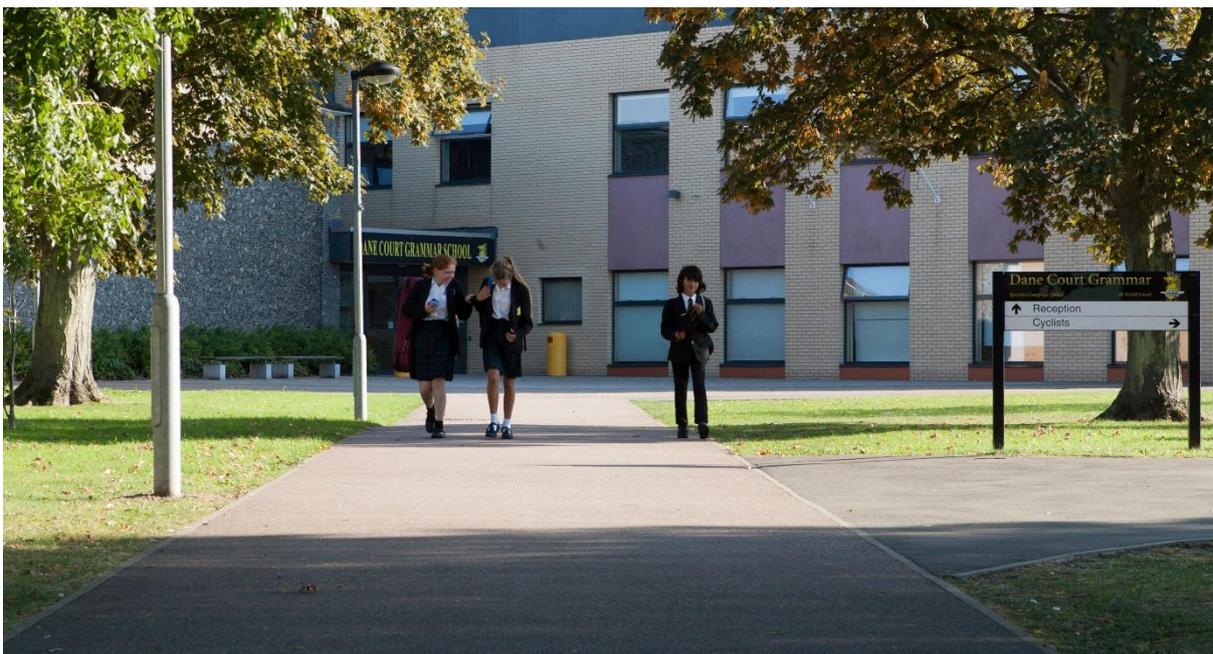




Dane Court Grammar School

Assistant Headteacher – Head of Sixth Form

Recruitment Pack





Contents

Welcome from the Headteacher	3
School Vision and Values	4
The Post	5
Job Description	6
Person Specification	8
What we can offer you	8
Application Process	9

Welcome from the Headteacher

Thank you for your interest in the position of Head of Sixth Form at Dane Court Grammar School. This appointment is exceptionally important for our school and the wider community because the Sixth Form at Dane Court is the gateway to higher education and fulfilling careers for many young people from Thanet. This position provides an opportunity to make a real difference to the lives of our young people. An excellent Sixth Form education leads to life-changing opportunities and the Head of the Dane Court Sixth Form plays a crucial role in this process.



This is a serious leadership opportunity for the right candidate. The new Head of Sixth Form will play a full role in the school's new Senior Leadership Team as we drive the school forward into the next stage of its development.

About Dane Court Grammar School

Dane Court is a mixed selective school of about 1200 students. It is the most popular grammar school in Thanet, each year filled with first choice students who have passed the Kent test; it is a very pleasant school in which to work and to learn. In the context of the UK, Dane Court is more like a mixed comprehensive, with a range of academic ability and social and economic backgrounds that would surprise those who believe selection is only for the middle classes.

Dane Court is an IB World School and has been now for ten years. We are a lead school for the IB and a champion for it in the south of England. We support many other schools in Kent and we welcome international visitors to our school frequently. IB programmes start with the learner profile, the qualities that we are seeking to develop in all our students. The IB philosophy places the curriculum at the centre of our thinking.

Dane Court is part of the Coastal Academies Trust. The trust began as a federation between Dane Court and King Ethelbert. Since then, we have been joined by Cliftonville Primary School, an extraordinary school serving the most deprived parts of Margate; Hartsdown Academy, a non-selective secondary serving Margate and Royal Harbour Academy in Ramsgate. Dane Court Grammar School and King Ethelbert share a governing body and work very closely together. King Ethelbert is a leader of educational best practice across Kent and is one of the most successful non-selective schools in the county.

This is a fantastic opportunity for an ambitious middle leader who aspires to headship in the future. If you have the ambition, work ethic, motivation and want to be part of an exciting, dynamic team, driven by moral purpose and a committed belief in the value of good education for all - then apply. Please feel free to visit us, see the school and meet the people. Please contact Carolyn Hobbs on 01843 864941 to arrange a visit or email me directly at mjones@danecourt.kent.sch.uk

We look forward to meeting you.

A handwritten signature in black ink, appearing to read 'M. Jones'.

Martin Jones
Head of School

School Vision and Values

At Dane Court Grammar School we develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

We encourage our students to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Specifically, we:

- Create responsible independent learners
- Provide an excellent academic education
- Foster a respectful, caring, supportive school community
- Provide an excellent education in life skills
- Develop respectful and confident international citizens



The Post

An exceptional Sixth Form and a world class curriculum

We are very proud of our Sixth Form. Our curriculum is unique in Kent and we have a long tradition of exceptional academic and vocational results. Above all, we are immensely proud of our students. Dane Court Sixth Formers are kind, hard-working and keen to succeed. They act as role models for our younger students and throughout the local community.

Our curriculum is challenging, rigorous and flexible. Dane Court is the only school in Kent to offer both the International Baccalaureate Diploma Programme (IBDP) and the Careers-related Programme (IBCP). This means that our students have access to the world's premier academic qualification as well as the most prestigious and flexible vocational qualification in the UK. We have chosen these qualifications because we believe they provide the very best preparation for study at world-class universities as well as entry into fulfilling careers and professions. There is good reason why these qualifications are found in some of the most expensive independent schools and the most successful international schools in the world. We believe that our students have a right to access the best curriculum available.

Academic and vocational excellence

Academic and vocational examination results at Dane Court are excellent. In 2019, our Year 13 students once again attained an average point score in excess of 33 IBDP points. To put this in the context of university entry requirements, 33 points is equivalent to A and B grades at A level. This exceptional academic success opens the door to all academic subjects at the very best universities in the world, including the most competitive undergraduate courses such as medicine, dentistry, veterinary medicine, engineering, architecture and the law. We are very proud of our programme to support students with their university applications. This programme includes preparation for Oxbridge entrance examinations as well as practice and coaching for panel and Multi-Mini Interviews (MMIs).

Our strong vocational results also prepare students for university study and higher apprenticeships. In 2019, there was a 100% pass rate in all of our double award vocational courses and 38% of our IBCP students secured double distinction star grades. Our class of 2019 IBCP students are currently following degree courses at a range of high quality universities as well as higher level apprenticeships in areas such as Quantity Surveying, Accountancy and Business Management.

A place of belonging

Dane Court Sixth Form is a safe, inclusive and happy community. We like to describe our school as a 'place of belonging'; a place where our students and staff feel at home. We understand that Sixth Form study can be challenging and stressful at times and we have developed some outstanding pastoral systems. As Head of Sixth Form, you will be supported by a Deputy Head of Sixth Form, a team of skilled and committed mentors and a dedicated Sixth Form administrator.

Job Description

Salary: L14 – L18

Reports to: Head of School

Key Purpose: With the Executive Headteacher, Head of School and other senior leaders the post holder will:

- Share responsibility for school policies, decision-making and strategic planning;
- Develop an ethos of high expectations for students and staff;
- Lead on change and innovation;
- Take on full accountability for key areas of the school's work, with a particular focus on leadership of the Sixth Form.

The key focus of this post is to lead the Sixth Form at Dane Court. The Head of Sixth Form is accountable for the maintenance of high academic standards, inspiring students to fully achieve their potential. The Head of Sixth Form will develop and sustain a thriving and successful Sixth Form community. The Head of Sixth Form will also ensure that our students are exceptional candidates for university and future employment.

Areas of Responsibility and Accountability

Leadership and Management

- 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 whole-School Improvement Plan
- Make a significant contribution to the school's self-evaluation processes
- Line manage the Deputy Head of Sixth Form and Sixth Form administrator
- Lead the team of Sixth Form mentors; induct new mentors into the Sixth Form and ensure they have adequate support
- Lead and coordinate Sixth Form assemblies
- Organise the selection of the Head Student Team
- Communicate with the parents of Sixth Form students, including organisation of parents' evening events
- Be responsible for Sixth Form information on the school website 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 Heads of House 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 Head of School to assist with the smooth and effective running of the school

Curriculum & Assessment

- Take on the role of IBDP coordinator. In this role, lead and develop the Sixth Form academic curriculum offer (alongside the AHT: Curriculum, Assessment & Data)
- 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 AHT: Curriculum, Assessment & Data)

Teaching & learning

- Monitor and evaluate the quality of teaching and learning in the Sixth Form
- Reduce in-school variation in the performance of IB and BTEC subjects
- Track and address underachievement of individual students at regular intervals (liaising closely with subject leaders)

Recruitment, retention & destinations

- 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 UCAS procedure and ensure that all applications sent to universities are of the highest possible quality
- In conjunction with Sixth Form mentors, provide UCAS references on behalf of the Head of School
- Arrange mock interviews for UCAS 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

- Be accountable for student behaviour in the Sixth Form; implement the whole-school Behaviour Policy within the Sixth Form (with AHT: Behaviour & Attitudes)
- Monitor Sixth Form attendance and punctuality and take necessary action to make improvements
- Manage the 16-19 Bursary Fund

Child protection and safeguarding

- Promote and safeguard the welfare of children and young persons across the school
- 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

The job description will be reviewed at the end of the academic year or earlier if necessary. In addition, following discussions, it 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

Salary: L14 – L18

Reports to: Head of School

Key Purpose: With the Executive Headteacher, Head of School and other senior leaders the post holder will:

- Share responsibility for school policies, decision-making and strategic planning;
- Develop an ethos of high expectations for students and staff;
- Lead on change and innovation;
- Take on full accountability for key areas of the school’s work, with a particular focus on leadership of the Sixth Form.

Education & qualifications	Graduate with Qualified Teacher Status
	Evidence of commitment to on-going learning and professional development
Experience & knowledge	Experience of successful leadership
	A track record of raising achievement
	Up to date knowledge of key issues in post-16 education
	Experience of successful Sixth Form teaching
Personal attributes & skills	Commitment to the philosophy of the International Baccalaureate
	Present as highly professional, setting high expectations for all and leading by example
	Ability to lead and improve teaching and learning in the Sixth Form
	A commitment to working towards whole-school aims as part of the senior team
	Effective communication skills
	Ability to build effective working relationships
	Ability to work under pressure and prioritise effectively
Commitment to safeguarding and equality	



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 **Tuesday 28th January**

Interviews will be held on **10th and 11th February**

To apply please complete the online application form on Kent Teach and submit a covering letter.

Should you require any additional information please contact Carolyn Hobbs on 01843 864941 or ask to speak to Martin Jones, Head of School. Pre-application visits and/or discussion are welcome.

