

Head of Sixth Form



St Mary's School
CAMBRIDGE

April or September 2024

St Mary's School
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Welcome from the Head

Thank you for showing interest in this role at St Mary's School, Cambridge.

We are an independent day and boarding school for girls aged 3 to 18. We have a school roll of over 600 students. Approximately 10% of the students are boarders. Reflecting the cosmopolitan community of Cambridge, on average 25% of students originate from overseas, from 30 countries.

The School offers a secure and welcoming learning environment for girls: we are delightfully situated in the heart of the academically renowned and culturally vibrant city of Cambridge. The Junior School is adjacent to the famous backdrop of Coe Fen, and the Senior School and Boarding House overlook the University of Cambridge Botanic Gardens.

Cambridge is an outstanding place to live and work. As a university city, Cambridge has the cultural advantages of a much larger settlement but with a population of approximately 145,000, it is a safe, clean and attractive location. The city has an international reputation owing to its world ranking university and the school benefits from its proximity to the digital and enterprise communities in the various high-tech science parks and enterprise hubs. We are within easy travelling distance of London, less than an hour by train and a short hop from London Stansted Airport.

There has been major investment in new facilities at the School over the past decade: a new Junior School; a new Sixth Form Centre; new provision of Art & Photography; the creation of our Science Hub; and our new boarding facility, Mary Ward House. We have developed our sporting facilities through an ambitious collaboration with Homerton College, University of Cambridge and have invested in a new boat house in a joint partnership with City of Cambridge Rowing Club and Homerton College. We are proud to be opening our Mary Ward Educational Suite in January 2024 which will provide new state of the art teaching spaces.

High quality facilities are only as good as the people who work in them, so we invest heavily in our staff, who we know are our greatest asset. We encourage staff to develop themselves through training and facilitate bespoke CPD opportunities for all.

Above all, St Mary's School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing, and yet ambitious, for the young women in our care, enabling strong progress to next steps at university, the world of work or a gap year. Our girls are genuinely delightful, the teachers and support staff are exceptionally dedicated; we are a very close-knit, loving, joyful and purposeful community.

St Mary's really is a warm and welcoming environment for all staff, whatever their role, and we look forward to receiving your application.

Charlotte Avery

The St Mary's Approach

We are proud to be a Christian school in the Catholic tradition and founded on the principles of our 17th century foundress, Mary Ward, our vision is that 'By God's grace, women in time will do much' (Mary Ward 1585-1645). The challenge for women is not over, and whilst there are now more opportunities for 'women to do much' there are still considerable barriers and so our work continues via our mission to develop curious, creative and compassionate young women with the aspiration, confidence and integrity to shape a better world for the common good. Our approach is based on the core values of Freedom, Joy, Justice, Love and Truth and we live these values in school through our HEART habits of

H – Hard work	We show perseverance and sustain focus.
E – Empathy	We are kind, joyful, generous, value friendship and celebrate diversity.
A – Adaptability	We adjust to difficult situations, are open minded, discerning and take calculated risks.
R – Responsibility	We act justly and strive to uphold truth and lead by example.
T – Thoughtfulness	We are creative, reflective, attentive, show gratitude, hear others and disagree well.

Our unique approach to education fosters a love of life and of learning, while growing the academic curiosity and spiritual wellbeing of each individual girl so that they can look beyond themselves and enter adulthood aspiring to be more and to give more, not just to have more. We warmly welcome girls, and staff, of all Christian denominations and other faith and secular backgrounds to join our thriving community.

This year the school celebrates its 125th anniversary. Building on our 400-year tradition, St Mary's School, Cambridge belongs to an international network of approximately two hundred Mary Ward schools.

Innovative Learning at St Mary's

We empower all our students to aim high. As an accredited High Performance Learning World Class School there has never been a more exciting time to join our team.

High Performance Learning (HPL) is a research-based, pedagogy-led philosophy that responds to our growing understanding of human capability. It sees all students as potential high performers who are not limited by 'ability'. HPL makes the goal of high performance the expectation for all students and uses a unique teaching and learning framework to systematically grow minds and develop the cognitive skills, values, attitudes and attributes needed to reach success.

Here at St Mary's, we are proud to be developing our own approach to HPL and welcome applications from like-minded colleagues who are ambitious for their students and committed to research-based approaches to teaching and learning.

For further information please visit <https://www.highperformancelearning.co.uk/>

Digital St Mary's

St Mary's is a digital school which supports the School in its goals through

- developing a community of staff and students which learns in, responds to and engages with an ever-changing digital world;
- preparing students for their future by giving them the confidence to work in a digital environment;
- establishing creative teaching and learning environments;
- employing teaching staff who are trained and supported to be technologically and digitally skilled.

All members of St Mary's work digitally using Microsoft 365 as a platform. All students in the Senior School and Sixth Form have access to an individual device (Microsoft Surface Pro) which are used extensively in lessons and for home learning.

Job Description: HEAD OF SIXTH FORM

Reporting to: The Head

Direct reports: Assistant Head of Sixth Form
Sixth Form Tutor team

Rationale

The Head of Sixth Form will build on, in conjunction with the Head, Bursar and Head of Communications & Marketing, the vision and strategy for St Mary's Sixth Form that provides an attractive, challenging and distinctive 'St Mary's Sixth Form Experience' for each young person during their time in the Sixth Form and sets them up purposefully for life beyond school.

The Head of Sixth Form will:

- understand and actively promote our particular Mary Ward traditions within the Catholic tradition of Christianity in a meaningful way for our Sixth Form students;
- set the vision for a vibrant and fulfilling Sixth Form at St Mary's for day students and boarders, articulate this ethos and these expectations clearly to other stakeholders and oversee its implementation.

Sixth Form Leadership & Management

Aim: To lead, manage and organise all aspects of life in the Sixth Form, taking responsibility for standards of attitude & work ethic, behaviour and discipline relating to the Sixth Form so as to enable each student to work positively towards achieving their potential in academic and co-curricular fields as well as their social and spiritual development.

Key Tasks

- Provide effective leadership and support to the Assistant Head of Sixth Form and the tutors by articulating and modelling the highest standards of tutor care for both academic and pastoral mentoring and ensuring tutors receive appropriate training, information and guidance through developing a professional development programme on post-16 matters.
- Attend Head of Department and Head of Year meetings in such a way that academic and pastoral needs are balanced; any other meetings as required and chair the Sixth Form Tutors' meetings.
- Oversee all aspects of the Sixth Form Centre, including responsibility for security, Health & Safety, and overall care of this facility including maintaining a presence in, and ensuring proper use of, the Sixth Form common areas.

Retention

Key Tasks

- Promote the Sixth Form via a programme from Year 7 upwards to ensure retention of existing Year 11 students and work closely with the Heads of Department & Heads of Year for Years 9-11 on Year 11 to Sixth Form retention strategy.
- Oversee the Year 11 guidance programme for Sixth Form & A Levels for our Year 11 students and their parents.
- Interview students and parents in Year 11 regarding Sixth Form and A Level options, alongside the SLT, Assistant Head of Sixth Form and tutor team; participate in decision-making about scholarships and prizes.

Recruitment

Key Tasks

- Support the Admissions department with day and boarding student recruitment.
- Oversee open activities for prospective Sixth Form joiners including individual face to face tours and meetings as well as bespoke Sixth Form Open events tailored both for local and international families, as well as a distinctive offer in other marketing events.
- Meet prospective families and interview candidates including international ones on Zoom.

Induction, Integration & Transition

Key Tasks

- Create a Sixth Form Induction programme for the start of Year 12.
- Integrate boarding and day students.
- Support the work of the Head of Boarding to review Sixth Form boarders' progress and wellbeing.
- Take a proactive role in boarding by attending supper and attending the Monday evening Boarders' meeting on a regular basis.
- Organise academic, cultural, social activities, with some involving opportunities to socialise with boys.
- Organise the Upper Sixth Form Leavers' events.
- Organise the Year 13 handover assembly.
- Be prepared to write references regarding school leavers after Sixth Form as necessary and appropriate.
- Work closely with the Alumnae Officer regarding the transition of Sixth Form students into alumnae and support with alumnae events for those in their first 5 years after leaving St Mary's.
- Develop, in conjunction with the Head of Boarding, a successful 'outduction' programme.

Pastoral (including Wellbeing)

Aim: to ensure girls are happy and that their wellbeing and mental health, as well as physical health, is appropriately supported.

Key Tasks

- Support the wellbeing and pastoral needs of the students through a supportive environment for individual students and their parents/guardians via the proactive management of the Sixth Form Tutor team.
- Develop and deliver a structured and purposeful Tutorial programme.
- Oversee a coherent Sixth Form assemblies programme ensuring that assemblies and form prayers contain a moral/religious focus as appropriate alongside practical and pastoral needs.
- Undertake regular consultation with the Sixth Form students to acknowledge the changing expectations of, and demands on, young people.

Academic (including Teaching & Learning)

Aim: To encourage an ethos of motivation, engagement and high achievement through the promotion of a broad curriculum and research-led practice in teaching and learning.

Key Tasks in Curriculum Development

- Ensure St Mary's has an appropriate curriculum offer at post 16; assisting SLT in planning and introducing any agreed curriculum changes.
- Work with SLT and the subject leads in the delivery of a high-quality core curriculum (Philosophy, Ethics and Religion, Sport Future Skills & Guidance).

Key Tasks in Teaching & Learning

- Understand and actively promote High Performance Learning (HPL) as an attractive proposition for our Sixth Form.
- Support the digital learning strategy from a Sixth Form perspective and lead innovative practice in their own teaching.
- Develop the Sixth Form HPL approach to enable students to be independent learners who employ effective independent study and revision programmes.
- Monitor Sixth Form lessons, identifying and sharing best practice with colleagues.
- Promote effective private study arrangements for Sixth Form students.

Key Tasks in Enrichment

- Work with the Assistant Head (Partnerships & Enrichment) to encourage and monitor Sixth Form students' extra-curricular involvement.
- Oversee the selection of Prefects and interviewing Senior Prefects, Head Girl and deputies, and monitoring their work.
- Work with the Student Voice Coordinator to raise the opportunity for Sixth Form visibility in leadership and service.
- Organise and lead Sixth Form trips.
- Attend events involving significant numbers of the Sixth Form.

Monitoring and Assessment

Aim: To liaise with Tutors to monitor proactively the academic progress of each Sixth Former and to engage supportively with students and their parents as appropriate.

Key Tasks in Progress, Monitoring & Assessment: Safeguarding, Welfare & Academic

- Liaise closely with the Deputy Head (Pastoral & Boarding) over potential or actual Child Protection issues and with the School Nurses as appropriate.
- Work closely with the Deputy Head (Pastoral & Boarding) initially investigating, where necessary, serious breaches of the behaviour code, including in those cases where suspension is considered necessary.
- Oversee attendance and punctuality record of Sixth Form girls, initiating contact with parents where there is cause for concern including routine student absence, lateness and disciplinary matters including behaviour and dress code.
- Oversee academic tracking & monitoring by Sixth Form Tutor team.
- Read and check reports of all Sixth Form students and write reports as appropriate.
- Set the academic tone of the Sixth Form by encouraging high (but realistic) aspirations.
- Work closely with the Director of Studies in using data to monitor and improve the academic success for each student by identifying underachievement against target grades in terms of attainment, effort and progress, and thereafter liaising with teachers, HoDs and the Head of Learning Support and parents to plan appropriate intervention to bring students back on track.
- Compile and publish leavers' destination statistics in conjunction with the Deputy Head (Operations & Data) and the Head of Marketing & Communications.
- Ensure all Sixth Form records and results are kept up to date and that data is handled appropriately including its storage and timely deletion.

Key Tasks in Communicating with Parents

- Organise Parents' Evenings and Parenting Information sessions.
- Provide targeted, supportive communication with parents, boarding and day, through digital platforms.
- See parents, with the Form Tutor, about matters which do not require involvement of the Head or a Deputy and keeping written notes of all such meetings on the student's file.
- Review reports with students and parents as necessary.
- Oversee the A Level results 'service' (from day before results are published for at least 7 working days), for example, meetings, telephone conversations, and advice, to deal with issues regarding university entry.

Higher Education & Careers Guidance

Aim: To enable students to move on confidently to the next step of their education and adult life with a clear sense of who they are and their strengths.

Key Tasks

- Provide students and their parents (collectively and individually) with on-going HE guidance (including UCAS, university open days, A Level results), in conjunction with Sixth Form Tutors via information events, online information, printed literature.
- Manage the UCAS process to maximise each student's successful application to universities including Oxbridge, London and other leading Russell group universities.
- Oversee university entrance process by:
 - organising collection of & approving UCAS reference material from staff in a timely fashion;
 - checking and monitoring applications to ensure accuracy;
 - overseeing electronic submission of UCAS and other HE applications;
 - maintaining appropriate records.
- Coordinate Oxbridge preparation and other university admissions aptitude tests including essay submissions and mock interviews.
- Keep abreast of developments in university entry and applications, including the US, Canada, Hong Kong and Europe as well as the UK; attend relevant training courses and events, sift and disseminate information for tutors, encouraging Sixth Form tutors to undertake relevant updates; ensuring SLT and HoDs are advised regarding national developments with reference to university policies and specific areas of Sixth Form curriculum.
- Advise on gap year arrangements having advertised opportunities to students.
- Support the Head of Careers in the provision of a first-rate Careers and Apprenticeship guidance and Work Experience programme.
- Liaise with the Head of Careers regarding a coherent programme of life skills and networking events.

Department Summary

The Head of Sixth Form will also be expected to teach a reduced teaching load in the appropriate department.

Key Responsibilities for a teacher

KEY AREAS	PROFESSIONAL DUTIES AND RESPONSIBILITIES
Teaching & Learning	<ul style="list-style-type: none">• Planning and preparing courses and lessons• Teaching, according to the needs of each student• Assessing, recording and reporting on the development, progress and attainment of students• Setting high educational standards for every student within the classroom• Promotion of the general wellbeing of classes and the individual students within these• Provision of specific subject related guidance and advice to students on further education and future careers, including information about sources of more expert advice on specific questions and university/work experience interview practice• On school systems, keeping records of and writing reports on the academic progress and needs of students• Ongoing self-review of your methods of teaching and programmes of work• Where appropriate, moderation of non-examinable assessments, including Extended Project Qualification or other project based qualifications• Setting of cover work when absent, when appropriate to do so
Safeguarding & Pastoral	<ul style="list-style-type: none">• To promote and safeguard the welfare of students at all times• To comply with the Safeguarding and Child Protection Policy of the School, and ensure that any concerns relating to the safety or welfare of children are reported to the appropriate person• Maintaining good order and discipline among the students when they are engaged in authorised school activities elsewhere• Maintaining student health and safety• Liaising with the Head of Boarding, the Heads of Year, tutors and the nurses regarding the welfare of students• Keeping records of and writing reports on the personal and social needs of students
Enrichment & Extra Curricular	<ul style="list-style-type: none">• Participation in the enrichment programme as part of timetabled lessons• Participation in the extra-curricular programme, both within the department and for the whole School, outside of timetabled lessons
Professional Responsibilities	<ul style="list-style-type: none">• Adherence to the Staff Behaviour Policy of the School at all times• Participation in an induction programme• Attendance of all INSET meetings and completion of relevant training• Communication and consultation with parents• Communication and cooperation with persons or professional bodies outside the school• Participation in meetings arranged for any of the purposes described above• Attendance at Briefings, Parent Evenings, and Open Events, or any other events reasonably required by the School• Participation in meetings at the school which relate to the curriculum for the school or the administration or organisation of the school, including pastoral arrangements• Participation in reviews and appraisal of your performance and that of other teachers, where appropriate• Participation in arrangements for further training and professional development including those aimed at meeting the needs identified in performance objectives or in appraisal statements• Teachers will be required to be available for cover as indicated on the reserve list but also at other non-contact times as the need arises• Assist with invigilation, as required• Participation in administrative/organisational tasks related to duties around the school• Other related duties as directed by the Headmistress, senior leader or line manager

Person Specification

SPECIFICATION	DETAIL
Qualifications	<ul style="list-style-type: none"> • Undergraduate Degree in relevant area • PGCE, QTS or equivalent desirable • Further professional qualifications associated with this role
Qualities and Attributes	<ul style="list-style-type: none"> • Commitment to academic excellence • Ability to work effectively in a team • Excellent organisational skills and attention to detail • Ability to communicate articulately and confidently with all stakeholders • High levels of personal and professional responsibility and integrity • Resilient, flexible and responsive to challenge • Prioritise deadlines and work under pressure • Self-motivation, enthusiasm and approachability • Good rapport with students, colleagues and parents • Appropriate levels of personal presentation
Experience, Knowledge and Skills	<ul style="list-style-type: none"> • Excellent secondary school classroom practice • Confident use of ICT • Effective planning, teaching and class management • Preparing and sharing teaching resources • Motivating and inspiring students • Creative and innovative in teaching and learning • Commitment to improve, monitor and self-evaluate teaching and learning • Involvement in all elements of school life including enrichment activities • Commitment to best practice in pastoral support and student welfare • Promotion of safety and wellbeing of students
Personal Values	<ul style="list-style-type: none"> • Commitment to the ethos of the school • High expectations for student attainment and conduct • Commitment to own personal development • Commitment to a culture of continuous improvement • Readiness to contribute to the whole school when required

Child Welfare and Child Protection Issues

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships with children and young people;
- emotional resilience in working with challenging behaviours;
- attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview. The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.

Benefits

At St Mary's you will enjoy an exceptional career and comprehensive benefits including a contributory pension scheme, 33% discount (pro rata for part-time staff) on school fees, BUPA cash plan, an occupational sickness scheme, free lunches and refreshments, a season ticket discount and much more.

Process

Application is welcomed by completing the Application Form and Equal Opportunities Form which can be found on the Vacancies page of our website. This may be accompanied by a covering letter and a curriculum vitae. We are unable to accept applications supported by a CV alone.

Interviews will be conducted in person, and they will explore candidates' suitability to work with children. Candidates are required to bring with them the necessary ID documentation and any relevant qualification certificate(s), all of which must be originals. Further information of the interview format will be provided if you are shortlisted for interview.

If you have any question, please contact the HR Team by email: hr@stmaryscambridge.co.uk or call: 01223 353253.

Closing date: 9.00am Wednesday 31st January 2024

Interview date: from 8.00am Wednesday 7th February 2024

We will review applications on receipt. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an enhanced DBS check.



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