

# Dauntsey's



## Assistant Head - Head of Sixth Form From September 2022

West Lavington, Devizes, Wiltshire. SN10 4HE  
H.M.C., fully co-educational, 11-18, boarding and day  
867 Pupils

# Dauntsey's School

Set in 100 acres of magnificent grounds in the beautiful Vale of Pewsey, Dauntsey's occupies a central position in the South of England. The village of West Lavington is some five miles from the historic market town of Devizes and about 20 miles from both Bath and Salisbury. The A303/M3 and M4 motorways are nearby and there are frequent fast trains to London from Westbury (8 miles), Pewsey (12 miles) and Chippenham (18 miles). The School has been fully co-educational for over 40 years and has 867 pupils, of which 347 are boarders. Lower School boarders (aged 11-14) live at The Manor, a country house set in its own grounds, which is a 10-minute walk from the School. The Upper School boarding houses are on the main school site. Entry to the School is by 11+ examination (about 80-85 pupils), through Common Entrance or Scholarship at 13+ (30-40 pupils) and at Sixth Form level (35-40 pupils).

In the most recent ISI inspection of September 2018, the School received the highest possible rating of 'Excellent' for both categories: the quality of pupils' academic and other achievements, and the quality of pupils' personal development. Academic standards are high and results are impressive, with over 70% of pupils typically achieving A\*/A/9-7 grades at GCSE and around 80% achieving A\*-B grades at A-level. Pupils are generally taught in small mixed ability classes (except in Maths), with set sizes currently averaging 19 in the Lower School, 15 at GCSE and 9 at A-level. The School week consists of 51 periods, including lunch. Single lessons are taught for 35 minutes each, though many lessons are double periods. Pupils are also encouraged to participate in academic enrichment activities outside of lesson time.

In recent years Dauntsey's has seen substantial growth with the addition of many new facilities and the refurbishment of the main school and the Manor sites. These have included significant improvements in Science, ICT and DT, in addition to new Day and Boarding accommodation and additional Sports pitches. More recently work was completed on a Sports Pavilion and a classroom block for Business Studies/Economics, Geography and Mathematics. A new Dance Studio has also been created in the Sports Hall complex and an all-weather athletics' track was added in 2018.

Sport is taken seriously, with both excellence and participation encouraged. The major sports are hockey, netball, tennis and athletics for girls and rugby, hockey, cricket, tennis and athletics for boys. Many other sports are offered and the School prides itself on its extensive outdoor programme, with all pupils encouraged to demonstrate a sense of adventure. One of the special features of Dauntsey's is our ownership and use of the famous 'Jolie Brise', an ocean-going pilot cutter, in which our Sailing Club has been victorious in the Tall Ships Races on five occasions over the past twenty years. In 2017 she also crossed the Atlantic, for the second time in ten years, having visited Canada. Music, Drama and Dance are of an outstanding standard and three school productions have been taken to the West End over the last 17 years, including 'Billy Elliot' in March 2017. Major productions have included a number of 'School firsts' such as 'Les Misérables', 'Evita' and 'Miss Saigon'. We also became the first amateur organisation in the world to perform 'Mamma Mia!' in 2014, and Matthew Bourne's all boys' dance version of 'Lord of the Flies' in 2015. In July 2018 we staged the award winning 'Once', and last year the December show saw a dynamic production of Lin Manuel Miranda's 'In the Heights'.

## The Sixth Form at Dauntsey's

The Sixth Form is a vibrant area of the School, with some 279 pupils in the Upper and Lower Sixth Forms enjoying the challenges of a broad-based and flexible curriculum. There is a good mix of boarders and day pupils, and boys and girls, with around 30 new pupils joining the Lower Sixth each year. The promotion of self-study skills and independent learning is central to the teaching and learning strategy, preparing pupils for Higher Education courses and the world of work.

In addition to their academic studies, pupils are encouraged to participate in the many social clubs and societies that flourish at Dauntsey's. There is a wide range of adventure and challenge experiences on offer, as well as an impressive choice of activities in sports, drama and music.

The Sixth Form curriculum at Dauntsey's is designed to provide the best possible preparation for life beyond school. Pupils are therefore offered the opportunity for real breadth of study, with a free choice of subjects rather than fixed option columns, as well as considerable opportunity for academic enrichment. Twenty-seven subjects are offered at A Level.

There are many team and individual activities for Sixth Form pupils, from recreational to competitive levels. All Sixth Formers have games on Tuesday and Thursday afternoons. In addition, there is an extensive programme of sporting fixtures, which mainly take place on Saturdays. Sixth formers enjoy a thriving social life, and there are a large number of events and activities. All Sixth Form pupils are expected to contribute to the extra-curricular life of the School and are encouraged to participate in some of the many activities on offer.

# Job Description

## Summary of the role

The Head of Sixth Form is an Assistant Head role which reports directly to the Second Master and is responsible for the ongoing strategic development of the Sixth Form and the Higher Education and Careers Department. The Head of Sixth Form is accountable for ensuring high academic standards and inspiring pupils to fully achieve their potential, making Dauntsey's pupils exceptional candidates for university and future employment. He/she will play a key role in the leadership and future direction of the School, working as part of the Senior Management Team.

The duties and responsibilities of the Assistant Head – Head of Sixth Form may be changed or adjusted from time to time according to the exigencies of school life, and to suit the School's development. He/she may also be required to implement other appropriate duties and responsibilities as agreed with the Second Master, Deputy Head (Pastoral) or Deputy Head (Academic).

## Duties and responsibilities

### Principal responsibilities

- Lead an effective and innovative Sixth Form strategy that provides outstanding academic, pastoral and co-curricular provision for Sixth Form pupils.
- Develop Dauntsey's as an aspirational Sixth Form destination for current and potential pupils.
- Expect pupils to model the highest standards of behaviour, tolerance and respect with an ambitious approach to study and life.
- Work with the Head of the Careers and Higher Education.
- Oversee monitoring and tracking of Sixth Form academic progress under the direction of the Deputy Head (Academic) to monitor achievement and progress, including the production of performance and destination data reports to the Senior Management Team.
- Lead on academic intervention with Sixth Form pupils in conjunction with the Housemasters / Mistresses, under the direction of the Deputy Head (Academic).
- Manage the academic programme that each Sixth Form pupil follows in conjunction with the Housemaster / Mistresses.
- Work with Housemaster / Mistresses and tutors to deliver an innovative programme of study for pupils in the Sixth Form via Houses – this should encompass both the academic and wider personal development of pupils and should complement the work done in departments across the school, including in Complementary Curriculum and the Careers and Higher Education Department.
- Support the Able, Gifted and Talented Coordinator and EPQ Coordinator regarding Sixth Form enrichment, EPQs etc.
- Ensure an appropriate co-curricular programme is provided for Sixth Form pupils.
- Liaise closely with the Registrar to inform and be actively involved in Sixth Form marketing and recruitment for Sixth Form entry.
- Support the Registrar in interviewing future Sixth Form pupils.
- Advise the Deputy Head Academic on Sixth Form academic policy and procedures and the provision of an appropriate curriculum.

- Manage the Sixth Form budget and resources, including supporting the 17 Club and associated social functions under the direction of the Second Master.
- Co-ordinate the academic welfare and pastoral care of pupils in conjunction with Housemasters / Mistresses, maintaining an overview of the progress, reports, exam entry and mentoring of all pupils, ensuring appropriate information, advice and guidance is provided.

### **Pastoral Care and Pupil Progress**

- Act as a Deputy Designated Safeguarding Leader (DDSL) for the Sixth Form, working under the direction of the Deputy Head (Pastoral) who acts as the School's DSL. This will include the management of response to MyConcern referrals pertaining to Sixth Form pupils.
- Oversee and develop appropriate channels for 'pupil voice' in the Sixth Form.
- Oversee the further development of study skills courses.
- Ensure standards of discipline and expectations of Sixth Form pupils regarding dress and conduct.
- Advise the Second Master on matters related to discipline in the Sixth Form working in conjunction with the Housemasters/mistresses where appropriate
- Support the Assistant Head – Head of Middle School with the coordination of Fifth Form transition and Lower Sixth induction to support the retention of pupils.

### **Contact points**

- In pursuance of these responsibilities the Head of Sixth Form is expected to have regular meetings with: The Headmaster, the Second Master, the Deputy Head (Academic), the Deputy Head (Pastoral) and the Head of Careers and Higher Education.
- The Head of Sixth Form is expected to attend the following:
  - Senior Management Team meetings (which are separate to the Executive Team Meetings)
  - Academic Team Meetings
  - Upper School Tutorial Board Meetings
  - Academic Board Meetings
  - Upper School Services
  - Sixth Form social events
  - Sixth Form Parents' Evenings/events
  - Sixth Form co-curricular events

### **Safeguarding responsibilities**

- As this post is in a school, the successful person will have the opportunity for contact with children and will engage in regulated activity relevant to children.
- Dauntsey's is committed to safeguarding and promoting the welfare of children. The school has a range of policies and procedures for child protection and security. All staff are expected to familiarise themselves with and follow all these policies and procedures as part of their professional responsibilities. This includes participating in training and other activities that ensure the School stays compliant with relevant legislation, regulations and good practice.
- Our Safeguarding and Child Protection Policy, and the Recruitment, Selection and Disclosure Policy and Procedure (including our Policy on the recruitment of ex-offenders) can be found on the recruitment pages of our website, <https://www.dauntseys.org/about/vacancies>. Please read this information as part of your application to the role.

### **Other responsibilities**

- Observe health and safety procedures and work safely at all times;
- Be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role;
- Conduct yourself with professionalism, tact and diplomacy as a representative of Dauntsey's, in line with school policies and procedures.

No list of responsibilities can really encompass all that is asked of this role; at the heart of his or her task is an active enthusiasm for the school and an equally active enthusiasm for the young people being under their charge. The Assistant Head – Head of Sixth Form is expected to play a full role in the life of the School outside the classroom including in the evenings and Saturday afternoons.

## Further Details

This is an academic role and the successful applicant will be expected to teach lessons alongside performing this role. A significant remission in their timetable will be provided to allow them to fulfil their responsibilities as Head of Sixth Form.

Dauntsey's has its own salary scale and the successful applicant will be paid according to their experience. A management allowance (MA4) will be paid on top of this.

In addition, tuition is provided for any children of academic staff, at a significantly reduced rate, subject to the appropriate entry qualifications being satisfied.

Accommodation, within a boarding house where the applicant would also act as a Residential Tutor, may be available for the successful applicant.

## Applications

Completed application forms should be sent to the HR Department as soon as possible via **recruitment@dauntseys.wilts.sch.uk** by **9am on Friday, 3<sup>rd</sup> December 2021**.

Applicants are invited to contact Mr Andy Collins, the Second Master, or Claire Parr, Head of HR, if they require further information or wish to discuss details of the post.

Andy Collins' contact details:

Telephone: 01380 814507

e-mail: [secondmaster@dauntseys.wilts.sch.uk](mailto:secondmaster@dauntseys.wilts.sch.uk)

Claire Parr's contact details:

Telephone: 01380 814580

e-mail: [c.parr@dauntseys.org](mailto:c.parr@dauntseys.org)

Thank you for your interest in the position.

*Dauntsey's School is committed to safeguarding and protecting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service*