



BISHOP'S STORTFORD COLLEGE

ESTD 1868

Head of Sixth Form (Assistant Head)





The feel of Bishop's Stortford College is always forward-looking, recognising from the start the sort of world our pupils will be entering and the skills they need. We are a hard-working, down-to-earth, and highly successful community.

Set on the edge of a market town between London and Cambridge, the down-to-earth atmosphere at our co-educational day and boarding school is the perfect launch pad for outstanding achievement.

WELCOME FROM THE HEAD

Thank you for your interest in working at the College. Since joining here in 2020, I have had the immense pleasure of working with our dedicated and talented team of staff, at the same time as leading our vision for the future.

Bishop's Stortford College is the modern face of independent education. Together we are embarking on a collective strategy that unites staff, pupils and our wider community in delivering academic excellence balanced with personal growth and strong values of decency and kindness. This is what an education for today and tomorrow must deliver.

Underpinning everything is a unique community spirit that enables everyone to succeed, and to be happy doing so. Here, there is a togetherness where none of us is as important as all of us.

We do not look like most schools of our type. We do indeed have the huge campus with wonderful facilities. But we are different in some important ways. I hope that by reading through the following pages and our *Information for Candidates*, you will see this for yourself and consider applying for this role.

Kathy Crewe-Read



INTRODUCTION TO THE COLLEGE

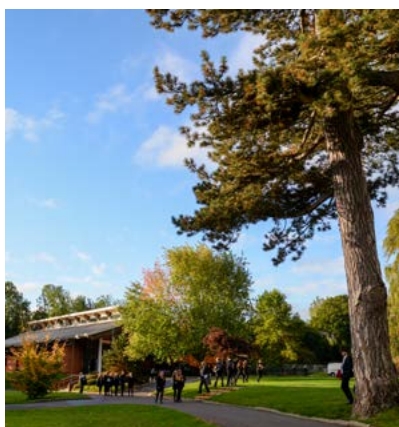
One of the UK's leading co-educational, day and boarding schools, Bishop's Stortford College is a diverse and infectious mix of enthusiasm and dedication, making it an extremely stimulating place to work.

Seen as one College, three schools, there are approximately 1,300 pupils aged 4 to 18 years old on the shared site, blending full, weekly and part-time flexi boarders with day pupils. We offer an academically selective but deliberately broad educational offer that looks to deliver excellent examination results but also an opportunity for individual qualities and character growth in a safe, inclusive and caring community.

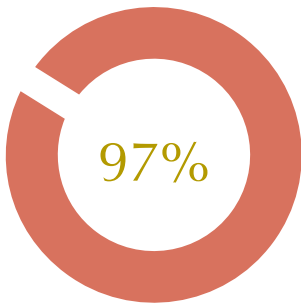
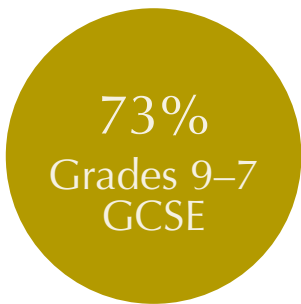
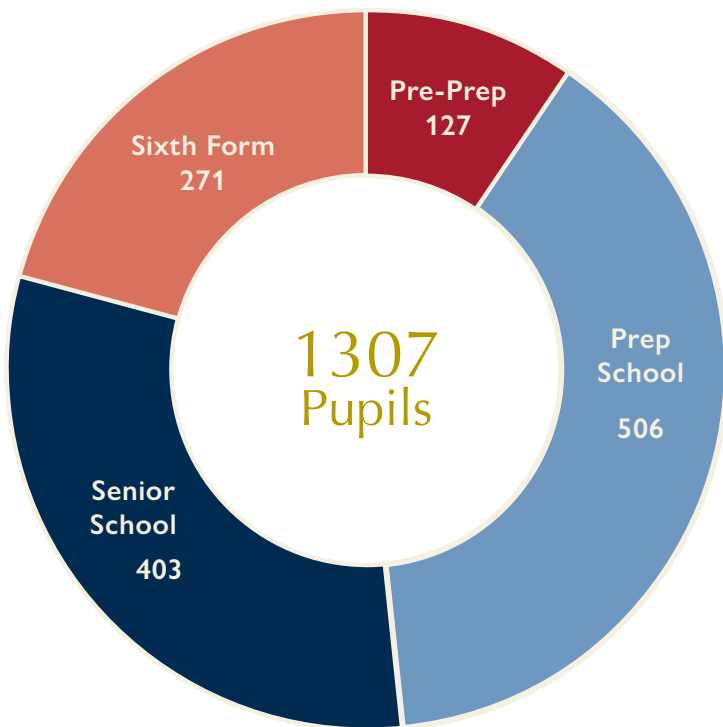
It is the unpretentious and successful delivery of this whole person, ready for the modern world, that allows us to stake claim to being the modern face of independent education.

The Head reports directly to the Chairman of the Governing Council and has responsibility for the whole College, though day-to-day management of the Prep School and the Pre-Prep is delegated to the Heads of those schools. The College Head has day-to-day responsibility for the Senior School. The Head leads the whole College with the support of the Executive, retaining specific responsibility for strategy and related strategic implementation plans, marketing, communications and admissions and development activity. The current Head is a member of HMC.

The College was established in 1868 as the Non-Conformist Grammar School and became Bishop's Stortford College in 1901. The Prep School was opened in 1902 and the Pre-Prep department in 1995, when the school went fully co-educational. The Prep School and Pre-Prep School are now separate with their own buildings, but they make use of facilities shared with the Senior School, including the swimming pool, dining room and playing fields. We continue to improve and enhance our estate. In recent years, there has been extensive renovation of classrooms across all three schools, and this enhancement and development will continue as part of our Estates Master Plan.



THE COLLEGE IN NUMBERS



Placed at a university
of their choice





Pupils are organised across the three schools, with Music and Sports departments, together with Professional Services, working across all three schools. Professional Services incorporates Admissions, Commercial, Development, Finance, HR, Facilities and Estates, IT, Marketing and the Medical Centre.

As three schools in one, the College is large enough to provide an exceptional range of opportunities, whilst each part is small enough for pupils and staff to be known and valued and feel part of a community.

The College has a forward-thinking approach supported by eight strategic pillars:

- Delivering academic excellence through a modern curriculum
- Developing strong personal values through the provision of outstanding pastoral care
- Finding the best in every pupil by developing every pupil's unique strengths
- Attracting ambitious, enthusiastic pupils and communicating about College life
- Being a great place to work, recognising that staff are the most important resource
- Enhancing the environment through a programme of maintenance and improvement
- Maximising resources to deliver both affordability and teaching excellence
- Inspiring governance and leadership which is accountable, responsible, courageous and has clear vision

HEAD OF SIXTH FORM (ASSISTANT HEAD)

Bishop's Stortford College is seeking an ambitious and dynamic Head of Sixth Form (Assistant Head) who is passionate about inspiring and engaging our aspiring Sixth Form pupils. This role is a key part of the Senior School Senior Management Team and plays a crucial role in the academic and personal development of students in their final two years of secondary education. This is an exciting opportunity for an ambitious and aspiring candidate who wants to lead a thriving section of the College before making the next step in their career.

This is an exciting opportunity for an ambitious and aspiring candidate who wants to lead a thriving section of the College before making the next step in their career. The position has arisen as the current Head of Sixth Form has been promoted to a Deputy Headship at a good school, highlighting the potential for growth and advancement within the College.

The College is seeking an ambitious and dynamic Head of Sixth Form (Assistant Head) who is passionate about inspiring and engaging our aspiring Sixth Form pupils. This role is a key part of the Senior School Senior Management Team and plays a crucial role in the academic and personal development of students in their final two years of secondary education.

The Head of the Sixth Form (Assistant Head) is entrusted with a significant degree of autonomy as they lead this pivotal section of the College. The position is primarily responsible for overseeing the smooth running of the Sixth Form, fostering a supportive and enriching environment conducive to learning and personal growth. The Sixth Form (Assistant Head) serves as a leader, mentor, and advocate for students, providing guidance, support, and resources to help them excel academically, develop essential life skills, and prepare for their future endeavours.

The Head of Sixth Form (Assistant Head) plays a crucial role in shaping students' educational experiences and future prospects during a critical stage of their academic journey. By providing guidance, support, and leadership, they empower students to achieve their full potential and become confident, capable, and resilient individuals ready to make meaningful contributions to society.

The position becomes available from the start of the Autumn Term in September 2024 or as soon as the right candidate is available, and applicants are welcome to visit by appointment before an application to gain a complete understanding of the outstanding nature of this exciting opportunity.

The College encourages early applications from excellent candidates and will interview earlier as appropriate.

Terms: Full time

Reports to: The Head of the College, as part of the College's Senior Management Team

Responsible for: Higher Education & Careers Department and cluster group leaders

Salary: Highly competitive Bishop's Stortford College Salary Scale

Holidays: It is expected that this role will require the postholder to be on the College site during term time only, unless reasonably required, to fulfil the duties associated with the role such as summer examination results days

Fee Remission: Where relevant, fee remission may be offered to the children of the successful candidate, subject to normal entry requirements being met

Full details of benefits are detailed in the *Information for Candidates* document.

Closing date for applications: Wednesday 15th May 2024 at 9:00am

For more information about this post or the College, in the first instance, please contact Danelle Butteriss, HR Administrator, for a confidential discussion.

recruitment@bishopsstortfordcollege.org

JOB DESCRIPTION

HEAD OF SIXTH FORM (ASSISTANT HEAD)

The Head of Sixth Form (Assistant Head) oversees all aspects of Sixth Form life with particular emphasis on the academic and personal development of Sixth Formers. Much of the day-to-day pastoral care of Sixth Formers is delegated to House Masters and Mistresses and the highly successful House structure. This role allows the Head of Sixth Form (Assistant Head) strategic freedom to develop a thriving and compelling Sixth Form as one of the country's finest schools.

The Head of Sixth Form (Assistant Head) directs the ongoing development of the Sixth Form as a distinct part of the greater whole of the College while also articulating the vision of a successful Sixth Form to the school, to parents and more widely to the local, national and international community.

The Head of Sixth Form (Assistant Head) is a member of the College's Senior School Senior Management Team and will be a confident and effective communicator, command the respect of pupils, parents and staff, be an efficient administrator, uphold the traditions and ethos of the College and have the imagination and vision to help the College meet the challenges of a rapidly changing world.

MAIN RESPONSIBILITIES

1. Academic Leadership:
 - Develop a strategic view of the Sixth Form which supports the vision, ethos and policies of the College.
 - To continue to enhance the BSC Sixth Form to make it sector-leading and a compelling aspect of the College.
 - Continued to evaluate, develop and implement a comprehensive academic programme that aligns with national curriculum standards and prepares students for higher education or employment. Providing critical advice for strategic development to other members of the College's Senior Management team.
 - Oversee an enriching co-curricular programme that develops a love of learning and supports students in highly competitive applications to universities in the UK, USA and internationally.
 - Coordinate with subject teachers to ensure the delivery of high-quality teaching and learning experiences that cater to diverse student needs and abilities.
 - Proactively monitor the academic progress and performance of students, implementing intervention strategies as needed to support struggling students and challenge high achievers.
 - With the Heads of Year, coordinate the work of the Sixth Form Tutors and the delivery of the tutor programme.
 - To coordinate the activities of the other members of the Sixth Form team.
 - To run the Oxbridge programme.
2. Student Support and Guidance:

- Provide personalised guidance and pastoral care to students, addressing their academic, social, and emotional needs.
 - Act as a point of contact for students facing challenges or seeking advice, offering support and referrals to appropriate resources as necessary.
 - Organise and facilitate workshops, seminars, and one-on-one sessions to assist students in making informed decisions about their future educational and career paths.
 - To oversee the transition of Lower Sixth Formers into the Upper Sixth, or to make arrangements for alternatives for those who require it.
 - To proactively assist in ensuring good retention of Year 11 pupils and to be involved in all recruitment exercises, including overseas fairs where necessary.
 - To coordinate with the Senior Deputy Head the transfer of the College's Year 11 pupils into the Sixth Form; to organise various transfer publications and meetings, including Sixth Form Open Mornings and Testing Days to articulate the College's vision at such meetings.
 - With the assistance of members of the Sixth Form team, to interview all Upper Fifth Form pupils with regard to their entry to the Lower Sixth.
 - To coordinate the arrangements for the New Entry to the Sixth Form and to oversee this aspect of the Admissions' Secretary's work.
 - To arrange and administer: the Sixth Form Induction Course; Interview Training; the University Introduction Evening for pupils and parents.
 - To ensure that appropriate UCAS, US Applications and Careers advice is delivered to pupils, in liaison with Tutors and the HE and Careers Department; to line manage the Head of HE and Careers.
 - To oversee Sixth Form HE and Careers Parents' Meetings.
 - To coordinate arrangements for the completion of UCAS entry forms and the writing of references and personal statements.
 - To oversee the weekly publication of The Sixth Form Bulletin to tutors.
 - To oversee the selection process and weekly management of the Prefect Team and the production of all Upper Sixth Leavers related materials, such as the Yearbook and Film.
3. Administrative Management:
- Oversee the day-to-day operations of the Sixth Form, including the Sixth Form Learning centre, timetabling, resource allocation, and administrative tasks.
 - Collaborate with Senior School staff to maintain accurate records of student attendance, academic performance, and behaviour.
 - Manage the budget for the Sixth Form, ensuring efficient use of resources and adherence to financial guidelines and regulations.
 - To prepare press releases and other publicity material in liaison with the Marketing Department, including overseeing the Sixth Form website development and the creation of the Sixth Form Guide and the A-level choices booklet.
 - To ensure arrangements for A-level, GCSE results days are smooth running and effective in liaison with the Examinations Officer, the Marketing Department, and HE and Careers.
 - To read and check end-of-term reports for Lower Sixth or Upper Sixth.
 - To oversee the collation of grades at Half Term and End of Term, to manage the award of Commendations and oversee the dissemination of this information to pupils.

- To manage the Sixth Form Pathways Programme.
4. Stakeholder Engagement:
- Foster positive relationships with parents, guardians, and external stakeholders, keeping them informed about students' progress and involving them in school activities and events.
 - Collaborate with colleagues across the school to promote a cohesive educational experience and ensure alignment between the Sixth Form and lower school curriculum and policies. Liaison includes the Head, Deputy Heads, Housemasters/Housemistresses (HsMs), Heads of Department (HoDs) and Head of HE and Careers in ensuring the efficient running of the Sixth Form.
 - Represent the Sixth Form at school events, community meetings, and educational forums, advocating for the needs and interests of students and staff.

ADDITIONAL DUTIES

The above list is not exhaustive but is by way of example only. Responsibilities and duties may vary from time to time as the position evolves. Along with teaching specific subjects, all staff are expected to play a wide and varied role across the extra-curricular activities of the College. This requirement is part of the standard teaching contract. A flexible approach to all aspects of this role is essential.

This role may involve a small amount of Saturday mornings and flexible hours in order to attend out of work-time meetings and events. The post holder will be required to travel nationally and internationally if required.

SAFEGUARDING

A commitment to safeguarding and promoting the welfare of all children at all times. The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact will be to adhere to, and ensure, compliance with the College's Safeguarding Policy at all times. If, while carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns to their Line Manager or the College's relevant Safeguarding Lead.

EQUALITY AND DIVERSITY

The College strives to be diverse and inclusive. It encourages applications from people who identify as Black, Asian or from a Minority Ethnic background.

The College is committed to providing equal opportunity to all employees and pupils. This means that employees are treated fairly, irrespective of sexual orientation, ethnic origin, religion, disability, age, gender, marital status, or other reason. The post holder is expected to always comply with the provisions set out in law and the College policies on equality and diversity.

SAFETY, HEALTH, ENVIRONMENT AND FIRE

The post holder has a duty to take reasonable care to avoid injury to themselves and to others by their work activity, and to co-operate with the College and others in meeting the statutory requirement of the HASAW Act 1974. Report all accidents and near misses to the Line Manager on the day they occur.

The post holder is not to interfere with or misuse any equipment provided, in accordance with the Act, to protect their health, safety or welfare. Ensure your working environment is safe and comply with all College risk assessments and policy directives.

DATA PROTECTION

The post holder is required to comply with all College policies and procedures for the safe custody and handling of Personal Data that is stored and used by the College.

EMPLOYMENT TERMS AND CONDITIONS

Full details of the terms and conditions are set out in the employment contract and the employment manual. The booklet is reviewed at regular intervals to ensure the College operates within current legislation and to consider the introduction of new equipment, working practices and techniques. You will be sent amendments to the terms and conditions booklet when they are issued.

The College reserves the right to alter the content of this document, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

PERSON SPECIFICATION

The below essential and desirable requirements will be measured using the following:

- Application form
- Interview
- References
- Medical questionnaire
- DBS application

EDUCATION AND QUALIFICATIONS

Essential

- Degree level qualification.

EXPERIENCE AND SKILLS

Essential

- Excellent classroom practitioner, suitably qualified and experienced, with particular experience of Sixth Form and A-level teaching.
- Close knowledge and experience of UCAS and the world of university application.
- Good organisational ability.
- Good written and oral communication skills.
- Creative approach to problem solving.
- Ability to work well with colleagues, providing direction where necessary.
- Excellent ICT skills.
- Experience in leading a department or similar area of responsibility.
- Ability to work collaboratively with diverse stakeholders and build effective teams.
- Familiarity with relevant educational technologies and learning management systems
- Ability to interact with staff from all disciplines.
- Understanding of the needs of pupils in a school setting.
- A commitment to develop as a school leader.
- Experience in academic data management and pupil tracking.
- Experience of budget management.

Desirable

- Experience of Independent Senior School.
- Experience of working in a changing environment.
- Experience of Oxbridge and/or medical applications.
- Experience of EPQ or other independent studies programmes.
- Experience of academic data management and pupil tracking.

PERSONAL QUALITIES

Essential

- Flexible, motivated, able to work unsupervised and an ability to deal with unpredictable situations.
- Tact, discretion and listens whilst maintaining confidentiality.
- Able to take responsibility for own area of work.
- Ability to build constructive relationships with colleagues, students and parents.
- Sense of humour.
- Energy and commitment.
- Loyalty.

Desirable

- Able to promote the image of the College through an articulate and confident approach.
- Organisational ability: to be systematic; efficient; meet deadlines and priorities.
- Ability to become involved in all areas of College life for example: Art, Drama, Music, Swimming, PE and Games.

OTHER

- Undertake all the physical requirements of the post and use equipment according to health and safety guidelines.
- Successful candidate requires an enhanced DBS clearance.

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APPLICATION PROCESS

YOU SHOULD SUBMIT:

- A completed application form

Applications should be made electronically via the College website.

Applications will be screened shortly after the closing date and shortlisted applicants will be invited in for interview soon thereafter.

- Early applications are encouraged, and exceptional candidates may be called to interview ahead of the published closing date.
- We reserve the right to close the post early, and we are open to the possibility of making an appointment prior to the published closing date.
- Provision is in place to cover this role temporarily should a successful candidate not be able to start in September 2024. Therefore, the starting date should not be a deterrent to an application.
- Due to the high volume of applications received, we regret that it is not possible to provide feedback to candidates at the application stage.

Bishop's Stortford College is committed to safeguarding. There will be an enhanced DBS check prior to the appointment.

Registered Charity Number: 311057.

Closing date for applications: Wednesday 15th May 2024 at 9:00am

For more information about this post or the College, in the first instance, please contact Danelle Butteriss, HR Administrator, for a confidential discussion.

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Co-Educational Day and Boarding 4 to 18 Years

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INFORMATION FOR CANDIDATES