

Head of Sixth Form

The Governors are seeking an exceptional leader with the energy and vision to take on the exciting newly created role of Head of Sixth Form at Chichester Free School, from September 2017, or later, depending on availability for an exceptional candidate.

We are looking for strong academic leadership but also experience of working in a school committed to our values and ideals, where the co-curricular life of the school is as vital as the rigour of the taught curriculum. As the Founding Head of Sixth Form it will be essential for the successful candidate to have experience of recruiting students to a School and be able to demonstrate this at interview.

The successful candidate will found and lead our Sixth Form, opening in September 2018. Starting well in advance, the Head of Sixth Form will be a member of the Senior Leadership Team involved in policy making across the whole range of school issues. He or she will also lead various whole-school initiatives, making this an excellent post for an aspiring Senior Leader.

We will consider candidates who offer any of the subjects taught at the School. The post offers unparalleled professional development opportunities for an experienced teacher with the capacity to demonstrate strong leadership skills and recognise the unique challenge of leading Sixth Form provision in our new all-through Free School.

The new Head of Sixth Form will be an outstanding educator with leadership skills and either established or emerging experience in the areas of leading teams, evaluating performance and being part of a highly successful establishment. Excellent communication and interpersonal skills together with an ability to develop quality relationships with all stakeholders are important elements of the role. This post would equally suit either a practitioner wishing to take their first step into senior leadership or someone with more experience at senior level.

The key priorities for the Head of Sixth Form in the next 12-24 months will be to:

- Market, establish and lead Sixth Form provision, ensuring the highest standards of pastoral care and academic rigour.
- Assume responsibility for the academic progress and pastoral welfare of Sixth Form students. This includes managing Sixth Form admissions, UCAS applications and careers advice
- Work with the Principal and other members of the Senior team to craft the practical fulfilment of the Chichester Free School culture and ethos
- Help lead the transition into our superb new premises at the old Carmelite Convent
- Build pupil numbers as proposed in our strategic planning
- To monitor and oversee target-setting, grades, assessment and reporting for all Sixth Form students, and take appropriate action for all students, especially those causing concern in order to ensure strategic decisions achieve our key deliverables
- To co-ordinate the admission/options interviews with all Sixth Form candidates
- To be responsible for Sixth Form admissions, including visits to feeder schools, open days and induction days
- Take a leading role in Behaviour Management
- Grow already well-established links with the Primary phase of the School
- Engage with parents, stakeholders and the community

The exact role and specific responsibilities of the Head of Sixth Form will be agreed annually and may change, to afford the opportunity to gain experience in different aspects of school leadership. Negotiated changes may be made to reflect the needs of the school and/or the School Development Plan.

Terms of Employment

An attractive package, commensurate with the importance the Governing Body attaches to the post and the qualifications and experience of the successful candidate, will be the subject of discussion at the time of appointment.

The post is superannuated through the Teachers' Pension Agency.

A formal contract will be issued once the successful applicant has been appointed. It will be offered subject to a satisfactory Disclosure and Barring Service (DBS) check and a satisfactory medical report.

For further information and informal discussion about this post, please do not hesitate to contact Karie Wright at karie@chichesterfreeschool.org.uk or on 01243 792690 or Guy Martyn, Principal, at principal@chichesterfreeschool.org.uk

Candidates should complete an Application Form and covering letter addressing the criteria presented in the role description and person specification. Completed applications should be sent to karie@chichesterfreeschool.org.uk

Short-listed candidates will be invited to interview in the week beginning 27 March 2017.

Introduction

Chichester Free School is a non-profit making, independent, state-funded school set up in the Chichester area, established in response to real demand within the local area for a greater variety of schools. It was established by a group of parents and teachers who are all absolutely committed to providing young people with the best possible chance to succeed.

Chichester Free School is the project development and trading name of Sussex Education Trust Limited. The Trust is incorporated with the charitable objective to establish, maintain, manage and develop a school offering a broad and balanced curriculum.

Chichester Free School opened in September 2013 with classes in Years 7 and 8 as well as in the Primary phase. In September 2017 we will have 900 pupils from Reception through to Year 11, with 510 in the secondary phase. At the heart of our vision is a school which nurtures children to achieve great things, challenges them to apply their learning in our extended day activities and inspires them to engage in a rigorous, academic curriculum creatively.

Chichester Free School is open to pupils of all abilities. We do not have a catchment area, thus ensuring that Chichester Free School is fair and inclusive and available to anyone who wants to apply. We take part in the West Sussex County Council (WSCC) admissions process, so parents will apply for places for their child in the same way as any other local school.

Free School Status

Chichester Free School benefits from the same freedoms and flexibilities as academies, including:

- the ability to set our own pay and conditions for staff.
- freedom from following the National Curriculum.
- greater control of our budget.
- freedom to change the length of terms and school days.
- freedom from local authority control.
- appointing teachers who will not necessarily need to have Qualified Teacher Status.

We are subject to the same Ofsted inspections as all state schools and are expected to maintain the same rigorous standards.

Governance and Management

Sussex Educational Trust Limited is a charitable company limited by guarantee and registered in England and Wales under registration number 7874411. The Trust company is a qualifying Academy Trust as defined by the Academies Act 2010 and an exempt charity under schedule 3 of the Charities Act. The Trust is directly regulated by the Department of Education.

The Governing body of the Trust is accountable to the trust members and currently consists of 9 Governors all of whom are also the statutory directors for Companies Act purposes. In due course the Board will expand to include a minimum of two parent Governors. The Governing Body is chaired by Mr Stephen King. The Board includes experts in education, finance, legal, HR, marketing and property and delegates who function with responsibility to a number of committees and report back to the full Board as required under their terms of reference.

There will be approximately 76 teaching staff and 45 support staff when the School is fully open.

Our Vision

We believe that local children will benefit from an all-through school

Unlike any other state school in the county, we provide a seamless education from age 4 to 19. Experience shows us that there is disparity between primary and secondary teaching approaches and there are negative effects around transition from Year 6 to Year 7. The school will be two-form entry throughout Reception and KS1 and KS2 and four-form entry throughout KS3 and KS4. We will also accommodate 240 students into our 6th Form.

We believe that the quality of our teachers is fundamental to the success of our school

Our faith in children's learning stems from our faith in the quality of teaching that occurs in our school. We will recruit proven individuals who we regard as being absolutely the best person to teach. Through a robust process of performance management our staff will receive guidance and support to ensure they continue to do their very best. We hope all our staff will feel honoured to be part of Chichester Free School.

We believe that a good education is not just about qualifications

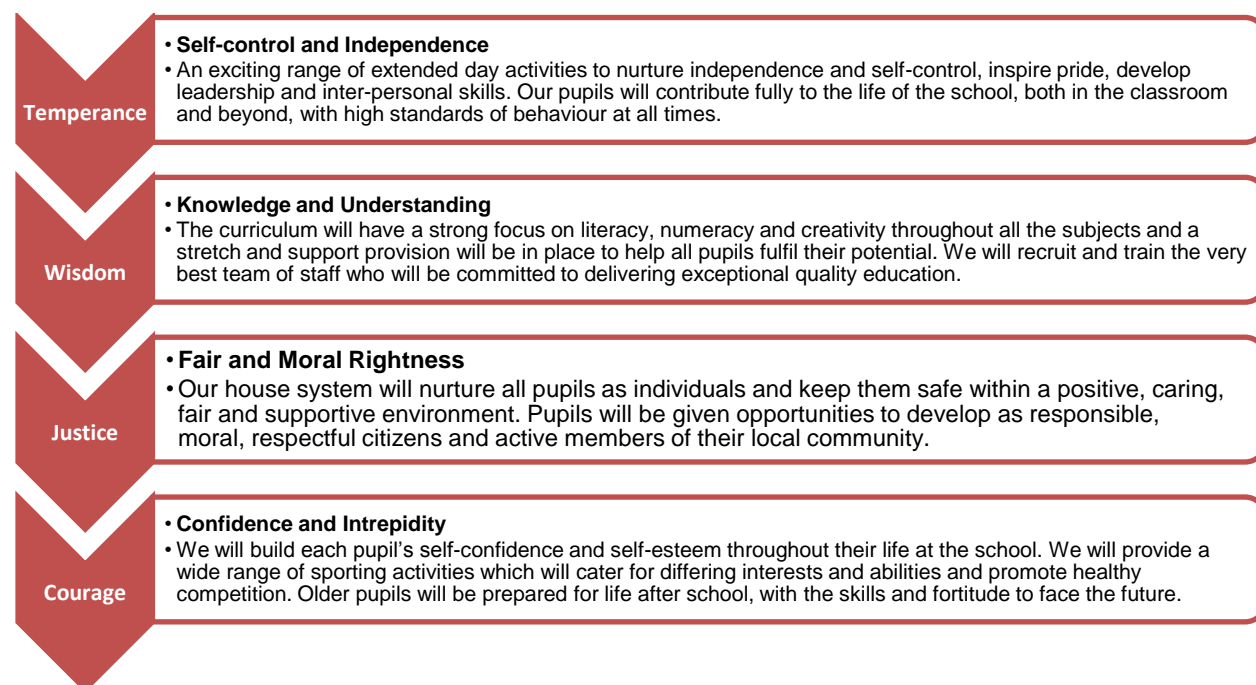
We have talked to many local businesses who are not satisfied with the standards of school pupils either on work experience or applying for jobs. We know that personal skills such as appearance, good speaking and listening skills, common sense, a resilient and hardworking attitude and ambition are often lacking. Our innovative Community and Skills Curriculum will focus on these qualities and ensure that every child is ready and equipped for their future after school.

We believe that local children will benefit from our open admissions policy

We follow the new schools admission code however we do not include a catchment area as we believe families should have freedom of choice. Unlike all the other schools in our local area, we absolutely do not want a family's background, location or faith to be a barrier to their child's success. A lottery approach will take place instead.

Our Ethos

Our **ethos** follows the four cardinal virtues which have their origins in Greek philosophy.



Chichester Free School will also provide all pupils with the foundations for life by teaching essential personal skills alongside a broad education. We believe that understanding and following these virtues will help our pupils go on to lead rich and fulfilling lives.

What Do We Want To Achieve?

Chichester Free School aims to prepare its pupils for their future by giving them not only the necessary qualifications but the vital personal and employability skills they will need to lead successful and fulfilling lives. Every pupil will achieve their academic potential.

Success Criteria - Whole School

- At least 80% of pupils will make a GLD in EYFS
- At least 80% of pupils will pass the Phonics screening check in Year 1
- At least 75% of pupils will meet the expected standard by the end of Year 2 in Reading and Maths, with at least 70% in Writing
- At least 75% of pupils will meet the expected standard by the end of Year 6 in Reading and maths, with at least 70% in Writing
- At least 80% of primary pupils will achieve good or better progress in Reading, Writing and Maths

Every pupil will learn vital personal and employability skills and emerge with a clear vision for their future.

Success Criteria - Every Pupil Will:

- successfully complete their Chichester Free School Personal Passport year on year.
- take part in at least two after school clubs.
- participate in a school public speaking event by the time they leave.
- take part in the School Leadership Award Scheme.
- receive life-coaching through our Youth Coaching programme.
- have a detailed careers information and advice guidance programme.
- complete a work-based placement.

In addition, 95% of our pupils will go onto some form of continuing education or workplace training.

Every pupil will be an active member of the community.

Structure of the School

We believe that providing our local area with a co-educational 2-form entry primary and 4-form entry secondary plus a small 6th Form of approximately 240 pupils is necessary to achieve our overall aims.

	2013	2014	2015	2016	2017	2018	2019	2020
Reception	60	60	60	60	60	60	60	60
Year 1	30	60	60	60	60	60	60	60
Year 2		30	60	60	60	60	60	60
Year 3	30		30	60	60	60	60	60
Year 4		30	30	60	60	60	60	60
Year 5			30	30	60	60	60	60
Year 6				30	30	60	60	60
Year 7	60	90	120	120	120	120	120	120
Year 8	30	60	90	120	120	120	120	120
Year 9		30	60	90	120	120	120	120
Year 10			30	60	90	120	120	120
Year 11				30	60	90	120	120
Year 12						90	120	120
Year 13							90	120
Totals	210	360	570	780	900	1080	1230	1260

Our Curriculum

Our curriculum has two distinct features, which combine to underpin, support and shape our education plan:

<p>A rigorous programme of</p> <p><u>traditional academic</u></p> <p>subjects, establishing depth before breadth, which will be supported and complemented by our</p> <p><u>creative curriculum,</u></p>	<p>A far-reaching</p> <p><u>Community & Skills Curriculum</u></p> <p>to teach pupils essential skills and strategies for life, study and work.</p>
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These two curriculum features are complementary. They are designed, in principle, to provide balance and equality, so that the curriculum is accessible to each and every pupil, regardless of their background and ability. As a result of our curriculum our pupils will become life-long learners, be independent, confident and hard-working and know what it is to enjoy a commitment to their chosen future path.

Role Description

The Head of Sixth Form is a Senior Leadership post. This is a very exciting position for an outstanding educator and leader who wishes to harness their expertise to the project of building a brand new Sixth Form in our new all-through School.

Accountable to the Principal and working with the Senior Team, the Head of Sixth Form will have vision and share responsibility for the development and implementation of the new and innovative Chichester Free School Sixth Form curriculum, enabling all students to make excellent progress and so secure the very highest levels of academic attainment. The successful candidate will of necessity require a high degree of flexibility as their role will develop as the school evolves.

The person appointed to this post will be expected to:

- offer a specialist background in at least one academic subject
- be confident teaching their nominated subject(s) for students up to and including Year 13
- demonstrate the skills, knowledge and understanding of a highly-competent teacher and contribute fully to the continuing development of the Sixth Form and their subject within the School
- offer competency in all areas of their subject up to and including delivery at A Level
- have experience of successfully recruiting students to a School and be able to demonstrate this at interview

The successful candidate will:

- be a well-qualified, enthusiastic graduate
- be a highly-skilled and competent teacher who is energetic and totally committed to the ethos of the School
- readily establish excellent relationships with both staff and students
- have up to date knowledge of legislation and practice in the Sixth Form
- have experience of effective teaching at Sixth Form level in the State or Independent sectors
- have experience of preparing students for competitive university applications
- have experience of either second in department or leading a key aspect of an academic or pastoral responsibility
- have an up-to-date awareness of current issues relating to A Level teaching
- enjoy pioneering new developments in pedagogy
- innovate through use of resources, including new technologies
- be skilled in behaviour for learning
- value creating an inspiring learning environment
- explore opportunities to further participation and achievement in their subject
- possess drive, expertise and enthusiasm
- be well-organised and disciplined when it comes to administrative duties
- possess an optimistic and resilient style when faced with pressure
- be able to communicate well with children and young people, having an understanding of safeguarding and promoting the welfare of young people. In particular be prepared to demonstrate:
 - Motivation to work with children and young people
 - Ability to form and maintain appropriate relationships and personal boundaries with children and young people
 - Professional attitudes to use of authority and maintaining discipline

Key Responsibilities for this post are as follows:

- The Head of Sixth Form is responsible for the academic progress and pastoral welfare of Sixth Form students. This includes managing Sixth Form admissions, UCAS applications and careers advice.
- To contribute to school development planning in the Senior Leadership Team
- To conduct appraisal performance reviews for certain members of teaching and support staff
- To assist in staff appointments
- To organise and chair appropriate meetings of staff in relation to Sixth Form matters, including form tutors
- To organise the Sixth Form Student Committee
- To assist with the organisation of assemblies and school events
- To represent the school at appropriate external functions
- To appoint prefects
- To promote the school's activities both internally and externally
- To coordinate the content and delivery of Careers Education during form time
- To monitor and oversee target-setting, grades, assessment and reporting for all Sixth Form students, and take appropriate action for all students causing concern
- To track the destinations of all Sixth Form leavers
- To work with the SENCO to identify and support students' specific needs
- To attend parents' evenings to discuss students and their progress
- To co-ordinate the admission/options interviews with all Sixth Form candidates
- To be available on GCSE results day and afterwards to co-ordinate Sixth Form entry
- To monitor students' use of study periods and promote an ethos of independent study and research
- To be responsible for the pastoral care of Sixth Form students
- To liaise fully with colleagues and the wide range of external bodies in order to promote the safety, health and welfare of Sixth Form students
- To co-ordinate the pastoral work of the Sixth Form form tutors
- To develop the skills of the Sixth Form tutors
- To ensure high levels of communication between staff, students and parents, enlisting parental support wherever appropriate
- To be responsible for the appearance and behaviour of Sixth Form students
- To organise talks and presentations, to promote such items as careers, driving safety, GAP years and UCAS
- To advise Sixth Form students about careers and their requirements, including relevant interview practice and work experience
- To manage all matters relating to UCAS applications, including advice for students, completion of relevant application forms, references, interviews, sponsorship, grants and loans, clearing etc.
- To be available on A-level results days and afterwards to provide personal advice to students and parents
- To be responsible for general Sixth Form administration
- To ensure that all appropriate records are kept
- To be responsible for Sixth Form admissions, including visits to feeder schools, open days and induction days
- To prepare relevant Sixth Form publications, including the Sixth Form section of the website

Particular duties of all teachers at Chichester Free School include:

- the progress of pupils, their welfare and discipline, in line with the stated aims and objectives of the School, liaising with their line manager, Deputy Principal, SENCo and Pastoral leaders where appropriate, and the maintenance of adequate records
- keeping up-to-date with developments of the subject particularly having regard to matters relevant to both the primary and secondary school curriculum
- planning lessons carefully and ensuring that resources are available
- maintaining good classroom discipline having regard to the behaviour policy of the School

- regularly marking work in accordance with the marking policy of the School
- providing assessment information and written reports as required by the assessment and reporting schedule
- observing School policy on health and safety requirements and being aware of any subject specific health and safety requirement, ensuring that they are implemented appropriately at all times
- attending all Inset and training sessions as required by the School
- taking part in the professional appraisal process as required by the School
- acting in a Pastoral role as required by the School
- taking note of the special educational and health needs of individual pupils, following advice from their line manager, Deputy Principal, SENCo or Pastoral leader
- Referring concerns about the performance of pupils to their line manager, Deputy Principal, SENCo or relevant Pastoral leader
- contributing to discussions of individual pupils or giving written advice on request from their line manager, Deputy Principal, SENCo or Pastoral leader
- making a substantive and sustained contribution to the co-curricular programme of the School
- taking part in Games or Activities
- attending major School events
- conforming to the Code of Conduct for Staff
- developing and maintaining good relationships with parents and the local community

All teachers at Chichester Free School commit themselves to contribute fully to the ethos and life of the School in and outside the classroom and the School operates its own salary structure.

Person Specification

The School will seek to identify these attributes through the recruitment and selection process of application, certification, interviews, professional references and observation.

Qualification/Attainment

a. Educated to honours degree or above		Essential
b. Qualified teacher status		Desirable
c. Good honours degree	First or upper second	Desirable
d. Post graduate qualifications (including NPQH)	Masters degree/ post graduate diplomas	Desirable
e. Evidence of relevant Professional Development		Essential
f. Has successfully undertaken approved 'safer recruitment' training or has a commitment to do so before taking up the post.		Desirable

Knowledge Base

a. Excellent professional knowledge and understanding	Essential
b. Models of learning and teaching, behaviour and attendance management	Essential
c. Strategies for ensuring inclusion, diversity and access	Essential
d. Current educational trends and issues, including national policies, priorities and legislation, underpinning school effectiveness	Essential
e. Curriculum design and management	Desirable
f. Financial planning, budgetary management and principles of best value	Desirable
g. An understanding of assessment strategies and the use of assessment to inform the next stages of teaching and learning.	Essential
h. Principles and practice of quality assurance systems, including school review, self evaluation and performance management	Desirable
i. An understanding of Child Protection procedures and a commitment to promoting and safeguarding the welfare of children.	Essential

Leadership & Management

a. Exceptional strategic planning skills with a proven ability to translate vision into clear, coherent plans.	Essential
b. Excellent classroom practitioner who can lead by example, with a knowledge of adjacent phases of education	Essential
c. Ability to manage change and work under pressure of changing circumstances	Essential
d. Experience of carrying out performance management and acting on any issue that arise from the reviews	Desirable
e. Demonstrated ability to lead, coordinate, delegate and empower	Essential
f. Leadership and management skills to improve and maintain attainment and success	Essential
g. An exceptional, collaborative, inspirational leader with proven ability to build positive working relationships, negotiate with and influence individuals and relevant groups.	Essential
h. Authority and ability to inspire confidence in Governors, teaching and associate staff, pupils and parents alike.	Essential
i. A strong commitment to continuing professional development for all staff	Essential
j. Managing the school efficiently and effectively on a day-to-day basis	Essential

Experience

a. Experience of whole school responsibility – academic and/or pastoral	Desirable
b. Senior leadership experience at Sixth Form level, with a track record of success in raising achievement and bringing about improvement	Desirable
c. Experience of working in high performing schools	Desirable

d. Experience of working in an all-through school	Desirable
e. Experience of teaching in at least two schools	Desirable
f. Experience of effective teaching at Sixth Form level in the state or independent sectors	Essential
g. Strategies that encourage parents and carers to support their children's learning	Essential
h. experience of preparing students for competitive university applications	Desirable
i. experience of recruiting students to a School	Essential

Skills Required

a. Leadership skills: the ability to lead and manage people to work towards a common goal	Essential
b. Decision making skills: the ability to solve problems and make decisions	Essential
c. Teamwork: the ability to work collaboratively with others	Essential
d. Communication skills: the ability to make points clearly and understand the views of others	Essential
e. Self-management skills: the ability to plan time effectively and organise oneself well.	Essential
f. Able to communicate with a wide range of audiences including pupils, parents, teachers, associate staff and Governors, as well as external contacts required by the role	Essential
g. Analysing and using the full range of evidence, including performance data and external evaluations, to support, monitor, evaluate and improve aspects of the school, including challenging poor performance	Essential
h. Ability to develop and sustain a safe, secure and healthy school environment, ensuring an understanding of the legal issues related to managing a school.	Desirable
i. Ability to be innovative, creative and tenacious	Essential

Attitude/approach

a. A deep and passionate commitment to the values and ethos of Chichester Free School	Essential
b. Ability to enthuse children and adults	Essential
c. Possess a positive attitude and approach to change and development	Essential
d. Flexible and firm with the ability to know when to be either	Desirable
e. Enjoy rising to the challenges inherent in a school environment	Essential
f. Lifelong learner	Essential
g. Maintain professional relationships at all times, acting with authenticity and integrity and in accordance with the values and ethos of Chichester Free School.	Essential
h. Be an ambassador for the School, maintaining visibility, demonstrating impact, presence and self-confidence.	Essential
i. Developing and sustaining a learning culture that has the Every Child Matters five outcomes at its core, including high expectations and standards of achievement for all	Essential
j. Manage and resolve conflict	Essential

Safeguarding

a. Evidence of commitment to promoting the health, welfare and safeguarding of children	Essential
b. Evidence of promoting, implementing and monitoring equal opportunities across all aspects of the school	Essential

The Sussex Educational Trust is committed to safeguarding and promoting the welfare of children and young people. The successful candidate must ensure that the highest priority is given to following guidance and regulations to safeguard children and young people, and will be subject to a Children's Barred List check and DBS clearance at enhanced level together with a prohibition from teaching check.