

FOUNDING HEAD OF SIXTH FORM



FOR SEPTEMBER 2019

**A UNIQUE OPPORTUNITY
TO OVERSEE THE IMPLEMENTATION OF OUR NEW SIXTH FORM
OPENING IN SEPTEMBER 2020**



Blanchelande College

Blanchelande College Founding Head of Sixth Form (full time) For September 2019

Leading the establishment of a new Sixth Form

Blanchelande College will be expanding in 2020 with the opening of a new Sixth Form (Years 12 and 13). In its 2018 ISI inspection report, the College was rated 'excellent' across the board. The reintroduction of Sixth Form provision is a vital step in the school's development; the College, therefore, looks to recruit an outstanding educator to confidently lead the implementation process.

The College ethos

Blanchelande College is a co-educational Catholic independent school, currently for pupils aged 4 to 16 (Reception – Year 11). The College educates over 375 pupils, of whom approximately one third are Catholic. Blanchelande's Catholic mission and identity, understood and supported by all staff, are at the heart of school life. A new Sixth Form will open in September 2020 to continue this ethos through to Years 12 and 13. Blanchelande is the only secondary Catholic school in Guernsey and at the heart of our ethos is: the unique importance and gifts of every child; the education of the whole person; and the mutual partnership of home and school, supporting the vocation of parents as first educators. Further information about our ethos is available [on our website](#).

Structure, intake and academic results

Blanchelande has a one-form structure from Reception to Year 4, with room for two forms in Years 5 and 6, and for three forms in the senior school (Years 7-11). Typically, classes contain around twenty pupils. Pupils are required to pass an entrance assessment to ensure that they can access our curriculum, but otherwise Blanchelande is not an academically selective school and the College nurtures a wide ability range. Exam results reflect excellent added value in most subject areas:

- 2017: 100% of students achieved at least five A*-C grades, with 33% (almost double the 2016 rate) of grades at A*/A.
- 2018: 83% of students achieved at least grades 4-9, with 38% of grades at 7-9.

ISI inspection – rated Excellent

The College was most recently inspected in October 2018 and the full report is available [on the school website](#). Blanchelande was rated 'excellent' in both outcome areas (pupil achievement and pupil development) as well as meeting all regulatory requirements set by the British Government. The College is also subject to inspection by the Roman Catholic Diocese of Portsmouth and is due inspection soon.



Blanchelande College

Co-curriculum

Blanchelande offers an extensive programme of extra-curricular activities before, during and after the school day, to which all academic staff are expected to contribute. The College's beautiful rural estate is unique in Guernsey, and we are increasingly realising its full potential for school use; a new cricket pitch, for example, was laid in 2018 for first use in summer 2019. Developing an outstanding enrichment programme will be an important aspect of the Head of Sixth Form's role.

History and development

Records of Blanchelande College date back to the twelfth century when the Norbertine Order ran a school near their Priory in the parish of St Martin's, within the fief de Blanchelande. Though these records make Blanchelande the oldest school educational foundation on the island, it has had a chequered history. The medieval school was dissolved by King Henry VIII's Reformation, to be refounded – on the same fief – at the start of the 20th century by an order of French nuns escaping anticlerical persecution from the French government.

Nuns ran Blanchelande until 1992 when the Sisters of Mercy withdrew their Order from Guernsey. However, the College (with the name 'Blanchelande Girls College', which it retained until the admission of boys in 2015) was re-founded in 1992 by parents and members of the local community. The new school began in temporary accommodation in St Peter Port and in its first five years grew from forty pupils to almost 200. It is now almost twice that again and experiencing a period of strong expansion.

In April 1999, the College moved to its current address at Les Vauxbelets (former site of the De La Salle boys' school) after an extensive refurbishment programme. Les Vauxbelets is a beautiful estate in a rural setting with large historical buildings. 2017-18 saw a new round of developments, including the relocation of the Infants to renovated classrooms in the main school buildings, and the conversion of Victor House (formerly the Infant school) into an Arts Centre for music, drama and art. Further projects include the conversion of the Undercroft basement area (Phase 2 to be completed in summer 2019), new computers throughout the school (now complete) and the development of an agricultural field into a breath-taking cricket pitch (also complete).

The opening of a new Sixth Form in 2020 (seven years after Sixth Form provision was suspended) necessitates the development of appropriate facilities, including a new library, common room and seminar rooms. The Head of Sixth Form will play a key role in shaping these developments.



Blanchelande College

Leadership/Governance

Blanchelande is administered as a charitable trust and three Trustees oversee the finances of the College. As a grant-maintained college, Blanchelande receives a degree of funding from the States of Guernsey.

The Senior Management Team consists of the Principal, Vice Principal (Secondary), Vice Principal (Primary), Head of Pastoral Care and the Bursar. This team meets weekly and works closely together on all aspects of College life. There is also a Senior Leadership Team, which comprises the Head of Activities and Head of Careers in addition to the SMT. The SLT are supported by the Head of Infants and the Senior Teacher.

The Board of Governors meets twice a term and is responsible for working with the Principal in setting the strategic direction for the school, including approval of school policies, and for monitoring and evaluating the performance of the school. The Board operates sub-committees – such as for educational issues, ICT and property management – which also meet regularly.

The Trustees are responsible for the administration of the whole school site, including the financial administration of the College and the relationships with the site owners and with sub-tenants.

The Principal of Blanchelande College is Mr Robert O'Brien, formerly Deputy Head at Westminster Cathedral Choir School. He joined Blanchelande in 2016.



HEAD OF SIXTH FORM – JOB DESCRIPTION

The role

The appointee will begin one year prior to the Sixth Form opening. The overarching responsibilities of the post are to:

- Lead the implementation of the new Sixth Form
- Develop outstanding academic provision at Years 12-13
- Ensure the continuation of excellent pastoral care for every sixth form student
- Direct and support students in their preparation and choices for future study and careers

Remuneration

The salary will be on the leadership scale and the post-holder will teach a significantly reduced timetable.

The team

The Head of Sixth Form will be a member of the Senior Management Team and Senior Leadership Team. The postholder will work closely with the Principal, Vice-Principal (Senior), Head of Pastoral Care and other senior school colleagues. The Head of Sixth Form will manage the Deputy Head of Sixth Form as well as Sixth Form tutors and support staff. During the implementation process the Head of Sixth Form will play a leading role in the Sixth Form Implementation Group, chaired by the Principal.

Responsibilities

Management, direction and development

- To take responsibility for implementing and leading Sixth Form strategy and development
- Direct and oversee Sixth Form curriculum planning, including scope for alternative pathways
- Construct, provide and oversee the Sixth Form enrichment programme
- Devise, direct and monitor the Sixth Form tutor programme, including assemblies and the spiritual life of students
- Ensure that all school policies, procedures and rules are understood and adhered to by students and staff
- Line manage the Deputy Head of Sixth Form and Sixth Form tutors, including appraisal/performance management/CPD, as required.
- Manage the selection process for student leadership roles
- To be fully supportive of the Catholic mission and identity of Blanchelande College



Communication

- Schedule, organise, attend and lead events for prospective Sixth Form parents and students, including open events, consultations and information evenings, liaising with the Principal, Registrar, Vice-Principal and other colleagues as required
- Ensure that parents receive regular and sufficient reports and feedback whether directly or via tutors or other channels
- Establish effective and professional methods of communicating news, including newsletters and social media
- Ensure that Sixth Form brochures, website and publications are updated and effective, meeting the needs of prospective and current families

Pastoral

- Know the students and establish a positive and informed working relationship with them and their families
- Oversee the pastoral welfare of all Sixth Form students, working with and reporting to the Head of Pastoral Care, as required
- Direct the mentoring programme of younger students by prefects and other student leaders, liaising with the Head of Pastoral Care as required
- Attend (and as required direct and oversee) all Sixth Form events (e.g. Leavers' Ball) and school events involving the Sixth Form

Discipline

- Ensure that all Sixth Form students know and understand the principles and expectations of good behaviour, and that a suitable and effective rewards and sanctions policy is established
- Communicate directly with parents to address issues
- Respond promptly to any parental enquiries
- Ensure that problems such as lateness, absence or missing work are addressed, directing colleagues as appropriate
- Facilitate opportunities for student leadership so that a culture of outstanding spiritual, moral, social and cultural development prevails among members of the Sixth Form

Academic

- Lead by example as an outstanding teacher and educator, educating the whole person with vocational commitment



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- Ensure that all students are supported, with especial care taken to welcome and settle in new joiners
- Oversee, direct and monitor the academic life of all students
- Write accurate, informative personal reports and ensure that this is standard practice among other colleagues
- Ensure that students receive excellent ongoing advice and support in choosing academic courses for A-Level, based on available academic data and knowledge of individual students
- Establish and maintain links with universities (including Oxbridge) and on-island employers and actively facilitate the best outcomes for post A-Level
- Monitor and promote students' involvement in external competitions, ensuring achievements receive recognition and publicity
- Direct and oversee the UCAS and other application processes, including: liaising with the Head of Careers in preparing students for making choices; ensuring coordinated approach from all staff; informing students and parents about the university application process/ stages; directing students' research and advising them on processes and pathways (e.g. for specialist applications such as medicine, overseas, etc.); overseeing the reference process, including deadlines; ensuring additional preparation is in place (e.g. Oxbridge preparation); being fully engaged with results days to ensure students receive the guidance they need; analysing results to support Heads of Department and the Principal
- In addition to the above, to adhere to the generic job description for teachers at Blanchelande College, all school policies and the Staff Handbook

FLEXIBILITY

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

[For completion upon offer:] I hereby confirm acceptance of the above job description:

Signed: _____

Date: _____



HEAD OF SIXTH FORM PERSON SPECIFICATION

Essential	Desirable
<ul style="list-style-type: none">• Committed to safeguarding and promoting the welfare of children and young people• The personal integrity, honesty and generosity required to be an outstanding and effective role model• Well-qualified, creative and confident individual with a commitment to outstanding standards of education• An experienced graduate teacher with proven success in the classroom, including successful A-Level teaching• Assured communication and presentation skills, including an accurate and clear writing style• Pastoral experience working with senior school students, with the perception and sensitivity required• The ability to challenge and support a range of students from the most to the least able• Active and informed support of the Catholic identity and mission of the College and a desire to participate fully in the religious life of the school• A strategic thinker with a long-term perspective• Creativity, openness, energy, enthusiasm, humour, patience, resilience and a sense of proportion• Strong organisational skills, including time management, prioritisation and efficiency, and the ability to maintain an orderly physical environment for Sixth Formers	<ul style="list-style-type: none">• Management experience• Experience of whole school event management, including trips• Up to date knowledge of Safeguarding and Child Protection issues



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| <ul style="list-style-type: none">• Reliability, resourcefulness and flexibility in meeting unforeseen needs.• Constructive team player and open to suggestions for improvement• Experience of Sixth Form life, including UCAS and alternative routes post-18.• Highly ICT literate | |
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Candidates should ensure that they address all of the above in their letter of application / CV, referring where appropriate to actual experience.



Blanchelande College

THE APPLICATION PROCESS

Applications for this post should consist of:

- A detailed letter of application stating how you believe you meet the criteria for this role.
- A copy of your C.V.
- *[External candidates only:]* Names and contact details for three referees, one of which should be from your current or most recent educational post. We will assume that you are happy for us to take up references straight away, unless you state otherwise.

You may be asked for further information following short listing. External candidates will be asked to provide proof of identity and original qualification certificates at interview.

After short listing, the selection process will include:-

- *[External candidates only:]* A tour of the College
- An observed lesson
- An interview – including a presentation – with the selection panel, which will include a Governor, the Principal, and other relevant staff.

The Contract

The post is full-time. The salary will be in accordance with the Leadership Scale for teachers in Guernsey State Schools. Blanchelande staff are admitted to the Guernsey Civil Service Pension Scheme, a contributory final salary pension scheme.

All staff are required to undergo a pre-appointment checks (including a satisfactory DBS check and references), a medical declaration, provide proof of qualifications and identity and have a Guernsey housing qualification.

Closing Date

Applications must be received by Wednesday, 20th March 2019 for consideration and should be addressed to Mr Robert O'Brien, Principal.

Further information about Blanchelande College can also be obtained from our website, www.blanchelande.co.uk. If you have any further questions or need any clarification, please contact the Principal's P.A., Mrs Maria Green.

Tel 01481 237200

Email greenm@blanchelande.sch.gg