



Halliford
School
SHEPPERTON



Applicant Information
Head of Sixth Form

Welcome from the Headmaster

Dear Applicant

Thank you for the interest you have shown in Halliford School and our position of Head of Sixth Form. May I take this opportunity to welcome you to our wonderful School and I hope that what you will read on the following pages will encourage you to come and see for yourself what a magnificent place Halliford School is to learn and to work at. You would be joining us at a very exciting time in our development as we celebrate our Centenary in September 2021.

As the Headmaster, I am working with the students and staff here to create a School where we strive for excellence in all that we do. My job, along with my colleagues on the Senior Management Team is to support and empower our dedicated members of staff as they strive to provide an education that enables each of our students to become the very best version of themselves that they can possibly be. In appointing new staff, we are seeking to find exceptional talent and to work with our staff to foster a culture of energy and vitality for learning where possibilities for our students are endless.

The position of Head of Sixth Form comes at a very exciting time for this section of the School. A few years ago we completed a significant re-development project on our Sixth Form Study Centre and a new state of the art Learning Resource Centre is currently under construction on the site. The Governing Body and I are committed to providing the highest standard of facilities to our most senior students to enable them to achieve the best results possible.

The Sixth Form is seen very much as the most exciting part of the Halliford Journey for our students as we seek to enable them to move on to the next stage of their lives. As such, the

Head of Sixth Form is a key member of the Senior Management Team management structure of the School and plays a full part in shaping our ambitious development plans.

This position will suit an impressive professional with a significant pedigree of strong leadership skills within a school at a middle / senior management level. The successful candidate will need to demonstrate a commitment to the holistic educational values on offer at Halliford and proven previous leadership skills.

We are looking for an individual who will join us to lead our Sixth Form forward with the ability to think strategically and play a vital role in the future development of the School. They will need to show pride in their work and a commitment to the needs of students and colleagues and will possess the necessary energy, perseverance and tenacity to lead and see whole school projects through to a successful conclusion.

The Senior Management Team at the School is a collegiate unit, with a commitment to flexibility and support for each other. The team consists of the Headmaster, the Bursar, the Senior Deputy Head, the Deputy Head (Academic), the Assistant Head (Co-Curricular) and the Head of Sixth Form. The successful candidate will need to be a strong team player with a passionate interest in the wider educational landscape.

At Halliford School we recognise that every child is unique and that the key to reaching their true potential lies in an education that is as full as it is diverse. Our approach of striving for academic excellence is perfectly complemented by a dedication to developing a wide variety of other interests, helping our young people to build their aspirations and instilling in them confidence and resilience for the future.

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As young Hallifordians we recognise that a child's potential could lie anywhere – so we ensure that every student is exposed to a vast array of opportunities and experiences. We then pride ourselves on identifying and honing their strengths to make the most of their natural abilities, while working hard with them to develop any areas that might need further improvement. We are able to offer small class sizes which enable personalised teaching and learning strategies suitable for our students.

We recognise that the environment in which a child learns is just as important as what they learn. Renowned for our outstanding pastoral care, we work hard to create a community where our students and staff can come together, where they are encouraged to flourish, where they can feel safe and comfortable, confident and proud, stimulated and inspired and, most of all, happy.

There are currently around 450 students on roll. The School teaches boys in years 7 – 11 and since 2007 has taken girls into Sixth Form. In November 2014, the School was accepted into membership of HMC. The School has seen expansion since the year 2000 and has an impressive array of facilities including a dedicated theatre, classroom block, technology building, multi-purpose sports hall, gymnasium and sports pitches, both at School and on a nearby separate site. A few years ago the School completed the magnificent Philip Cottam Centre which houses: Music, Art, Sixth Form Centre and Cafe along with recently refurbished kitchens and dining room.

In September 2021 we mark our Centenary and have an exciting programme of events planned. Alongside these events, the Governing Body have committed to an ambitious new building on site. The Woodward Building will contain an impressive Learning Resource Centre on the ground floor

and six spacious new classrooms and associated facilities on the first and second floors. It will be opened by our Chair of Governors, Mr Ken Woodward in November 2021.

Applications for places to join the School have been incredibly strong over the last three years and this September will see the School open with record numbers on roll, particularly in the Sixth Form and with an increased number of girls.

Further details about the School can be found on our website at: www.hallifordschool.co.uk

We are proud of many excellent results achieved by our students and this year is set to see another superb set of results and some impressive University destinations for our upper sixth form, including Oxford and Cambridge Universities.

The staff room at Halliford is welcoming and supportive of new colleagues. Our students are full of energy and enthusiasm and we work in an environment founded on the principle of mutual respect for one another. We are a busy school and our staff offer a great number of opportunities to the students and we seek to offer our staff rich opportunities for personal and professional development and training.

I warmly invite you to consider joining us to be a part of this wonderful School on our exciting journey and I look forward to hopefully inviting you to interview.

Good luck!



Mr J Davies Headmaster

The Position

Halliford School is seeking to appoint a highly motivated, dynamic individual with leadership and management experience to join our forward-thinking SMT in this wonderful HMC day school. Taking an active role in the strategic planning of the School she or he will be responsible for leading the Sixth Form into the next phase of development at an exciting time in the School's history, as we celebrate our centenary year with record numbers on roll.

The ideal candidate would have experience working in a Sixth Form environment with a demonstrable commitment to the education of our most senior students suited to the ethos of our School. She or he will work closely with the Headmaster and senior colleagues to realise a new strategic vision for the Sixth Form, including overseeing the balance between our commitment to academic excellence and the wider pastoral and co-curricular life of the School.

The Head of Sixth Form will be required to promote the School's aims and policies and to play an active and visible leadership role on the Senior Management Team. S/he will work closely with the Headmaster and the SMT in the strategic leadership of the School. S/he will also play a full part in the life of the School, including attendance at evening and weekend functions and events, Open Days and promotional visits off-site. S/he will be expected to teach a reduced timetable and to be fully involved in the extra-curricular life of this successful HMC Day School.

The Pastoral Structure

The School has four houses to which each student belongs. There are four Heads of Houses who are responsible for a team of

tutors in Year 8 – 11 who manage the day to day pastoral and academic lives of their tutees. There is a Head of Year 7 who, together with a group of four tutors, looks after the students specifically in this year group to give them the best possible start to their time at Halliford. The Head of Sixth Form then assumes responsibility for the tutors in the Sixth Form.

Mission Statement

Halliford is a school based on strong family values where we know and respect every student as an individual. We encourage and support Hallifordians to flourish and become the best version of themselves that they can possibly be.

We aim for excellence by being academically ambitious but at the same time academically sensitive.

We inspire Hallifordians within a community that is founded on high quality teaching and learning, outstanding pastoral care and first class sporting, cultural and extra-curricular opportunities.

Process of Application

We trust that this brochure will provide you with helpful information on which to make a decision regarding your application for this post.

Along with this pack, you should have received a copy of the application form, which you are asked to complete in full and as accurately as possible paying attention to the Job Description and Person Specification. If you have any queries regarding the application process, please do not hesitate to contact Mrs Maria Hartzenberg, the HR & Recruitment Officer, who will be delighted to assist you. Telephone: 01932 234920. E-mail: Maria.Hartzenberg@hallifordschool.co.uk

If you would like to come and pay us a preliminary visit, you would be warmly

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welcome at a mutually convenient time. To arrange this, please contact Mrs Maria Hartzenberg, the HR & Recruitment Officer. Completed application forms, together with a supporting letter of application (no more than one side of A4) should be e-mailed to the HR & Recruitment Officer, to arrive no later than 12 noon on Tuesday 8th June 2021. Following this the selection panel will convene to determine a longlist of applicants who will be invited to interview, which are likely to be held on during the week commencing 14th June 2021.

On the day of interviews, all applicants will be asked to bring with them proof of identity and address along with any original certificates pertaining to their qualifications.

Full details regarding the interview day will be sent to those candidates who are successful in securing an interview.

Following the interview, the successful applicant will be invited to accept the position by telephone, but only once a contract has been agreed and signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based upon a short delay.



Halliford School

Job Description – Head of Sixth Form

Salary

The post holder will be paid on the appropriate point of the Halliford School Leadership Pay Scale. We have our own pay scale, which is significantly above the maintained sector. The salary will be commensurate with experience and will recognise the major responsibility and seniority that this post entails.

Lines of Responsibility

The Head of Sixth Form is directly responsible to the Headmaster and will liaise closely with the other members of the SMT.

The Senior Management Team

The Headmaster leads a Senior Management Team which upon this appointment will comprise the following positions:

- Bursar
- Senior Deputy Head (Pastoral)
- Deputy Head (Academic)
- Assistant Head (Co-Curriculum and School Administration)
- Head of Sixth Form

Key Responsibilities

- To take the strategic lead in developing and growing the Sixth Form in line with the School's Mission Statement.
- To be responsible for developing a five-year Sixth Form Development Plan to grow numbers, including growth in the School's commitment to a co-educational Sixth Form.
- To lead a highly successful UCAS programme to ensure appropriate progress for all students in applications to higher education or careers beyond Halliford.
- To provide academic challenge and direction for students within the Sixth Form, leading by example as an excellent A level practitioner.
- To oversee the pastoral care and welfare of Sixth Form students and to provide leadership and support to Sixth Form Tutors.
- To monitor the academic progress of Sixth Form students and to foster in our senior student an ethos of high expectations, hard work and independence in learning.
- To discuss and organise, in consultation with the Senior Management Team, an exciting and varied programme of appropriate curricular and extracurricular opportunities for Sixth Form students and to assist in the planning and introduction of any agreed curriculum changes.
- To lead a highly successful UCAS programme to ensure appropriate progress for all students in applications to higher education or careers beyond Halliford.
- To support those students looking to apply to University overseas, including the USA and within Europe.
- To support and encourage those students for whom an apprenticeship programme would be the most appropriate next step beyond Halliford School.
- To be proactively involved in marketing the Sixth Form at Halliford School to both internal and external students.

Operational Responsibilities

Academic

- To ensure that all Sixth Form students understand the Academic expectations that apply to them and that they strive to achieve or exceed their academic targets.
- To oversee target-setting and tracking of students' performance in liaison with the Deputy Head (Academic).
- To work with the Deputy Heads, Heads of Department and Subject Teachers to keep abreast of curriculum and academic developments and other national agendas, and to continually review the Sixth Form curriculum and enrichment provision to provide our students with the best possible opportunities.
- To ensure the highest possible results at A-level, through close collaboration with Sixth Form Tutors, Heads of Department and other staff.
- To work with Sixth Form Tutors, Heads of Department and other staff to ensure the best possible added value is achieved with reference to ALIS data.
- To organise the internal and formal mock examination schedules for students in the Sixth Form in liaison with the Deputy Head (Academic).
- To liaise with academic departments regarding the developments and maintenance of enriching societies and activities and to encourage student participation in external academic competitions where appropriate.
- To monitor students' progress regularly and report back on it to the Senior Management Team, and to use all available data to do this, manage appropriate and timely interventions when necessary.
- To meet regularly and as appropriate with the Deputy Head (Academic) regarding any academic issues.
- To lead an effective and successful UCAS programme with the support of the Sixth Form tutors.
- To support those students looking to apply to University overseas, including the USA and within Europe.
- To liaise with the Careers Coordinator to oversee appropriate careers education for Sixth Form students.
- To monitor students' use of study periods daily in order to promote a constructive working environment and ethos throughout the Sixth Form.
- To oversee the Sixth Form centre and to arrange supervision as necessary.
- To work with Heads of Departments to develop the academic links with other Sixth Forms in the local area and to organise/host talks to which other schools can be invited.
- To organise a Sixth Form Potential High Achievers programme to include external lectures and opportunities.
- To be present at School on and around A-level and GCSE results days to provide advice for students and to organise the programme for A-level results day.
- To oversee the delivery of the Sixth Form PSHE programme, in conjunction with the PSHE co-ordinator.
- To organise an inspiring weekly Sixth Form lecture programme and to invite other suitable students from local schools to attend as appropriate.
- To lead transition from Year 11 ensuring suitability of academic courses and providing guidance on results and progression of students.

Pastoral

- To establish a positive, collaborative working relationship with Sixth Form Tutors to ensure the smooth and consistent running of the Sixth Form.
- To meet regularly and liaise appropriately with key members of the Senior Management Team to review key pastoral issues.
- To meet regularly and as appropriate with the Senior Deputy Head (Pastoral) regarding health or safeguarding issues.
- To promote opportunities for Sixth Form pupils to exercise responsibility, leadership and concern for others.
- To organise a programme of community outreach and volunteering opportunities.
- To liaise with the Sixth Form Tutors to ensure that they monitor every student's co-curricular commitments and, where necessary, advise on academically or pastorally appropriate adjustments.
- To take overall responsibility, in conjunction with Sixth Form Tutors for student's punctuality, appearance and any resultant disciplinary issues.
- To lead Sixth Form Assemblies when necessary, along with tutors, external speakers and other staff as invited.
- To attend the weekly Pastoral Meetings chaired by the Senior Deputy Head (Pastoral).

School Prefects

- To assist the Headmaster to appoint a team of School Prefects.
- To organise the selection process for School Prefects.
- To arrange a suitable training programme for the School Prefects.
- To take responsibility for the work of the School Prefects.
- To support the School Prefects in working with the School Council in consultation with the Senior Deputy Head (Pastoral).

Admissions

- To liaise closely with the Registrar and Headmaster concerning new entrants.
- To liaise with Deputy Head (Academic) and Heads of Department to produce Sixth Form Scholarship Examinations and to conduct Scholarship interviews.
- To meet prospective parents and to interview candidates as required.
- To create a strategic programme to maximise successful transition from Year 11 to the Sixth Form.

Marketing

- To oversee communication with parents on all Sixth Form matters and to ensure that parents receive appropriate information in a timely fashion.
- To work with Headmaster, the Registrar and Marketing and Communications Assistant in the delivery of the Marketing Strategy for Sixth Form including the preparation of the Sixth Form Prospectus, course information documents and any other relevant marketing literature.
- To develop close relations with other 11 – 16 education providers in the local area and encourage them to consider Halliford School as a suitable A level course provider for their Year 11 students.
- To ensure the Marketing and Communications Assistant is provided with regular material relating to the Sixth Form experience at Halliford for use on our various social media platforms.

Events

- To organise Sixth Form Parents' Meetings in conjunction with the Deputy Head (Academic).
- To organise a Sixth Form Induction Programme at the beginning of the Autumn Term.
- To organise a suitable Leadership Programme for the Lower Sixth in the Summer Term.
- To organise a Taster Programme Day for both our own and any external students to introduce them to the Halliford School Sixth Form experience.
- To organise taster days for potential external students as required.
- To organise an engaging end of term programme for the Lower Sixth
- To support Students in the organisation of the end of year Sixth Form ball.

Inspection

- Ensure that the required documentation is in place for ISI Inspections and evidence that the School has responded to ISI Inspection update advice, as well as previous Inspection Report recommendations as appropriate.
- Keep suitable records to demonstrate the School's commitment to key pastoral areas such as SMSC, Safeguarding, Fundamental British Values etc.
- To undertake a regular programme of collaborative lesson observations and book scrutiny relating to students within the Sixth Form.

Staffing

- Anticipate and discuss matters of concern with any teaching staff member as needed to offer support and advice.
- As required, to take a role in the appointment of Teaching staff, in conjunction with the Deputy Heads, including choosing candidates for interview and the interview and appointment process, working with the Headmaster and the Headmaster's PA.
- Act as Investigating Officer for investigations in relation to staff and attend and/or chair formal meetings, as required.

Co-Curricular

- Take a full and active role in the extra-curricular programme on offer at the School.
- Participate in educational visits.

Senior Management Team

- Model the agreed values and vision of the School and as a member of the SMT be seen to translate this into practice.
- Demonstrate and role model positive and constructive leadership behaviours and in so doing to act as a mentor and role model for students and staff.
- Provide encouragement, support and assistance to staff colleagues whilst also holding them to account.
- Lead assemblies and parent presentations as required.
- Take a leading role in the School Open Days and Entrance Examination day.
- Lead a staff duty team at least once a week.

- Conduct disciplinary investigations (staff and students) when required.
- Attend at as many School events (matches, plays, concerts etc.) as possible.
- Respond to reference requests as required (Students and staff).
- Take part in the SMT on-call rota during holiday periods.
- Work during school holidays as needed to fulfil the requirements of the role.
- Undertake any other duties which fall within their capabilities and which may reasonably be required by the Headmaster.

Teaching

- To provide a professional model for others, clearly demonstrating effective teaching, classroom organisation and display high standards of achievement, behaviour and discipline; demonstrate personal commitment to quality and excellence, and resolution in achieving them.
- Teach a reduced timetable (subject specialism is not a critical factor).

Line Management

To be the line manager for the following people:

- Sixth Form Tutors
- Careers Coordinator
- EPQ Coordinator
- A small number of Heads of Department

Performance Management and Professional Development

The Head of Sixth Form will be part of the School's Performance Management Scheme. S/he will be assigned an appraiser (usually the Headmaster) who will set agreed targets and monitor professional development. In addition, all new members of staff are provided with a comprehensive programme of induction in the first year with a full review in the summer term.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection.

The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment).

The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed.

This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Head of Sixth Form – Person Specification

Applicants should:	Essential	Desirable	Primary means of assessment
Have a good Honours Degree	✓		Application Form
Have Qualified Teacher Status	✓		Application Form
Have an educational leadership qualification		✓	Application Form
Experience as a middle or senior leader in a Senior Day / Boarding School	✓		Application Form
Significant Sixth Form / A-Level Teaching experience, including a record of outstanding subject success	✓		Supporting Letter
Extensive experience of the UCAS application process	✓		Supporting Letter
Experience of the application process required by US and EU Universities and Colleges		✓	Supporting Letter
Excellent understanding of Safeguarding issues relevant to Senior Students	✓		Interview
An ability to inspire Sixth Form students and to demonstrate genuine commitment to their wellbeing.	✓		Supporting Letter / Interview
An ability to command respect from students.	✓		Interview
A strong commitment to high academic and behavioural standards and a strong understanding of the academic ethos necessary to raise achievement at A-Level	✓		Supporting Letter / Interview
Have a proven track-record of leading and managing staff; being supportive, sympathetic, constructive and, when necessary, challenging	✓		Supporting Letter
Have a proven track-record of high-quality record-keeping and administration	✓		Supporting Letter
High emotional intelligence and sensitivity to deal with challenging issues	✓		Supporting Letter
Experience of successful strategic planning, implementation, monitoring and evaluation of whole school improvement	✓		Supporting Letter
Experience of creating, implementing and monitoring effective policies and procedures	✓		Supporting Letter
Skilled communicator with an ability to lead individuals and to persuade them to share, explore and adopt new and different methods and approaches where appropriate	✓		Supporting Letter / Interview
Experience of presenting in public and an ability to market the Sixth Form experience	✓		Interview
Experience of liaising with other schools and educational establishments	✓		Supporting Letter
Experience of chairing meetings		✓	Supporting Letter
Ability to work under pressure and to tight deadlines	✓		Supporting Letter
Ability to think and plan strategically	✓		Supporting Letter / Interview

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Demonstrate initiative, imagination, energy, enthusiasm, resilience and personal commitment.	✓		Supporting Letter / Interview
Experience of staff leadership, management and development.	✓		Supporting Letter / Interview
Experience of working in the independent sector.		✓	Supporting Letter
Experience of preparation for ISI Inspections.		✓	Supporting Letter
Ability to coach / mentor colleagues.	✓		Supporting Letter
Have high expectations of students.	✓		Interview
Work well as part of a small and dedicated team.	✓		Interview
Ability to prioritise effectively.	✓		Interview
A professional approach, which inspires confidence in students, staff, parents and governors.	✓		Interview
Excellent written and ICT skills (Microsoft Office).	✓		Interview
Be willing to participate in the wider extra-curricular life of the School.	✓		Interview
A good sense of humour.	✓		Interview

Shepperton and South West London

Halliford School is situated alongside the banks of the River Thames in a beautiful setting. The School was founded in 1921 as an independent grammar school on the present site. The building closest to its road is the oldest, a tall-storied Georgian House set in six acres beside the River Thames that was once home to Emma Hart (later Emma, Lady Hamilton) when she lived with Charles Francis Greville before she married and then became Lord Nelson's mistress.

The village of Shepperton is equidistant between the towns of Chertsey and Sunbury-on-Thames. The village is mentioned in the Domesday Book, where it was an agricultural village.

Probably most well-known for the local film studios, the village is home of approximately 10,000 people and boasts a magnificent high street with all the individual shops and restaurants so often lacking from most modern towns. The School works hard to support local businesses and is proud to source the vast majority of our food and provisions from local businesses.

There are many local restaurants and riverside walks and thriving sports clubs and cultural opportunities on offer. The boroughs of Spelthorne, Kingston, Staines and Richmond-upon-Thames offer a vast array of accommodation options ideal for young people and those with a family.

The village is the final stop on a branch line from London Waterloo with services stopping at Vauxhall, Clapham Junction, Wimbledon, Kingston, Teddington, Hampton and Sunbury. The journey time to London is 50 minutes. There is also a further faster route to London from nearby Walton-on-Thames with fast trains taking 25 minutes to reach London Waterloo. The School operates a shuttle bus along with other local services buses to Walton-on-Thames. London Heathrow is approximately 15 minutes by car and 45 minutes by local bus. The M3 and M25 are a few minutes' drive from the School.



Additional Information

Non-contractual benefits to Staff

Pension

Membership of the Teachers' Pension Scheme is offered to all teaching staff.

School Fee Reduction

Children of teaching staff at Halliford School may, subject to passing the entrance examination, be eligible for a 50% remission on fees at the discretion of the Governing Body. This is prorated according to working days.

Initial Teacher Training

Initial Teacher Training through HMC / University of Buckingham and a thorough ECT induction process through IStip are available to those staff who require them. A reduced timetable and weekly mentor support are offered to these colleagues.

Meals and Refreshments

All staff are entitled to eat free of charge each day during term time in either the main Dining Room or in the Sixth Form Café, where delicious home cooked meals are served each lunchtime. In addition, hot drinks and biscuits are provided daily in the staff common room with cakes on special occasions. Speciality teas and coffee are also available daily from the Staff Common Room.

Sports Facilities

Members of staff are able to use the School gym and fitness facilities subject to approval from the Director of Sport.

Travel and Visits

Those staff wishing to organise suitable trips and visits for our students are strongly encouraged and supported to do so. These can provide invaluable opportunities for staff

as well as students including the opportunity to travel and visit new countries.

Private Vehicles

Free on-site parking is available to all staff, subject to availability. In addition, subject to approval, staff can use their private vehicles for School journeys during working hours. The insurance will be under the School's insurance scheme and staff may claim suitable mileage.

Professional Development and Postgraduate Study

Staff are encouraged and supported to undertake a wide variety of professional development opportunities both within and beyond the School. Those staff wishing to undertake professional qualifications may seek financial support from the Governing Body.

Other Benefits including

- Ability to register with cyclescheme.co.uk
- Childcare vouchers scheme
- Personal accident insurance through the School insurers.

Disclosure and other pre-employment checks

Halliford School is committed to safeguarding the welfare of all students at the School.

Therefore, this appointment will be subject to a successful enhanced disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available from the HR & Recruitment Officer. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience of qualifications. A medical questionnaire will be required by to be completed by the successful candidate.

Further Information

If you have any queries regarding the application process, please do not hesitate to contact the HR & Recruitment Office who will be delighted to assist you:

Telephone: 01932 234920

E-mail: maria.hartzenberg@hallifordschool.co.uk

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