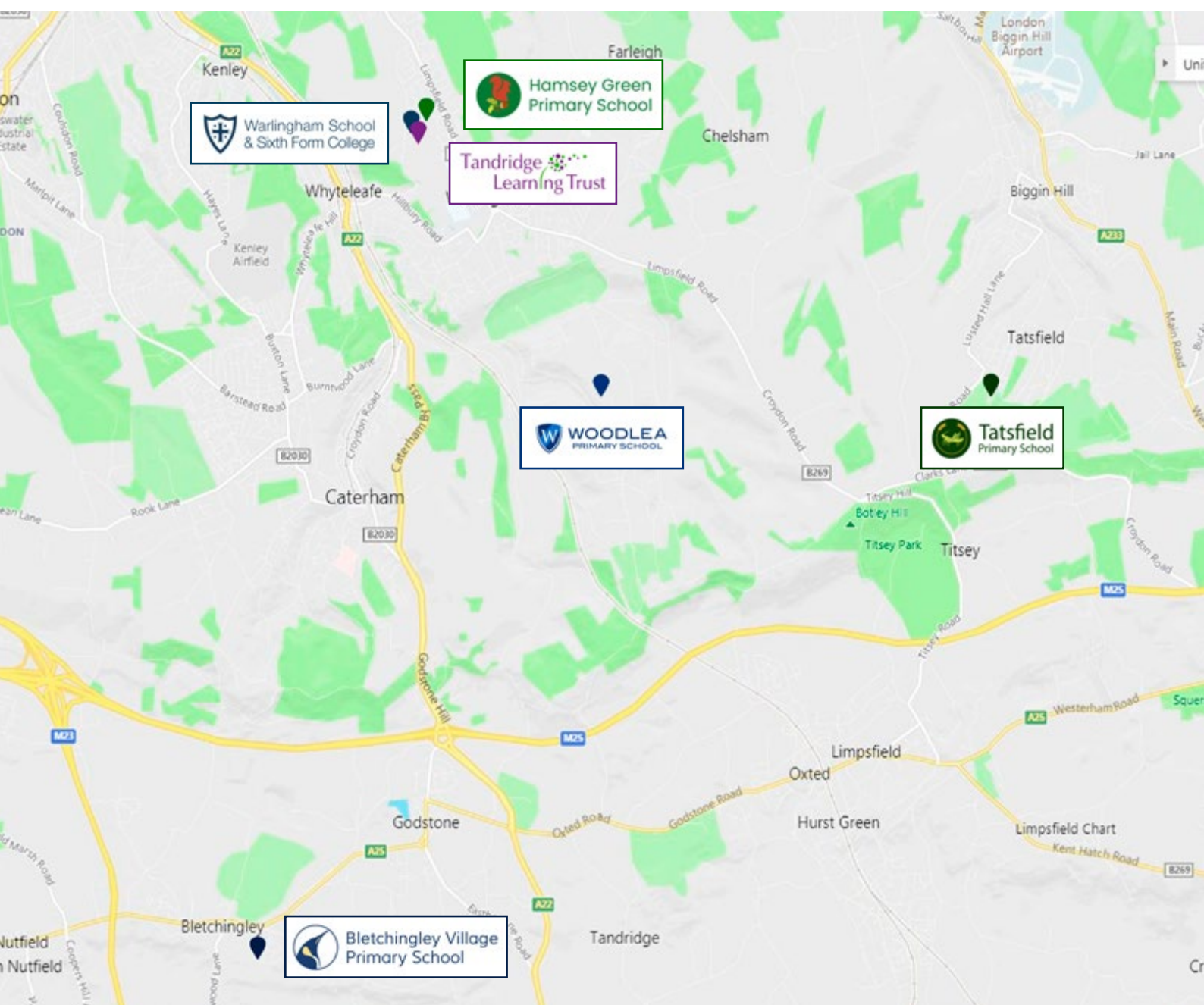




TANDRIDGE LEARNING TRUST SCHOOLS

Tandridge Learning Trust currently comprises four primary schools and one secondary school. Our schools are all within a ten mile radius but despite the proximity they are all quite different in their own context. We celebrate the individuality of each school, whilst benefiting from the support and benefits of being part of a multi-academy trust.

To find out more about each of our schools please visit their websites. If you are viewing this document electronically, you can click directly on the logos below for a direct link to these.





APPLICATION AND INTERVIEW INFORMATION

Applicants must complete the application form and submit to the school by email to: HR@TandridgeLearningTrust.co.uk by 10am on Monday 16 May 2022.

Please note, referees will be contacted for all shortlisted candidates prior to interview.

You are encouraged and most welcome to visit Warlingham School & Sixth Form College to see if this is the right school for you. Please contact Judith Standen, HR Manager, to arrange this: J.Standen@TandridgeLearningTrust.co.uk or telephone 01883 776677 Ext. 2014. Equally, if you would like a conversation with the Senior Deputy Headteacher about this position, please contact Judith Standen using the details outlined above.

Tandridge Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to demonstrably share this commitment.

The successful candidate will be required to undergo safer recruitment checks, including an enhanced DBS.





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Tandridge Learning Trust is an exempt charity and a company limited by guarantee, registered in England with Company Number 8248059 and has a registered office at Tithepit Shaw Lane, Warlingham, Surrey, CR6 9YB.