



Candidate brief for the position of
Head of Sixth Form

Bancroft's
Independent Co-educational Day School 7-18

Bancroft's

Independent Co-educational Day School 7–18

Contents

The Role

Responsibilities

The Person

The School

Working at Bancroft's

How to Apply



Bancroft's School High Road Woodford Green Essex IG8 0RF

Senior School T. 020 8505 4821 E. office@bancrofts.org

www.bancrofts.org

Reg. Charity No. 1068532. Registered as a company in England and Wales No. 3513962



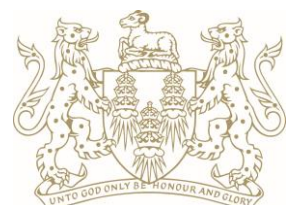
The Role

Bancroft's is seeking an engaging and enthusiastic individual to lead our high-achieving Sixth Form. Pupils are ambitious and committed to their studies, and make significant contributions to the School and the wider community in their co-curricular activities. The role of Head of Sixth Form is a significant one, and the successful candidate will have considerable scope to contribute to whole School strategic development as well as the opportunity to work in a vibrant, intellectually-stimulating and friendly School. The successful candidate will also teach a reduced timetable in their specialist subject (which must be one we offer at A Level) and contribute to the wider Sixth form Curriculum and Co-Curriculum.

Responsibilities as a Head of Section

All section heads:

- Are responsible for monitoring and facilitating the development of pupils' personal skills within a section
- Contribute to the ethos of their section of the School and promote School values by leading assemblies and providing tutor time resources
- Oversee elements relating to careers' preparation within their section and particularly with the development of 'soft-skills' that enable progression to next stages of school life (or post-school life); work closely with the Head of Careers, Innovation and Entrepreneurship
- Oversee communication with parents about events and opportunities common to the relevant year-groups and support pupils and parents with information about choices and decision-making at various stages of school career
- Support House Staff in managing behaviour across the relevant year groups





Key Responsibilities as Head of Sixth form

The Head of Sixth Form (L6-U6th form) works in liaison with the Assistant Head (Academic) (AHA), Housemasters/Housemistresses (HSMS) and Heads of Department to develop learning and pupil progress across the curriculum. They also have responsibility for all Higher Education applications, Higher Education preparation within the Sixth Form and where relevant lower down the school. The Head of Sixth Form leads a team of two Heads of Year and has additional administrative support. There is also a team of staff supporting Higher Education preparation, for example those with responsibility for Oxbridge applications and medical/dentistry applications and entrance test preparation.

The Head of Sixth Form is line-managed by the Senior Deputy Head, but has to work closely with other members of the leadership team where appropriate (e.g. Senior Tutor in relation to events-planning and pupil leadership; Deputy Head Academic in relation to Higher Education). The Head of Sixth Form should:

- Pro-actively monitor and review pupil performance (including through the observation of trends and patterns for groups and individuals) in the Sixth Form and co-ordinate matters relating to academic progress of pupils supporting the work of Tutors and

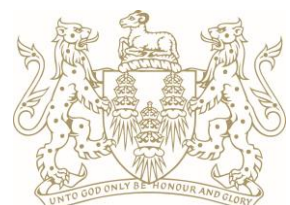


Housemasters; by consultation with tutors, housemasters and teaching staff; by regular progress reviews with pupils and attendance at parent-teacher meetings.

- Apply appropriate strategies for intervention at all levels of pupil attainment in consultation with Housemasters. Such strategies may include, but are not limited to; reviewing grades, regular consultation with teachers, tutors and HSMs, and 1-to-1 progress reviews with pupils, pupil work scrutiny and lesson observation. It may also include using MidYIS data appropriately and managing AS and A level target setting.
- Support House staff to ensure a smooth induction for new pupils in the Sixth Form.
- Coordinate and monitor the awarding of Prizes to Sixth Form pupils.
- Attend Sixth Form Open Days to meet prospective parents and pupils when required.
- Support events where Sixth Form pupils play a prominent part.
- Initiate and coordinate events and activities which provide stretch and challenge for interested pupils in the Sixth Form.
- Collaborate with Housemasters & Head of Middle School in advising the Head about pupils' suitability for Sixth Form study.
- Attend HSMs' meetings and HoDs' Meetings.
- Meet regularly with AHA to report on pupils' progress in the Sixth Form.
- Work with the Head of Careers, Innovation and Entrepreneurship on the Sixth Form careers provision and initiate new developments that will enhance pupils' knowledge, skills and experience.
- Manage the Sixth Form Careers day with the Head of Careers, Innovation and Entrepreneurship
- Provide information about post-A level and careers choices before the pupils make their option choices.
- Coordinate Tracking in the Sixth Form
- Monitor rewards and sanctions across Sixth Form with the Senior Tutor.



- To monitor/review issues that arise or affect the Sixth Form as a group and liaise with other senior staff as appropriate.
- To manage the Sixth Form members of Congress and the Sixth Form Common Room, Year Book, U6 Leavers' evening and other key pupil-led events.
- To oversee the Life Skills Curriculum.
- Implementation and reviewing of Higher Education programme and management of HSMS and Sixth Form tutors in respect of this.
- To liaise with parents regarding any Sixth Form issues as appropriate, especially in the running of Higher Education events.
- In conjunction with HSMS, advise pupils regarding university choices, applications and A Level choices.



Additional Work Information

This job description is not an exhaustive list of all responsibilities or duties but reflects the major core of the role. The organisation reserves the right to alter the content of this job description after consultation to reflect the changes to the job or services provided, without altering the general character or level of responsibility.

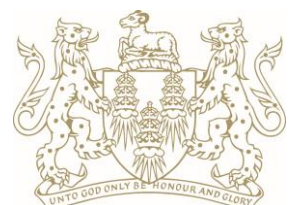
Bancroft's School is committed to providing the best possible care and education to its pupils and to safeguarding and promoting the welfare of children and young people. The School expects all staff, contractors, Governors and volunteers to share this commitment. You are expected to carry out such duties that may be reasonably required by your line manager.



The Person

Essential Criteria

- Be enthusiastic, confident, and diligent
- Be cooperative and an effective team member
- Experience of supporting applications to Higher Education at competitive universities
- Have a good understanding and awareness of safeguarding procedures
- Be willing to contribute to the co-curricular and pastoral life of the school



Desirable Criteria

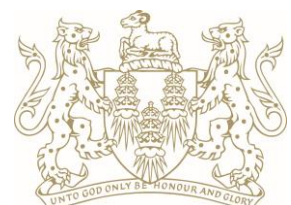
- QTS/PGCE
- Middles leadership experience (for example as a Head of Year or Head of Department)
- Experience of teaching high ability students
- IT literate to support teaching and learning
- Commitment to ongoing professional development



The School

Bancroft's School was founded by the Drapers' Company in 1737 on the Mile End Road as a day-school for local boys from a diverse range of backgrounds; the School has come a long way geographically and institutionally since then but remains committed to pupils from a wide range of backgrounds and has a long tradition of excellence.

We are now a co-educational independent day school for around 1200 pupils from 7 to 18 and an unashamedly aspirational school, devoted to scholarship and intellectual inquiry. We aim to provide an atmosphere in which each child can flourish and we believe that children succeed when they take full advantage of the huge range of different opportunities we provide – whether immersed in academic research, being out on the sports fields, taking part in charitable activities, acting on the stage, playing music and attending some of our numerous clubs and societies, our pupils challenge themselves and learn by taking part wholeheartedly in school life.



We have the highest expectations for every child in the School and we support, encourage and nurture each individual; we want our pupils to enjoy life to the full, make enduring friendships and grow up in a friendly, safe but challenging environment.

At Bancroft's we continually strive to ensure that all our pupils leave here with the confidence, self-awareness and knowledge to thrive in the world beyond, as well as taking with them an awareness of others and an abiding curiosity about the world.

Bancroft's has a selective 5 or 6 form entry at 11+, with just under half the pupils coming from the Preparatory School. The school uses its own entrance exam and admits boys and girls in equal proportions. There is a further small entry at 16+, and most pupils stay into the Sixth Form. Public examination results are very strong and place Bancroft's among the top co-educational schools in the country.

In 2019, following sustained application and hard work by our pupils, together with support from teachers, we saw 32.6% of all A Levels taken graded at A* with 85.2% graded A*, A or B. Results in Art, Spanish, Electronics, History and Mathematics were all particularly pleasing.

GCSEs were also a reflection of the hard work and dedication of our pupils and their teachers. Again Bancroftians rose to the challenge of restructured and more demanding examinations. This year we saw almost 65% of all examinations being awarded either an 8 or 9 (equivalent to an A*); with 99.1% of exams achieving grades 9-5.

Bancroft's is a forward-looking, modern school; a centre of excellence for the twenty-first century.



Working at Bancroft's

The successful applicant will receive an attractive salary package according to experience and expertise. Benefits include free school lunch and refreshments during the day, private medical insurance, pension (TPS) and concessionary fees for children attending the school (dependent upon academic assessment). We have a generous CPD budget and staff are encouraged to look for opportunities to develop their skills and expertise either to further their career or to support their enjoyment of their role. We have a Staff Wellbeing Group, and an active Senior Common Room who organise a range of social events. Staff have access to various sporting facilities such as the gym and the swimming pool at allocated times. We also have a staff group working on Diversity and Inclusion and are founding members of the Schools' Inclusion Alliance.

How to apply

An application form is available to download from the School website, <http://www.bancrofts.org/about-us/employment-opportunities> or by emailing recruitment@bancrofts.org

Bancroft's School is an Equal Opportunities employer and is committed to safeguarding and promoting the welfare of children and applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

