



# Candidate Information

Head of Sixth Form

September 2024



## Sutton Valence one school, many journeys



### Introduction

Sutton Valence is an independent, HMC co-educational day and boarding school situated in the heart of Kent for pupils aged 2-18.

At the Senior School, whilst not fiercely selective on entry, its value added statistics are impressive. For those subjects Sutton Valence offers at A Level, the School aims to be in the top 10% nationally for adding value, managing to bring out the academic potential in every pupil. Equally impressive is the breadth of education on offer, which at GCSE and A-Level is tailored to each pupil's strengths, recognising that academic achievement is only one measure of success.

From First Form (Year 7), all our pupils work on laptops using Microsoft OneNote which acts as repository for class notes, prep and online textbooks. Pupils also make notes on their devices and store them in OneNote so teachers can mark online using digital ink or recording. It is expected that most lessons will use the device at some point although many will use a combination of paper work and device.

Individuality, confidence without arrogance and the strength of character to meet the complexities of modern living with equanimity are the hallmarks of a Sutton Valence pupil.

The Senior School's roll is currently 575 of which around 120 are boarders. Class sizes are small and the overall pupil-staff ratio of 9:1 enables Sutton Valence pupils to benefit from the close guidance and individual attention of teachers. The academic staff are all highly-qualified subject specialists with a commitment to continuing professional development.

Contained within the 100-acre site, there are dedicated games pitches, an all-weather playing surface, a sports centre, which contains a fitness suite, an all-weather athletics track and field sports arena and an indoor six-lane swimming pool.

Sutton Valence Preparatory School occupies its own site in the neighbouring village of Chart Sutton and currently has 285 pupils between the ages of 2 and 11.

## The School's Vision, Mission and Ethos

### Vision

Through membership of our community and the academic and co-curricular opportunities it provides, we believe that all young people in our School will be enabled to fulfil their true potential. We want our students to be confident, civilised, tolerant and open-minded individuals who possess a love of learning and a strong set of values reflecting our principles as a Christian Foundation.

### Our Mission is to provide:

- A caring, supportive and inclusive community for the education of children aged 2-18, day and boarding;
- A challenging, relevant and broad curriculum delivered in ways that allow all to achieve;
- An outstanding range of sporting, artistic, cultural and social activities, and opportunities so that children can develop skills such as self-discipline, commitment, leadership and teamwork;
- A safe, secure and stimulating environment which promotes excellence, independence and high standards whilst providing support to all who need it;
- A grounding in moral and spiritual understanding which will promote respect for others, along with self-respect.

### Ethos

A community where each cares for all and individuality is cherished.



## Sixth Form

There are around 180 students in the Sixth Form. There is a wide range of ability but an impressive culture of aspiration.

Academic progress is a key priority in the Sixth Form. We acknowledge the step-up in terms of both complexity and workload pressures from GCSE to A Level. Our students are coached to embrace this challenge by becoming mature, effective and independent learners through a programme of study skills and 'learning to learn' sessions that are themed around metacognition and self-awareness.

Independent study is a prerequisite to successful A Level study. Students benefit from a choice of productive learning environments and departmental work areas during their study periods.

Every student's effort and achievement are monitored closely and regularly throughout the course of A Level study by their tutor, housemaster or housemistress and the Head of Sixth Form. These key members of staff in each Sixth Former's academic journey work collaboratively to design bespoke support programmes where necessary to enhance each student's academic performance. Sixth Formers benefit from an engaging and invigorating academic extension programme in the Sixth Form, including weekly discussion groups and debating clubs.

Whether it be in the pursuit of an additional qualification in volunteering or the Chartered Institute of Securities and Investments, or as a member of the CCF or the Sports Leaders programme, opportunities for self-direction are in abundance. Recognising the value and importance of communication and leadership skills in the workplace, we expect the Sixth Form to take a leading role in all areas of School life and actively promote opportunities for mentoring their younger peers and assisting with the leadership or enrichment activities.

In exchange for their contributions to the extensive academic and enrichment programmes on offer, the Sixth Form enjoy an active social life, including their own self-service café, TC's, during break times. Community contribution and charitable initiatives are important aspects of life at Sutton Valence and our Sixth Form cohort enjoy the opportunity to serve on various committees and take on numerous whole-School and House leadership positions – the highlight being the annual black-tie charity Spring Ball.

## The Post

Sutton Valence school are looking to appoint an outstanding teacher, leader and administrator as Head of Sixth Form in the Senior School from September 2024.

The Head of Sixth Form is responsible for the students in the Sixth Forms' academic careers including university applications and have oversight of Sixth Form Scholars and Oxbridge candidates in liaison with Head of Academic Enrichment and the volunteering programme. They hold the responsibility for creating the best possible environment and outcomes for the Sixth Form; ensuring that high standards are maintained at all times and that students enjoy their last two years of secondary schooling whilst preparing themselves for the next stage of their educational journey and are true role models to the rest of the student body.

This is a key Middle Leadership role at the School with academic and pastoral aspects. It would suit someone with energy and vision to be successful in post for a number of years with aspiration to one day be a Senior Leader.

While all subjects would be considered, the ability to teach English or Mathematics as a major subject may be considered an advantage. The successful candidate will likely teach PSHE to some Sixth Form classes alongside the Assistant Head (Wellbeing).

There is great scope to develop the role for the successful candidate and support and training will be available.

In addition, The Head of Sixth Form will promote the highest standards of teaching and learning in the classroom, be innovative and invested in contributing to the development of the Subject Department, all whilst ensuring an outstanding level of pupil pastoral care.

The successful candidate will work closely with the Deputy Head (Academic), the Assistant Head (Wellbeing), the Careers, Education and Futures Leader and other members of the Senior Management Team to ensure students can flourish in their final two years of School and beyond.

## Key Responsibilities

### Sixth Form Experience

- Building and maintaining a Sixth Form ethos in line with the School's aims;
- Planning an effective Lower Sixth induction programme at the start of the Michaelmas Term;
- Ensuring contact with new Sixth Form students to assist settling in and over-seeing their induction (alongside Housemasters / mistresses);
- Monitoring, celebrating and rewarding student progress;
- Leading regular Sixth Form assemblies;
- Ensuring an effective ambience, climate and environment for learning within the Sixth Form Study Centre and other areas of the school especially during study periods;
- Monitoring attendance of those on supervised study and action as necessary, in conjunction with HSMs;
- Organising the supervision and smooth running of TC's Café with the Prefects;
- Working with the Deputy Head (Staff and Student Development) and Assistant Head (Wellbeing) to develop and oversee the Upper Sixth Form programme on Wednesday afternoons;
- Planning other occasional visiting speakers;
- Overseeing and supporting the arrangements for social activities for the Sixth Form, such as the annual Spring Charity Ball, day visits and activity days (Field Day / LWOST), Study Leave Barbecue, the Leavers' Dinner and mementoes (such as the Year Book and SVS Hoodie) and the students' valet entries for the Suttonian;
- Assisting with the selection, interviewing, training and on-going support of the school prefects in conjunction with the Senior Deputy Headmaster and Headmaster;
- Organising with Marketing department the annual Sixth Form taster day;
- Managing the students who are driving to School in their own cars.

### Curriculum and Academic Development

- Monitoring the academic progress of all Sixth Form pupils formally and regularly, staging interventions where required;

- Working as part of the Heads of Department team to ensure academic success and progress for all Sixth Form pupils;
- Assisting the Deputy Head (Academic) with the Sixth Form options evening in liaison with the TADCO, HoDs, and Marketing Department;
- Working in tandem with the Head of Academic Enrichment to ensure most academic able are stretched and challenged, especially those applying for the most demanding universities e.g. Oxbridge;
- Attending all Heads of Department meetings;
- Working with the Deputy Head (Academic) and Deputy Head (Staff and Student Development) to prepare the Fifth Form for A level choices.

### Examinations

- Planning for and attending School on A Level results' day and afterwards to provide guidance and support to students and parents;
- Attending School on GCSE results' day and afterwards to assist with queries from our own students and external applicants;
- Liaising with SMT, HoDs and the Examinations Officer as necessary concerning course choices for students;
- Establishing and monitoring contracts for Sixth Form students who need an academic support programme.

### University Admissions and Futures

- Keeping knowledge of UCAS process and ensuring school's university admissions criteria are up-to-date;
- Organising the UCAS process and over-seeing all international university applications;
- Liaising with the Deputy Head (Academic) to ensure all UCAS applications are accurate and appropriate;
- Providing training on the UCAS process to members of the Common Room including the writing of Extenuating Circumstances and Supportive Information references;
- Work closely with the Careers, Education and Futures Leader to explore other opportunities for pupils;
- Keeping up to date with alternative tertiary education opportunities;
- Supporting events such as the Careers Fair/seminars from different industries etc;

- Working with Careers and Futures Leader to provide students and parents with advice and information regarding careers and future pathways on an individual and collective basis;
- Overseeing the use of UNIFROG by various constituents;
- Delivering the virtual Alternative Options Information Evening for Lower Sixth Form parents in April each year;
- Delivering the Higher Education Morning and assisting the Deputy Head Academic with the Higher Education briefing to parents;
- Delivering the virtual UCAS Update Evening for Upper Sixth Form parents in April each year.

### **Admissions, Development and Marketing**

- Assisting the Headmaster and Admissions department with meeting and interviewing prospective students and their parents;
- Working closely with the Development department to ensure relevant links with Old Suttonians are maintained to support our Sixth Form provision;
- Working closely with the Marketing department to organise events as detailed elsewhere in this document and in the school calendar, and to take a lead on marketing our Sixth Form provision both internally and externally;
- Organising the Induction Morning for new joiners in conjunction with the Senior Deputy Headmaster.

### **Pastoral and Safeguarding**

- Liaising with HSMs and SMT in promoting and maintaining good behaviour of the Sixth Form;
- Liaising with the Housemasters/mistresses over the transition into the Sixth Form;
- Ensuring efficient and effective communication with all tutors over Sixth Form matters;
- Ensuring that the Sixth Form Uniform Policy is adhered to;
- Employing good organisation and management skills;
- Ensuring own regular safeguarding update training is taken so that relevant referrals and support can be made by the safeguarding team;
- Attending HSM and Pastoral meetings where required.

### **Other Responsibilities**

- Undertaking other duties as reasonably requested;
- Attending various School events as appropriate;
- With the SMT, plan major School events in Sixth Form Calendar;
- Contributing to the overall marketing of the School.

These duties are in addition to performing those of a main-scale classroom teacher.

### **Person Specification**

#### **Creativity and Judgement**

- Develops a creative and constructive approach to problem solving;
- Offers insights and generates ideas with practical application;
- Displays confidence in own judgement but responds constructively to alternative ideas.

#### **Communication**

- Is concise and persuasive, orally and in writing;
- Chooses the method of communication most likely to secure effective results;
- Possesses excellent person-to-person skills and the ability to manage challenging situations with diplomacy;
- Is comfortable and effective in a representational role.

#### **Team working**

- Is able to co-operate proactively and interact positively with colleagues;
- Is able to learn from experience and take advice from both peers and line manager.

#### **Delivering Results**

- Is able to drive standards forward to ensure School policy objectives are met;
- Exemplifies the highest professional standards at all times;
- Is able to establish and promote an atmosphere which allows all pupils to thrive and feel valued.



## Application Process

Applications will only be accepted from candidates completing the application form in full. CVs will not be accepted in substitution for completed application forms.

Supporting statements should state what particular skills and attributes you can bring to Sutton Valence School, brief details of how you fit the position, including specific details of skills, experience and achievements, and details of any interests and hobbies.

Do not meet every single requirement? Studies have shown that women and people of colour are less likely to apply to jobs unless they meet every single qualification. At SVS we are dedicated to building a diverse and inclusive workplace, so if you're excited about this role but your past experience does not align perfectly with every qualification or experience in the information provided, we encourage you to apply anyway. You may be just the right candidate for this or other roles.

Further information about Sutton Valence School can be found on our [website](#). We also have very active accounts on Facebook, Twitter and Instagram.

To apply, please click on the 'Quick Apply' button on our TES listing and complete an application form. Alternatively, an application form can be found on our School [vacancies](#) page, or via email at [hradmin@svs.org.uk](mailto:hradmin@svs.org.uk).

**Closing date:** Friday 19th January 2024

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS), and a declaration of medical fitness. It is an offence to apply for this role if the applicant is barred from engaging in regulated activity relevant to children.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. A copy of the School's Child Protection policy may be found on the School's website, which all applicants are expected to read prior to interview.

Sutton Valence School is an equal opportunities employer.

Please note: we reserve the right to appoint prior to the closing date.

# Benefits to Working at SVS

## Salary and Pension

Salary will be at the appropriate point on the Sutton Valence School pay scale.

Academic staff are offered membership to the TPS or to the APTIS DC scheme. The teacher's gross salary will be dependent on the pension scheme and contribution level chosen.

## Fee Remission

All staff with a contract for at least one full term and have children who attend either the Senior or Preparatory School will be eligible to receive a discount in respect of School fees (excluding the Nursery). The current rate of discount is 65 per cent for full-time staff, and for part-time staff the relevant percentage will be calculated on a pro rata basis.

## School Meals

All staff are provided with excellent lunches with no charge.



# Community and Environment

We are very proud of the positive and supportive community we have and staff often comment on this being one of the best aspects of working at SVS. This, coupled with a beautiful physical environment both at School and in the immediate vicinity, make it a highly desirable place to work.

## Benenden Healthcare Membership

All staff are welcome to join the Benenden Healthcare Scheme. The cost of joining Benenden is currently £11.90 per month; the School pays up to 80 per cent of contributions, based upon length of service. Further Information is available from the Bursary.

## Fitness Facilities

All staff may use the Senior School's fitness facilities at designated times. These facilities include an indoor, heated, six-lane swimming pool, a fully equipped air-conditioned Strength and Conditioning Suite, and a Cardiovascular Suite, as well as a large sports hall available for a multitude of sports.

## Free Parking

Both the Senior and Preparatory School sites have free, ample parking available for staff. Both sites have allocated accessible bays.

## Electric Vehicle Scheme

All staff are offered the opportunity to purchase an Electric Vehicle (EV) as part of an HMRC approved Salary Sacrifice scheme; Octopus Electric Vehicle. Basically this is much like a cycle-to-work, but for electric vehicles. You give up some of your gross monthly pay for a new EV, and can save up to 40% on the monthly cost thanks to saving on National Insurance and Income Tax.

## Press Reader

The School has a subscription to Press Reader which allows anyone on the SVS networks access to over 7,000 news publications from across the world in different languages.



**Sutton Valence School**

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