

# Director of Sixth Form



Cornwallis Academy



## Build your Career, Shape your Future, Apply today

Cornwallis Academy is a Good school with over 1300 students educating the next generation of young people aged between 11 and 18.

Cornwallis Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.



*A great place to be*



**Cornwallis Academy**  
*Ambitions for All*

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## Welcome from the Co-Heads of School

At Cornwallis Academy we welcome enthusiastic educators who are eager to be a part of our dynamic school team. We are seeking dedicated teachers who aspire to go above and beyond in creating unforgettable educational experiences for all our students.

Cornwallis is a fully inclusive school, enabling all students to be the best they can be by having 'ambitions for all'. In line with our 'SMILE' ethos, our aim is to motivate, inspire, excite and engage all students so that they can be successful.

We place students' wellbeing at the heart of everything we do. A strong community ethos permeates, throughout the school, focusing on learning and progress as well as the whole child. Our popularity continues to grow with record student numbers at an all-time high.

Our aim is to ensure that all students achieve their full potential within a safe and nurturing environment. We also aim for all our students to develop as confident, courteous and capable young people.

We have an excellent team of teaching and support staff, who are committed to ensuring lessons are engaging and challenging. We offer support where support is needed and stretch and challenge each child to do the best they can. It is important for us to deliver a broad and balanced curriculum to allow students to discover their interests.

We offer a number of prestigious scholarship programmes, in Art, Football (in partnership with Maidstone United Football Club) and Dance (in partnership with Maidstone Dance Studios).

We are also proud of the pastoral care we provide for our students and do everything in our power to make them feel valued and part of a community.

We look forward to welcoming you to Cornwallis Academy.

Seri Hodges and Joe Sutton

<b>Post:</b>	Director of Sixth Form
<b>School:</b>	Cornwallis Academy
<b>Responsible to:</b>	Co-Heads of School
<b>Compensation:</b>	Leadership L8-L12

Cornwallis Academy is seeking an ambitious and inspirational Head of Sixth Form to lead our Post-16 provision. Our Sixth Form has gone from strength to strength and now offers an exciting opportunity for a leader who can combine strategic vision with a strong commitment to academic ambition, student opportunity and inclusive culture.

### **Main duties and responsibilities**

- To provide strategic and inspirational leadership that drives culture of high academic ambition, inclusive excellence and outstanding student outcomes across Post-16 provision.
- To shape and deliver a compelling vision for a dynamic, values-led Sixth Form experience in which every student is supported, challenged and empowered to achieve their full potential.
- To ensure that all students develop into confident, independent and successful young adults, fully prepared for their next academic or professional steps.

### **Job Description**

#### **Vision and Strategy**

- To drive Sixth Form enrichment, providing a programme of elective courses that allow students to develop and foster talents and skills, and to achieve certification in courses beyond the academic.
- To find means to develop a deeper understanding of the specific needs of the Sixth Form to better advise and promote effective strategies that focus on improving welfare, integration, and learning.
- To build partnerships and relationships with other schools, institutions and professional organisations, nationally and internationally, to develop the Trust's Sixth Form provision, expertise and opportunity.
- To work closely with Admissions, SLT and the Year 10 and 11 Teams, to drive recruitment and retention into the Sixth Form. This includes leading and evaluating Sixth Form Open Evening/Day, contributing to and reviewing admissions publications, and developing the Sixth Form handbook.
- To design, develop and deliver a high-quality student induction programme for students new to the Sixth Form.
- To devise, implement and review an innovative, effective and achievable annual Strategic Development plan for the Sixth Form.
- To report on and ensure regulatory compliance and inspection-readiness in this area of the academy.

**Academic**

- To promote continuous and consistent focus on student achievement, fostering academic ambition for every student.
- To liaise with students and parents about their academic programmes and aspirations, in collaboration with SLT.
- To promote work ethic, time management, independent study, positive attitudes to learning and involvement in the wider life of the academy among students.
- To evaluate and review current systems for tracking student progress and ensure that the data, and its use, are high quality, effective and communicated appropriately to staff, students and parents.
- To develop effective means for identifying, supporting and monitoring the progress of each student throughout their time in the Sixth Form.
- To oversee the effective reporting of Sixth Form teachers and tutors, and to ensure that parents and students receive timely, accurate and useful information on progress.
- To ensure that parent consultation meetings with teachers are personalised, detailed and high-quality, enabling all students and parents to receive meaningful feedback on progress and clarity about next steps.
- To work alongside SLT to ensure a first-class provision for students applying to university through higher education evenings, and targeted provision for students applying to Oxbridge, Medical courses, Universities abroad etc.
- To ensure high quality programmes for university preparation, UCAS application, reference writing, personal statement preparation, and interview preparation, in collaboration with SLT, Sixth Form teachers and tutors.

**Pastoral**

- To prioritise knowing each student: her context, needs, strengths and aspirations. To identify and support students who are not performing as highly as expected, not integrating effectively or not engaging fully.
- To promote, monitor, record and celebrate the achievements of the Sixth Form, and to oversee leadership opportunities for Sixth Form students.
- To lead the relationship between the Sixth Form team and the parent body in terms of communication, welfare and behaviour.
- To safeguard the students' physical and mental welfare and liaise closely with SLT about all welfare matters, assuming the role of DDSL if required.
- To ensure that effective and up-to-date communication is maintained between different sectors of the school community with regard to the Sixth Form.

- To ensure that Sixth Form students model positive behaviour, strong work ethic, teamwork and leadership to students throughout the school.
- To manage the Sixth Form team, sharing good practice and establishing training needs. Collaboratively, to promote
- a culture of high standards, reflective practice and lifelong learning.
- In conjunction with SLT, to ensure the effective allocation of tutors across the sixth form and the development of tutoring skills in all staff across each age group. The role may entail leadership of a year group.
- To liaise with SLT in determining budgets for the Sixth Form.

### **Enrichment**

- To organise, oversee and deliver high quality enrichment that provides opportunities for achievement, challenge, leadership, and scholarship.
- To develop, deliver and oversee a programme to provide guidance in relation to health and wellbeing, personal safety and skills for adult life.
- To oversee and co-ordinate the work of the Sixth Form Prefect Team, fostering their leadership skills and ensuring that they are able balance their role with their workload and other commitments.

In addition to those main duties, the post holder will be expected to fulfil duties and responsibilities at the request of their line manager, SLT, or the Co-Heads of School which fall within the reasonable compass of this role or its equivalents.

## Person Specification

### Essential

- An individual who displays exceptional management and leadership skills.
- An excellent teacher who will serve as a role model to others.
- A skilled communicator with the confidence and charisma to inspire and engage staff, parents, students and trainees across the academy.
- A positive and practical individual and team player with the ability to take both a long-term strategic approach and to handle situations immediately as they arise.
- The diplomacy and tact to manage difficult conversations with a high degree of sensitivity.
- A person possessing high-order management and administrative skills and adept in the use of IT.
- Strong leadership skills, tact and diplomacy, a willingness to consult others, and the ability to command respect.
- A commitment to personal development and improvement.
- A person whose values are in line with those of the aims of the academy.

### Desirable

- A Teaching qualification together with QTS
- A good honours degree in a relevant subject
- A clear philosophy on how/why the subject should be taught
- A confident and competent user of ICT
- Knowledge and understanding of how ICT can be used in the teaching of a subject to enhance learning
- The ability to work independently and collaboratively as a member of a team
- Creative in problem solving together with a willingness to take on or try new approaches and ideas
- Good personal organisation

## Welcome from the Trust Lead

Samantha McMahan

BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

### Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that s are stronger when they work together whilst being proud and protective of the unique identity of each of our s in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at [www.cornwallisacademy.com/vacancies](http://www.cornwallisacademy.com/vacancies).

Best wishes

Samantha McMahan

## **Application:**

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at [www.cornwallisacademy.com/vacancies](http://www.cornwallisacademy.com/vacancies).

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email [recruitment@futurestrust.com](mailto:recruitment@futurestrust.com) to arrange a visit.

## **Health & Safety:**

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

## **Safeguarding:**

Future s Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

### **Pension Scheme:**

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

### **Annual Leave:**

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

### **Cycle to work scheme:**

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

### **Retail, Health & Social Offers through Kent Rewards:**

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

### **Other offers:**

- Benenden Private Healthcare Scheme - Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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*Ambitions for All*

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