

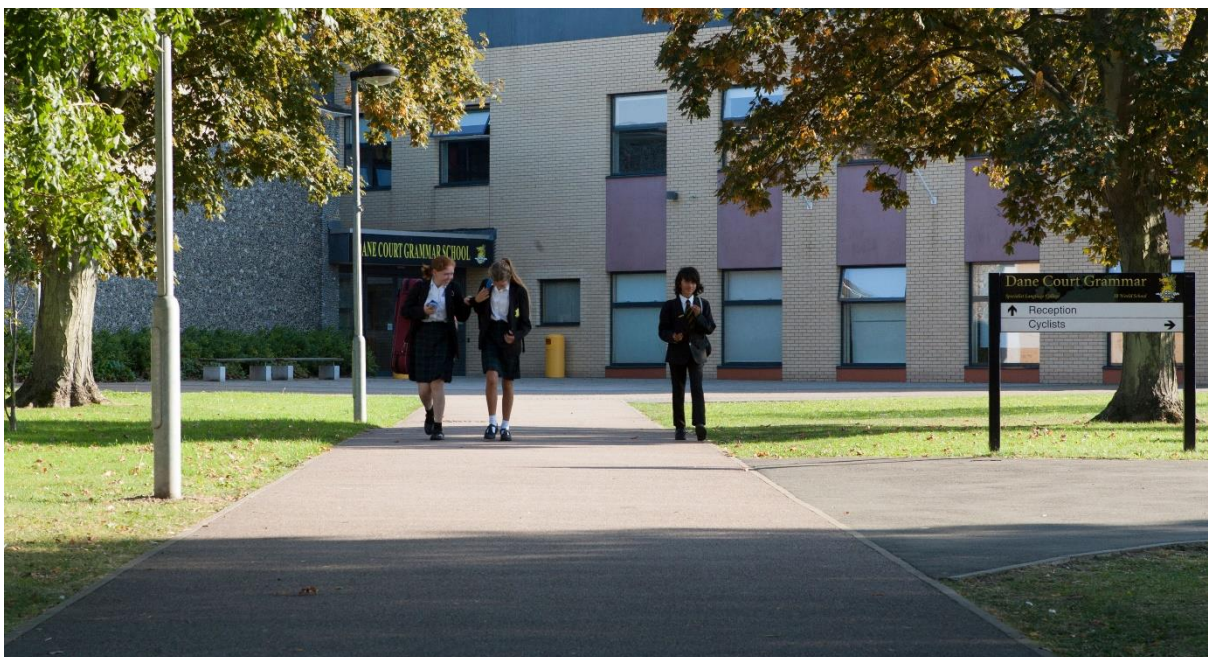


Dane Court Grammar School

Assistant Headteacher: Head of Sixth Form

Application Pack

Required for September 2023





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Welcome from the Headteacher

Dear Applicant

Thank you for your interest in the position of Assistant Headteacher: Head of Sixth Form at Dane Court Grammar School.

This is an exciting opportunity to join an ambitious and cohesive senior team. Dane Court is a great place to work. Our students are hard-working, keen to learn and kind, and the staff team is thoroughly committed to the school.



Our Sixth Form

Our Sixth Form students are highly motivated and hard-working. Above all, they are kind, and act as superb role models for our younger students.

In May 2022, Ofsted judged the school to be ‘good’, with an outstanding Sixth Form. We are an International Baccalaureate World School, and one of only a handful of schools in the UK to offer both the IB Diploma (IBDP) and Careers-related (IBCP) programmes; our curriculum is challenging, broad and internationally-minded. Dane Court teachers and Heads of Department are subject experts, with an enthusiasm for evidence-informed teaching. Our outcomes are excellent, and students progress to exciting destinations, including the very best universities and high level apprenticeships.

The Assistant Headteacher: Head of Sixth Form is an important member of the senior leadership team, and directly leads a team of Year Leaders, mentors (form tutors) and a Sixth Form administrator.

We are looking to appoint an ambitious and dynamic leader to the senior team. The successful candidate will:

- share our vision for the school as a ‘place of belonging’ and high expectations, where students work hard, achieve highly and treat each other with kindness;
- seek to put our three school values - caring, open-minded and principled - at the heart of everything we do;
- share our passion for high quality, evidence-informed teaching and be able to model excellence in the classroom;
- have a track record of securing excellent outcomes; understand the importance of securing top grades for our students, and know how to get them;
- strive to raise aspirations for all students and encourage them to aim for top universities or high quality career-based post-18 opportunities;
- set high expectations for behaviour; insist on respect and kindness;
- understand the unique role of Dane Court in Thanet and within the Coastal Academies Trust;
- be ambitious

In short, the successful candidate will be able to communicate effectively, implement change and secure excellent outcomes. This is a challenging role and you will be expected to work hard.

The successful candidate will receive first rate support and professional development from within the school, and from the leadership of the Coastal Academies Trust. We will support you to become an excellent senior leader and then prepare you for further promotion.

Please contact Carolyn Hobbs on 01843 864941 to arrange a visit or discussion.

I look forward to meeting you.

Yours faithfully



Martin Jones
Headteacher

School Vision and Values and Aims

Vision

Developing knowledgeable and caring young people who help to create a better and more peaceful world

Values

Caring: We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

Open-minded: We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

Principled: We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

Aims 2021-2024

Curriculum & Teaching: outstanding learning, achievement & destinations

- *Provide an excellent academic education that enables all students to secure the highest grades in order to access world-class universities, the most competitive undergraduate courses and high quality employment-based opportunities*
- *Ensure students experience high quality lessons, characterised by: high challenge for all, high quality talk, frequent guided and independent practice, meaningful feedback, excellent support for learning and regular opportunities for knowledge retrieval (The DC6).*
- *Provide an excellent real-world education, including SRE & PSHE, to fully prepare students for the challenges and opportunities of modern living*
- *Provide high quality and inclusive support for students of all abilities and backgrounds and work closely with external partners to access specialist support for our students as required*
- *Provide varied, enriching and high quality extracurricular opportunities*

Wellbeing, welfare, behaviour & attitudes: outstanding relationships

- *Ensure that students are safe and able to make positive and informed choices to enhance their own wellbeing as well as the wellbeing of others*

- Foster a caring, open-minded and principled school community where we all act with integrity and honesty
- Develop respectful and confident global citizens and young leaders

Leadership: making a difference

- Ensure that students from low income backgrounds have fair access to the school, receive excellent support, achieve highly and secure exciting destinations.
- Make a significant contribution to the education of young people across Thanet through partnerships with other schools, particularly those within the Coastal Academies Trust
- Ensure that staff are well-supported and workload is well-managed. Provide coherent and ambitious career and professional development pathways for all colleagues. Play a leading role in the development of EKLA and make a significant contribution to the planning and delivery of the alliance’s programmes, including ITT and NPQs.
- Manage the budget to ensure the maintenance of a high quality working and learning environment with excellent facilities and resources

Our Curriculum

Our curriculum is **broad, challenging** and **internationally-minded**

Intent

Our curriculum aims to give our students the knowledge and skills to succeed in the world as it is, and the wisdom, empathy and courage to fashion the world as it should be.

Teaching at Dane Court: the DC6



Job Description

Assistant Headteacher (Head of Sixth Form)

Job details

Salary: L14-18

Contract type: Full-time, permanent

Reports to: Headteacher

Responsible for: Leadership of the Sixth Form (and IBDP and IBCP coordinator)

Key purpose

With the Headteacher and other senior leaders, the post holder will:

- Communicate the school's vision, and support the Headteacher's strategic leadership
- Contribute to the day-to-day management of the school
- Establish policies for achieving the aims and objectives of the school, and manage staff and resources to that end
- Monitor progress towards the achievement of the school's aims and objectives

The Assistant Headteacher will also have a timetabled teaching commitment, complying with the Teachers' Standards and modelling best practice for others.

The postholder may also be required to undertake any other duties delegated from the Headteacher.

Qualities

The Assistant Headteacher will:

- Uphold public trust in school leadership and maintain high standards of ethics, behaviour and professional conduct
- Build positive and respectful relationships across the school community
- Serve in the best interests of the school's students

Duties and responsibilities

Principal responsibility: Head of Sixth Form

Leadership and Management

- Lead the Sixth Form (and be the named coordinator for the IBDP and IBCP)
- Establish a clear vision, ethos and direction for the Sixth Form, in line with the whole-school vision; formulate and implement an annual Sixth Form Improvement Plan as part of the School Improvement Plan; make a significant contribution to the school's self-evaluation processes
- Line manage the Year 12 & 13 Year Leaders, the Sixth Form administrator and a number of subject leaders
- Lead the team of Sixth Form mentors; induct new mentors into the Sixth Form and ensure they have adequate support
- Organise the selection of the Head Student Team
- Communicate with the parents/carers of Sixth Form students, including organisation of parents' evening events
- Be responsible for Sixth Form information on the school website and social media accounts, and provide up-to-date, accurate updates to the website coordinator
- Keep up-to-date with the latest developments in post-16 and higher education
- Attend Heads of Department and Year Leader meetings as appropriate
- Make significant contributions to meetings of the Senior Leadership Team

- Be a highly visible presence around the school and role-model expectations and standards to staff and students
- From time to time make a significant contribution to the Governors' meetings
- Remain positive at all times and lead by example.
- Other duties as delegated by the Headteacher to assist with the smooth and effective running of the school

Curriculum & Assessment

- Take on the roles of IBDP & IBCP coordinators. In this role, lead and develop the Sixth Form academic curriculum offer (alongside the Assistant Headteacher:Teaching)
- With Year Leaders, design and plan the mentoring (form tutor) and assembly curriculums for the Sixth Form, including coverage of personal, social, health & economic education topics; lead and coordinate Sixth Form assemblies
- Lead and develop the Sixth Form extra-curricular offer and encourage all Sixth Form students to participate in the wider life of the school
- Provide opportunities for leadership for Sixth Form students
- Ensure that Sixth Form reports are of a high quality (with the Assistant Headteacher: Teaching)

Teaching & learning

- Contribute to the leadership of teaching in the Sixth Form. Monitor and evaluate the quality of teaching and learning in the Sixth Form and lead professional development sessions for teachers as required (with the Assistant Headteacher: Teaching)
- Raise achievement and reduce in-school variation in the performance of IB and applied subjects
- Track and address underachievement of individual students at regular intervals (liaising closely with subject leaders)

Recruitment, retention & destinations

- Lead the processes for student recruitment from Year 11 into Year 12. Promote a vision of the Dane Court Sixth Form that encourages students to remain at the school for their post-16 education. Lead the Year 11 into 12 guidance and options process, including the Sixth Form Open Evening
- Ensure students have access to an informative and enjoyable induction period
- Have oversight of post-18 progression, including careers guidance for Sixth Form students
- Coordinate a specific programme of support and challenge for students considering applying for highly competitive undergraduate courses (including medicine) and world class universities (including Oxbridge).
- Coordinate the administration of the university and apprenticeships application procedures and ensure that all student applications are of the highest possible quality
- In conjunction with Sixth Form mentors, provide UCAS, apprenticeship application and employment references on behalf of the Headteacher
- Arrange mock interviews for UCAS and apprenticeship applicants, where appropriate
- Provide references, on request, for past students
- Take the lead in supporting students on results days
- Ensure student destinations are recorded accurately

Behaviour & attitudes

- Ensure high standards of behaviour in the Sixth Form; implement the whole-school Behaviour Policy within the Sixth Form (with Assistant Headteacher: Behaviour & Attitudes)
- Monitor Sixth Form attendance and punctuality and take necessary action to make improvements
- Manage the 16-19 Bursary Fund

General responsibilities of an Assistant Headteacher:

School culture and behaviour

Under the direction of the Headteacher, the Assistant Headteacher will:

- Create a culture where students experience a positive and enriching school life
- Uphold educational standards in order to prepare students from all backgrounds for their next phase of education and life
- Ensure a culture of staff professionalism
- Encourage high standards of behaviour from students, built on rules and routines that are understood by staff and students and clearly demonstrated by all adults in school
- Use consistent and fair approaches to managing behaviour, in line with the school's behaviour policy
- Lead Year Leaders to provide excellent pastoral care and secure high standards of behaviour and attendance. Support the planning and delivery of our mentoring (form tutor) curriculum across the school.

Teaching, curriculum and assessment

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and sustain high-quality teaching across subjects and year groups, based on evidence
- Ensure the teaching of a structured and coherent curriculum that is challenging, broad and internationally-minded
- Lead Heads of Department to develop highly effective teaching (based on the DC6) and raise achievement
- Use valid, reliable and proportionate approaches to assessing students' knowledge and understanding of the curriculum
- Promote a culture and practices that enable all students to access the curriculum
- Have ambitious expectations for all students, including those who are disadvantaged or vulnerable as well as those with SEN and disabilities

Organisational management and school improvement

Under the direction of the Headteacher, the Assistant Headteacher will:

- Establish and oversee systems, processes and policies so the school can operate effectively
- Ensure staff and students' safety and welfare through effective approaches to safeguarding
- Ensure rigorous approaches to identifying, managing and mitigating risk
- Ensure effective use of budgets and resources
- Identify problems and barriers to school effectiveness, and develop strategies for school improvement that are realistic, timely and suited to the school's context
- Make sure these school improvement strategies are effectively implemented

Staff management and professional development

Under the direction of the Headteacher, the Assistant Headteacher will:

- Manage the performance of middle leaders, including carrying out appraisals and holding staff to account for their performance
- Manage staff with due attention to workload
- Ensure staff have access to appropriate, high-standard professional development opportunities
- Keep up-to-date with developments in education
- Seek training and continuing professional development

Governance, accountability and working in partnership

Under the direction of the Headteacher, the Assistant Headteacher will:

- Work with the governing body as appropriate
- Ensure the school effectively and efficiently operates within the required regulatory frameworks and meets all statutory duties
- Work successfully with other schools and organisations, and develop especially strong links across the Coastal Academies Trust
- Maintain working relationships with fellow professionals and colleagues to improve educational outcomes for all students

Child protection and safeguarding

- Promote and safeguard the welfare of children and young persons across the school. Be willing to undertake advanced safeguarding training and, if required, be a Deputy Designated Safeguarding Lead.
- Maintain good order and discipline among students and ensure their health and safety
- Report all safeguarding and child protection concerns to the Designated Safeguarding Lead

Please note that this job description is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Assistant Headteacher will carry out. The postholder may be required to do other duties appropriate to the level of the role. Following discussions, this job description may be amended at any time.

Dane Court is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Offers of appointment are subject to satisfactory references and DBS clearance.

Person specification

Assistant Headteacher (Head of Sixth Form)

CRITERIA	ESSENTIAL QUALITIES
Qualifications and training	<ul style="list-style-type: none"> • Strong GCSEs in English & Mathematics; strong post-16 qualifications • Graduate with Qualified Teacher Status • Professional development in preparation for a leadership role
Experience	<ul style="list-style-type: none"> • Substantial and successful middle leadership experience in a secondary school • Experience of handling sensitive data and upholding the principles of confidentiality • A strong track record of raising student achievement, including at IB or A level • Significant experience of successful teaching across the Key Stages • Involvement in whole-school, department or year group self-evaluation and development planning • Leadership of whole-school meetings or professional development sessions
Skills and knowledge	<ul style="list-style-type: none"> • Effective communication and interpersonal skills; ability to communicate a vision and inspire others • Ability to build effective working relationships with staff and other stakeholders • Understanding of the characteristics of highly effective teaching, and the ability to model this for others and support others to improve • Understand the importance of securing top grades for our students, and know how to get them
Personal qualities	<ul style="list-style-type: none"> • Commitment to ensuring the safety and welfare of children • Commitment to upholding and promoting the ethos and values of the school • Integrity and honesty • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times • Commitment to equality, ensuring that personal beliefs are not expressed in ways that exploit the position. • A commitment to getting the best outcomes for all students • A commitment to the provision and continuous development of a challenging, broad and international curriculum • A commitment to support and advance the teaching ethos of Dane Court Grammar School (“the DC6”) • A commitment to the philosophy and approach of the International Baccalaureate • A commitment to working in collaboration with our partners across the Coastal Academies Trust for the benefit of all students in our schools • Ability to work under pressure and prioritise effectively • Commitment to maintaining confidentiality at all times

Notes:

Previous experience in a grammar school, or of the IB, is not required.

This job description may be amended at any time, in consultation with the postholder.

Safeguarding and Safer Recruitment

Dane Court is committed to safeguarding and promoting the welfare of children and young people in education and expects all staff to share this commitment. Safer recruitment is the first stage of the safeguarding process.

To make sure we recruit suitable people, we will ensure that those involved in the recruitment and employment of staff to work with children have received appropriate safer recruitment training.

We have put the following steps in place during our recruitment and selection process to ensure we are committed to safeguarding and promoting the welfare of children.

All posts at Dane Court Grammar School are exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Application forms

Our application forms will:

- Include a statement saying that it is an offence to apply for the role if an applicant is barred from engaging in regulated activity relevant to children (where the role involves this type of regulated activity)
- Include a copy of, or link to, our child protection and safeguarding policy and our policy on the employment of ex-offenders

Shortlisting:

Our shortlisting process will involve at least 2 people and will:

- Consider any inconsistencies and look for gaps in employment and reasons given for them
- Explore all potential concerns
- In addition, as part of the shortlisting process schools we will carry out an online search as part of their due diligence on the shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview.

Once we have shortlisted candidates, we will ask shortlisted candidates to:

- Complete a self-declaration of their criminal record or any information that would make them unsuitable to work with children, so that they have the opportunity to share relevant information and discuss it at interview stage. The information we will ask for includes:
 - If they have a criminal history
 - Whether they are included on the barred list
 - Whether they are prohibited from teaching
 - Whether they are prohibited from taking part in the management of an independent school
 - Information about any criminal offences committed in any country in line with the law as applicable in England and Wales
 - Whether they are known to the police and children's local authority social care
 - Whether they have been disqualified from providing childcare
 - Any relevant overseas information
- Sign a declaration confirming the information they have provided is true. Where there is an electronic signature, the shortlisted candidate should physically sign a hard copy of the applications at the point of interview.

References and checking employment history

We will obtain references before interview. Any concerns raised will be explored further with referees and taken up with the candidate at interview.

When seeking references we will:

- Not accept open references e.g. to whom it may concern
- Not rely on applicants to obtain their reference
- Ensure any references are from the candidate's current employer and have been completed by a senior person with appropriate authority (if the referee is school or college based, the reference should be confirmed by the headteacher/principal as accurate in respect of any disciplinary investigations)
- Obtain verification of the individual's most recent relevant period of employment where the applicant is not currently employed
- Secure a reference from the relevant employer from the last time the applicant worked with children (if not currently working with children), if the applicant has never worked with children, then ensure a reference from their current employer
- Always verify any information with the person who provided the reference
- Ensure electronic references originate from a legitimate source
- Contact referees to clarify content where information is vague or insufficient information is provided
- Compare the information on the application form with that in the reference and take up any discrepancies with the candidate
- Establish the reason for the candidate leaving their current or most recent post
- Ensure any concerns are resolved satisfactorily before appointment is confirmed.

Interview and selection

When interviewing candidates, we will:

- Find out what attracted the candidate to the post being applied for and their motivation for working with children
- Explore their skills and ask for examples of experience of working with children which are relevant to the role
- Probe any gaps in employment or where the candidate has changed employment or location frequently, asking about the reasons for this.

Pre-appointment vetting checks

We will record all information on the checks carried out in the school's single central record (SCR). Copies of these checks, where appropriate, will be held in individuals' personnel files. We follow requirements and best practice in retaining copies of these checks, as set out below.

New staff

All offers of appointment will be conditional until satisfactory completion of the necessary pre-employment checks. When appointing new staff, we will:

- Verify their identity
- Obtain (via the applicant) an enhanced DBS certificate, including barred list information for those who will be engaging in regulated activity (see definition below). We will obtain the certificate before, or as soon as practicable after, appointment, including when using the DBS update service.
- Obtain a separate barred list check if they will start work in regulated activity before the DBS certificate is available
- Verify their mental and physical fitness to carry out their work responsibilities
- Verify their right to work in the UK including EU nationals. If there is uncertainty about whether an individual needs permission to work in the UK, then we will follow advice on the GOV.UK website. If the person has lived or worked outside the UK, make any further checks the school or

college consider appropriate. We will keep a copy of this verification for the duration of the member of staff's employment and for 2 years afterwards

- Verify their professional qualifications, as appropriate
- Ensure they are not subject to a prohibition order if they are employed to be a teacher other classroom staff

In addition:

- Check that candidates taking up a management position* are not subject to a prohibition from management (section 128) direction made by the secretary of state

* Management positions are most likely to include, but are not limited to, headteachers, principals and deputy/assistant headteachers.

Regulated activity means a person who will be:

- Responsible, on a regular basis in a school or college, for teaching, training instructing, caring for or supervising children
- Will be working on a regular basis in a specified establishment, such as a school, or in connection with the purposes of the establishment, where the work gives opportunity for contact with children, or
- Engage in intimate or personal care or healthcare or any overnight activity, even if this happens only once.

Please also see the following policies and documents:

[Keeping Children Safe in Education](#)
[Safeguarding and Child Protection Policy](#)
[Staff Conduct Policy](#)
[Behaviour and Discipline Policy](#)

[IT Acceptable Use Policy](#)
[Social Networking Acceptable Use Policy](#)
[Whistleblowing Policy](#)

What we can offer you

A popular and successful school with a high profile in the local community.

Well-motivated students who are excited about learning.

Bright, modern buildings with excellent facilities.

At the heart of the Coastal Academies Trust, with strong links to teachers and students in other local schools.

Located in Broadstairs, on the Kent coast, with a sunny climate and affordable housing, yet only 80 minutes by train from central London.

Forward-thinking curriculum: we are an International Baccalaureate World School, offering academic and vocational courses.

Friendly staff, working together and supporting each other.

Excellent induction programme.

Opportunities for high quality professional development.

Application Process

Closing date for applications is Friday 21st April at 5pm. **Applications will be dealt with on receipt.**

To apply please complete the online application form on TES or Kent Teach and submit a covering letter outlining how your knowledge, skills and experiences meet the competencies required for this post. The letter should be no more than two sides of A4.

Should you require any additional information please contact Carolyn Hobbs on hobbs@danecourt.kent.sch.uk or ask to speak to Martin Jones, Headteacher.

Retention of information

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed after six months from the date of the interview, in accordance with our retention of records procedure.

Privacy Notice

Please refer to our [Privacy Notice](#) for information about how we use any personal data about them we hold

