



Head of Sixth Form

MPS/UPS/Leadership scale
L5-L9

Application information pack



Pupils understand the school's values of kindness, community & inclusivity and welcome all from this diverse community into their school (Ofsted 2023)



Banbury Campus
Sixth form



Wykham Park
Academy



Futures Institute
Banbury

Welcome to Banbury Aspirations Campus Wykham Park Academy (11-19) and Futures Institute Banbury (14 – 19)

Thank you for considering Banbury Aspirations Campus for the next stage of your career. We seek an excellent leader who will be part of a strong middle leadership team as **Head of Sixth Form**.

The post is to start in September 2024.

The Head of Sixth Form will have responsibility for the day-to-day running of the Sixth Form, the academic progress and pastoral welfare of the Sixth Form students, and recruitment of students.

As a key member of the Curriculum Leader team, the Head of Sixth Form will be active in promoting the school aims, and supporting an ethos that promotes achievement and high standards.

Our campus is unique. We have two distinct schools and a cross campus sixth form which is in the top 25% of all schools in the country for progress. It is a team and a family of people who are all working together to achieve our mission of preparing our pupils for success in high quality apprenticeships or a place in university. We believe in a set of recognisable and traditional values: **honesty; kindness to all others; respect for all; hard work and persistence**.

Our teaching approaches have been influenced by groundbreaking work in charter schools in US inner cities, leading free schools in England and innovations from cognitive science research. Our teaching and learning approach is built on powerful work found in Lemov's 'Teach Like a Champion'. Currently we are reading and researching work by Barak Rosenshine and Alex Quigley. We teach a rigorous, knowledge-based broad and balanced curriculum.

We have very high expectations of all of our staff, but we value them highly, and treat work load very seriously, especially in these particularly difficult times to work in a school environment. Our systems ensure you can really focus on your core purpose – teaching, in a sustainable way, unhindered by bureaucracy or poor behaviour.

If you are able to visit, you will see a culture with engaged students who are friendly and courteous. We are driven to continuously improve and aspire to become one of the best schools in Oxfordshire.

What we can offer you:

- A campus had its best GCSE results ever in 2019 prior to Covid and has worked hard on the recovery and another excellent set of A level results
- A campus with an outstanding sixth form.
- Sixth formers who have the ambition to study at universities across the country
- Support and line management from a team of experienced curriculum leaders and SLT.
- Clear behavior systems
- A feedback policy focused on closing the gap – we do not have onerous/impossible marking policies and we continuously monitor them from a workload perspective
- No formal graded lesson observations – just ongoing 'no-stakes' feedback, helping you to continuously develop – we believe that trusting our staff with autonomy helps to develop a strong staff culture
- Collaborative planning with centralised, shared units of work and resources

- CPD that starts as soon as you are appointed with a clear induction programme and an extensive programme of CPD offered by our Trust
- A beautiful campus situated on the very edge of the Cotswolds, only half an hour from Oxford and an hour from London by train

Who are we looking for?

- A kind and calm individual who can foster positive relationships rapidly
- A supportive leader who can coach, mentor and direct colleagues to ensure that all subjects under their remit make rapid and sustained improvement
- an optimist who will go the extra mile to ensure the life chances and 'cultural capital' of all our pupils are maximized
- a student-centered practitioner who is totally aligned to our Trust's values and mission
- a pedagogist aligned with our teaching philosophy, built around Lemov's 'Teach Like a Champion' and teaching 'powerful knowledge'
- a colleague who wants to move into a senior leadership role in the next few years.

Next steps:

We would be delighted to show you around our Academy to fully appreciate our excellent learning environment.

Please contact Tina Timms by email on ttimms@wykhampark-aspirations.org or ring 01295 251451 to arrange a visit or an informal, confidential discussion with Carly Berry (Principal) about the role.

Application

Deadline for applications Midnight 17th April

Interviews to take place w/c 22nd April

Job Title: Head of 6th Form (responsibilities to be agreed)

Salary: Leadership L5-9

Starting date: September 2024

Accountable to: Member of SLT with responsibility for 6th Form

Line management of: Deputy Head of 6th Form and 6th Form Administrator

Job Description

The post holder shall carry out the professional duties as described in the School Teachers Pay and Conditions document in line with the duties as outlined for staff on Leadership scale.

The post holder is directly accountable to the Principal.

The post holder will be committed to the highest standards in every area of our work and subscribe to a culture where continuous improvement is seen as a reality.

We expect that all employees in our Trust:

- Promote the Aspirations Academies Trust framework of guiding principles;
- Are positive role models for children;
- Actively support the continuous focus on improving a broad range of student outcomes;
- Believe in young people and colleagues and constantly encourage them to be the best they can be

The purpose of this role is to:

Raise standards of student attainment and achievement in the 6th Form by:

- Promoting the highest possible standards in all classrooms and modelling high expectations in your own classroom.
- Leading on teaching and learning to ensure that all lessons enable positive progress for all students
- Mentoring and/or coaching designated members of your team to improve aspects of their practice
- Developing appropriate assessments to gather performance data for every student on a regular basis
- Monitoring schemes of learning for the subject you have specific responsibility for to ensure that they provide sufficient challenge and are used effectively by staff
- Constantly monitoring the progress of students against their targets and supporting staff to eradicate underperformance
- Keeping abreast of all curriculum and assessment developments within the subject areas you have specific responsibility for
- Ensuring that the budget you hold is used solely to support the guiding principles of the Trust

The Head of Sixth Form will report to a member of SLT responsible for 6th Form.

1. General responsibilities:

- Enhance students' academic performance
- Ensure a high quality of pastoral care and student support in the Sixth Form
- To cultivate and develop self review of the Sixth Form provision so as to ensure excellent standards of learning, progress and pastoral care
- To manage the sixth form mentors and Deputy Head of Sixth Form

- To oversee general communication to all stakeholders regarding sixth form
- To maintain effective discipline through implementation of the school's agreed procedures; to maintain good order and discipline among the students and safeguard their health and safety both when they are on the school premises and when they are engaged in authorised school activities elsewhere
- Promote the Sixth Form to ensure retention of existing Year 11 students and the recruitment of external applicants
- Lead and manage the UCAS process
- Oversee the running of the Sixth Form areas of the school
- To implement the school's agreed policies
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact
- To support and implement the Health and Safety policy and procedures of the school at all times

2. **Specific responsibilities:**

- To encourage students to contribute positively to the life of the Sixth Form and the wider life of the School
- To develop and deliver a structured and purposeful mentor programme
- To monitor and be accountable for Sixth Form attainment and effort grades
- To liaise with parents, staff and other agencies to support students
- To oversee all aspects of reference writing and the administration of the UCAS process including leading on results day/clearing in the Summer holiday (2 days)
- To review post-16 examination results in August and at other times during the year
- To lead and develop the use of Sixth Form data
- To ensure that the School Leadership Team and staff are advised regarding national developments with reference to university policies, careers and specific areas of Sixth Form curriculum
- To take responsibility for the Sixth Form prospectus, associated publications, and the Sixth Form area of the school website
- To deal with routine student absence, lateness and disciplinary matters
- To organise the private study arrangements for Sixth Form students
- To further develop a Sixth Form co-curricular programme
- To support students with sourcing high quality work experience and volunteering opportunities for all students
- To work with Year 11 mentors and students and to ensure the smooth transfer of students to the Sixth Form
- To conduct individual interviews with Year 11 students as part of the sixth form application process
- To organise and run the Sixth Form Open Evenings for students and parents/carers and other events as appropriate
- To organise and run a Year 12 induction programme
- To manage the Sixth Form Student Leadership Team and develop leadership in the Sixth Form
- To be aware of the Sixth Form website entry and be responsible for providing up-to-date, accurate information or updates to the website coordinator
- To assist the Examinations Officer in the conducting of Public Examinations in the summer term and work with the SLT on conducting Year 12/13 PPE exams throughout the year

This job description is not exhaustive and the postholder will be expected to undertake any other duties as reasonably requested by the Headteacher or Vice Principal.

In addition, you will be:

- Line managing other postholders in the faculty (this will be a 2nd in 6th form)
- Supporting the pastoral work in the year group
- Part of the whole school oncall system
- Part of the curriculum middle leader group who are the driving force behind the success of the school

Your achievement in this role will require you to:

- Consistently follow all campus policies
- Attend and actively participate in all Professional Learning Community sessions and engage positively with the appraisal process
- Work with colleagues to continually reflect on your own professional practice and improve upon it
- Meet all academy deadlines for data entry and responses to parents
- Communicate effectively with colleagues, parents and students
- Maintain excellent attendance at work

Conditions of Service

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT.

Special Conditions of Service

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

Equal Opportunity

The post holder will be expected to carry out all duties in the context of, and in compliance with, the academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.

Banbury Day Nursery

Applicants may be interested to know that we have a full-time (51 weeks per year, 8.00am – 5.30pm) Day Nursery for infants (6 months) to pre-school children on campus. Availability of places and rates of fees can be obtained from Mrs Brooker, Nursery Manager (Tel. 01295 256400).

Safer Recruitment Procedure

The AAT is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

Shortlisting

Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application.

Interview

Longlisted candidates may be subject to a screening interview. Those shortlisted will take part in an interview with questions relating to the job description and person specification.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

Reference checking

At least two references will be requested, normally from the previous and current employers. These may be contacted before the interview and in all case before an offer of appointment is confirmed.

Application

Please complete the online form on TES

Person Specification

(A) Assessed by application

(R) Assessed by the recruitment process

Criteria	Essential	Desirable
Knowledge and Qualifications		
Degree in a relevant subject	A	
Qualified Teacher Status specialising in the teaching of a relevant subject	A	
A record of recent high quality and relevant and continuing professional development		A
Professional Experience		
Successful teaching experience, up to and including GCSE and A Level	A, R	
Proven track record of leading a team of staff to achieve positive progress with students	A, R	
Proven track record of recent and consistently good classroom practice with evidence of students obtaining excellent value added results and GCSE and A-level grades	A, R	
Evidence of being a budget holder and managing resources	A,R	
Proven track record of extra-curricular support with students		A, R
Teaching and Learning		
Can rapidly build and sustain professional positive relationships with young people	R	
A clear understanding of what constitutes progress of students at A-level	A, R	
Ability to interpret and act on a wide range of key data	A, R	
An ability to communicate effectively with different audiences	A, R	
Demonstrable values and dispositions		
A passion for education and commitment to the guiding principles of the Trust	A, R	
A commitment to supporting students and the college team as seen through an excellent attendance and punctuality record	A, R	
Honesty and integrity	R	
Prepared to listen to the ideas of fellow professionals	R	
Works well under pressure	A, R	

Criteria	Essential	Desirable
A good health, attendance and punctuality record	R	
Leadership		
Some leadership experience in a school setting	A, R	
The ability to command respect from colleagues, parents and governors	A, R	