



The  
Chalfont  
Community  
College

*Success is an Attitude!*



RECRUITMENT PACK

# HEAD OF SIXTH FORM (MPS/UPS Fringe & TLR 1c)

Starting Date: September 2024

Location: Chalfont St Peter, Buckinghamshire,

SL9 8TP

# PRINCIPAL'S WELCOME



On behalf of students and staff, I would like to welcome you to The Chalfonts Community College. I am proud to be the Principal of this school where students of all abilities are welcomed, and we seek the best from every student. We work hard to inspire students to love learning and all we do is linked to this. At our core are lessons that inspire students and allow students to discover that they are capable of more than even they themselves thought possible.

As a larger-than-average school, we have a wide range of both curricular and extracurricular opportunities for students of all ages. The quality of teaching and breadth of our curriculum ensures that our students continue to perform successfully in public examinations.

The Chalfonts Community College is a vibrant and warm community where students are well-supported to fulfil their potential and leave school successfully prepared for their next steps. We have high expectations of everyone

within our community and all students are expected to work hard and behave in an exemplary fashion.

The Chalfonts Community College makes a difference to young people and we very much look forward to welcoming you to the school and to joining our team.

## **Caroline Whitehead**

BA (Hons), Med, NPQH



# OUR SENIOR LEADERSHIP TEAM



**CAROLINE  
WHITEHEAD**  
*Principal*



**GRANT  
WOLPERT**  
*Finance & Operations*



**JOANNA  
WEIR**  
*Vice Principal*



**SARAH  
JONES**  
*Vice Principal*



**JAMIE  
HOWARD**  
*Assistant Principal*



**AMANDA  
IRVINE**  
*Assistant Principal*



**PAULA  
PROCOPI**  
*Assistant Principal*



**IMRAN  
VAHORA**  
*Assistant Principal*



**MORAG  
WALL**  
*Assistant Principal*



# WHY WORK AT THE CHALFONTS COMMUNITY COLLEGE?



Friendly & supportive staff community.



A salary sacrifice Electric Car Scheme.



A Well-being day that staff can take during term-time.



Ample car parking on site and use of the school gym on-site.



A referral bonus for recommending a colleague.



Two-Week October half-term break.



A commitment to workload reduction across the school.



Social activities offered on a regular basis for staff to enjoy.



24/7 Employee Assistance Programme offering support for challenges at home and work.



Family-friendly staff policies that focus on a Work/Life Balance.



Teacher Pension Scheme / Government Pension Schemes



Minimal data collections (max. of 2 p/year group in a year).



Well resourced IT infrastructure and laptops for all staff.



High potential for Career Progression & CPD opportunities.



# OUR VISION & VALUES AT THE CHALFONTS COMMUNITY COLLEGE

Our school's motto is ***Success is an Attitude***; this describes our belief in a growth mindset and commitment to the success of each individual student.

## OUR VISION

Our whole school vision is of a happy, successful, and aspirational community, both today and tomorrow.

## OUR CORE BELIEFS AND VALUES

We are guided by the values of ***Commitment, Conscientiousness, Courtesy, and Community-minded.***



### COMMITMENT

Striving to do the best that you can do! Demonstrating resilience, grit and determination.



### CONSCIENTIOUS

Taking pride in your uniform, school and community. Demonstrating self-reflection & obligation.



### COURTEOUS

Treating others the way you would like to be treated. Demonstrating respect and consideration.



### COMMUNITY-MINDED

Taking into consideration those that share in this community. Demonstrating collaboration & compassion.

# THE CHALFONTS COMMUNITY COLLEGE ACADEMIC STRUCTURES

## KEY STAGE 3

All students follow a common curriculum at KS3.

For each subject at KS3, our students are assessed using subject-specific assessment criteria. These grids have been mapped by our Subject Leads against the curriculum intent of each subject area.

The student's report can then be used to see where a student's learning is at; against subject-specific assessment criteria. From here parents will be able to support their child to improve in a specific area. The KS3 reports are based on 5 strands: Beginner, Working towards Expected Standard, Expected Standard, Working Above Expected Standard, and Outstanding.

## KEY STAGE 4

Students follow GCSE or Vocational qualifications at Key Stage 4. We use a model to help students select their GCSE options - helping to ensure that each student is afforded the opportunity for success and progression into post-16 education.

All students study a common core set of subjects with some variation in the specific qualifications studied.

Students will be able to select from a range of option subjects, including Ebacc subjects. There are set assessment periods throughout their KS4 years that help prepare students for their final GCSE/Vocational Examinations. These Mock/Progress Exam results are sent home alongside a Current Working Grade to assist parents in supporting from home.

## KEY STAGE 5

The Sixth Form offers a range of Level 3 courses including A-Levels and BTEC qualifications.

Most students take three A-Level courses or equivalent subjects in Year 12, continuing them in Year 13. A small selection of students begin with four A-Levels, dropping one of them at the end of Year 12. Students have five lessons per week for all Level 3 subjects.

Any student who fails to achieve a 4 grade in GCSE English and/or GCSE Maths and wishes to continue into KS5 will be supported in resitting the qualification during Year 12.

All students are supported by a group tutor in personal development and progression (including guidance in completing applications for UCAS and employment).

Assemblies and Tutor Time are utilised to address Social, Moral, Spiritual and Cultural learning.

***"I chose to stay on at Chalfonts as I have always felt so happy and at home here. The teachers deliver a high standard of lessons and I believe that this school can help me achieve my aspirations. I applied to and was accepted for a prestigious grammar school in the area for Sixth Form but I declined the offer as I knew that Chalfonts had everything I needed and more."***

**Daniel, past Year 13 student and Head Boy**



# HEAD OF SIXTH FORM AT THE CHALFONTS COMMUNITY COLLEGE

## WHAT WE ARE LOOKING FOR?

We are seeking an ambitious and dynamic Head of Sixth Form who is passionate about inspiring and engaging our Sixth Form students. This is an exciting opportunity for a candidate with strong leadership skills to play a crucial role in the academic and personal development of our students as they prepare for their future lives.

You will demonstrate a commitment to young people, and have a good understanding of the Post-16 curriculum and landscape, including enrichment and personal development. You will work strategically to improve outcomes and support pastoral needs. This is an important role in the school and as such is an exciting opportunity for the right person to make a significant contribution.



## THE IMPORTANCE OF THE HEAD OF SIXTH FORM

At The Chalfonts Community College, we believe that for students to make good academic progress, they need to be safe, and happy, feeling that they belong to a community that values and cares for them. The Head of Sixth Form is therefore one of the most important leaders in our school. They are responsible for leading our tutors and sixth form support staff in ensuring that all of our students are known as individuals and have the right support in place to flourish.

The Head of Sixth Form is responsible for all elements of educational provision, identifying trends and monitoring students' academic progress and attainment. They will work closely with the Vice Principal for Curriculum to develop the educational and personal development programme for the Sixth Form, ensuring it prepares all pupils for their next steps beyond school. The Head of Sixth Form oversees the coordination of the Higher Education & Post-18 programme and is responsible for ensuring the welfare, discipline, and administration of all Sixth Form students. They play a key role in fostering an aspirational environment that enhances the well-being, engagement, and development of every student.



***"Staying at The Chalfonts was the best decision I have ever made. The 6th Form staff are very supportive; it is a friendly environment and Year 12 has been my best year at school."***

**Aswini Rejeesh – Head Girl 2023**



# THE CHIKARA: OUR DEDICATED SIXTH FORM CENTRE



## THE CHIKARA CENTRE

At the heart of our Sixth Form is our dedicated Sixth Form building, The Chikara Centre.

The Chikara Centre features dedicated facilities for Business Studies, Media Studies, Drama/Dance, and Beauty alongside the silent study area and newly refurbished space for group work.

The Chikara Centre is the central hub for the Head of Sixth Form, as their office is located here, ready to assist our Post-16 students.



## WHAT'S ON OFFER?

At The Chalfonts Community College, we offer an array of subject options for those in KS4 or KS5. We pride ourselves in offering choices across multiple A-Level and Vocational subjects.

You can view our Prospectus [here](#), should you wish to look at the variety of subjects that we offer at a Post-16 level. There is also more information available on our [website](#).





## JOB DESCRIPTION

# HEAD OF SIXTH FORM

(with Teaching Responsibilities)

## JOB DETAILS

<b>Salary:</b>	MPS/UPS (Fringe) & TLR 1c   £31,350 - £47,839 + £13,544 p/annum
<b>Hours:</b>	Full Time
<b>Contract type:</b>	Permanent
<b>Line Manager:</b>	Vice Principal (Curriculum)
<b>Responsible for:</b>	The Sixth Form Administrator and the Sixth Form Tutors

## MAIN PURPOSE

- To set a positive ethos for the Sixth Form supporting the school vision, school priorities and developing the academic, personal and emotional development of the students.
- Monitor progress and the standards of achievement within the Sixth Form and take effective action to address areas of underachievement or concern.
- To establish and promote strong pastoral care through the pastoral team of tutors and sixth form staff, leading and managing the pastoral curriculum for Years 12 and 13 students.
- Evaluate, track and monitor attendance and behaviour of students to ensure that successes are recognised and any underachievement is quickly addressed.
- To fully support all aspects of safeguarding and equality of opportunity.
- Take an active and significant role in the recruitment, transition and induction of students into the Sixth Form throughout the academic year, and in particular during August and September.
- To develop innovative leadership opportunities for students at Key Stage 5, including student voice opportunities for students.
- Ensure robust improvement of provision through evaluation and development planning in line with school priorities, monitoring the impact on outcomes.

## GENERAL RESPONSIBILITIES

- To lead both the team of tutors and a cohort of students. This includes providing a clear vision, identifying key areas for improvement and planning appropriate strategies.
- To develop a culture of belonging in the Sixth Form.



## **JOB DESCRIPTION**

# **HEAD OF SIXTH FORM** **(with Teaching Responsibilities)**

- To contribute to whole school evaluation and development and produce a Sixth Form Improvement Plan that reflects whole school priorities.
- To contribute to the management of key school events for the Sixth Form. For example: induction, the higher education process, trips and visits, extra-curricular, and social events.
- Promote the Sixth Form to ensure retention of existing Year 11 pupils and the recruitment of external applicants.
- To lead on key strategic areas affecting the Sixth Form.
- To take responsibility for the Sixth Form prospectus, associated publications, and the Sixth Form area of the School website.
- To organise and run the Sixth Form Open Evenings for students and parents/carers and other events as appropriate.
- To maintain Sixth Form marketing and online presence, including the provision of accurate, up-to-date information or updates to the website coordinator.
- To have an overview of all the different care and guidance for students e.g. SENDCo, safeguarding, external agencies, etc.
- To lead and manage a team of tutors and maintain regular formal and informal contact with tutors.
- To monitor student attendance and punctuality weekly, working with the Sixth Form administrator to take all the appropriate steps to ensure that attendance and punctuality of students in the sixth form are at the highest levels.
- To ensure all tutors understand, and are actively implementing, the key aspects of the school's policies including those for behaviour, attendance and safeguarding.
- To set the agenda for tutor meetings which should include a development item.

## **LEADING ACADEMIC PROGRESS**

- To monitor the quality of learning experienced in the sixth form, working with subject leaders to maintain consistently high standards of Teaching and Learning.
- To ensure barriers to learning do not impede student progress, in and out of the classroom.



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- To monitor the academic progress to secure and sustain effective learning.
- To use assessment data to analyse student progress at an individual, subject and year group level.
- To work with key staff, including the SENCO, regarding student achievement, and the planning and delivery of appropriate interventions.
- To report on examination results annually and at termly progression reviews.
- To assist the Examinations Officer in conducting the Public Examinations in the Summer Term and work with the Assistant Principal for Assessment on conducting Year 12 and 13 mock exams throughout the year.

## **LEADING TRANSITION AND PERSONAL DEVELOPMENT**

- To lead the Year 12 induction programme.
- To lead and conduct individual progression interviews with Year 11 students and parents.
- To lead and run the Sixth Form Open Evenings for students and parents/carers.
- To lead an effective programme of support for Post-18 options, including working with the lead for Careers and Employability.
- To track applications to Higher Education, training and employment and report on the destinations of students.
- To manage the Student Leadership Team and develop leadership in the Sixth Form.
- To organise and, through a team of tutors, implement a framework for daily tutorial activities. This includes day-to-day administrative tasks (checking absences, etc.), delivery of PSHCE and year-specific tasks (preparation for exams, options at Post-16, learning conversations, etc.).



## PERSON SPECIFICATION

# HEAD OF SIXTH FORM

(with Teaching Responsibilities)

### ESSENTIAL QUALIFICATIONS:

- Qualified to at least a degree level.
- Qualified to teach and work in the UK.
- Ability to teach all Key Stages.
- Evidence of recent, relevant professional development.
- This post is subject to an enhanced DBS check.

### EXPERIENCE:

- Experience of delivering consistently good to outstanding teaching and learning to students of all ages and abilities.
- Proven success in raising student achievement and ensuring students make good or better progress within a subject area.
- A confident use of data to inform intervention in terms of teaching and learning to raise achievement.
- Experience in implementing behaviour management strategies consistently and effectively to impact positively on learning.
- Experience in supporting students of all ages and abilities to make excellent progress and achieve impressive examination outcomes.
- Strong pastoral experience.
- Experience in leading a team.

### BEHAVIOUR AND SKILLS:

- The ability to enthuse and inspire others and has a 'can do' attitude.
- A passion for the subject and a relentless determination that every student develops, succeeds, and achieves.
- The ability to lead, coach and motivate staff within the staff appraisal framework, providing professional development and effectively challenging and managing any underperformance.
- Excellent listening skills and high levels of emotional intelligence.
- Strong organisational and time-management skills and the ability to delegate appropriately.
- Resilience and optimism to lead through day-to-day challenges while maintaining a clear strategic vision and direction.
- The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.
- Confidence and self-motivation.
- The ability to work well under pressure and to be decisive.
- High levels of honesty and integrity.
- Ability to communicate fluently in accurate spoken and written English.



# HOW TO APPLY & THE INTERVIEW PROCESS

## HOW TO APPLY

To apply for this post, please complete a Chalfonts Community College application form, which can be found on our website by following [this link](#). Please also ensure that you prepare a letter of application in which you outline why you would be the best candidate for this post - not exceeding more than two A4 pages and add this to the supporting statement on your TES application.

Once completed, please send your completed application form, letter of application and CV to Mrs Sue Patrick at [recruitment@chalfonts.org](mailto:recruitment@chalfonts.org).

## INTERVIEW

Shortlisted candidates will be invited to interview for the post via email. Upon agreeing to interview for the position, candidates will receive a detailed schedule and expectations for the interview.

*The Chalfonts Community College is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. A DBS check which will include a barred list check will be undertaken for the successful applicant and a certificate of good conduct may be required.*

*Please note that The Chalfonts Community College is not a registered UK Visa Sponsorship institution and therefore cannot accept/sponsor applicants that require sponsorship for Visa Requirements.*





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