



# SIR WILLIAM BORLASE'S GRAMMAR SCHOOL

DIRECTOR OF  
SIXTH FORM AND CAREERS



*Inspire  
Empower  
Shape The Future*



# THE SCHOOL

## Welcome to Borlase

Welcome to Sir William Borlase's Grammar School where we are proud of our heritage as we approach our 400th birthday and excited to be inspiring and empowering the aspirations of our students today. A state-funded school in the centre of Marlow, Borlase is recognised for excellent academic learning and outstanding extra and super-curricular programme.

## History

At Borlase we are proud of our long history of providing education to the young people of Marlow and surrounding areas since 1624. The school was built on a strong principle: the desire to enable children from all socioeconomic backgrounds to have the opportunity to learn and meet their potential.

## Today

Our school has a very special energy that springs from a contagious enthusiasm for learning across all subjects; this extends well beyond the classroom through the many independent project groups, academic clubs and societies that flourish at school on a daily basis.

The calendar is full of opportunities to enrich learning through trips, visits, practical explorations and independent research. Borlasians aspire to achieve their best academically and personally and are unashamedly ambitious in those aims. High achievement comes from the genuine enjoyment of learning and we are committed to fostering that enjoyment in and outside the classroom.

Our teachers are all specialists in their chosen disciplines who are passionate about creating learning experiences that provoke independent thinking and creativity.

## Future

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# THE BORLASE 6TH FORM

## The Borlase Sixth Form

With just over 400 students, our Sixth Form is very popular and has a distinctive, vibrant learning environment. Almost all our Year 11 students choose to stay at Borlase and about 90 new students join us in Year 12 from across Buckinghamshire and beyond.

Most of our students study three A Levels, plus an Extended Project or equivalent research project. Hardworking and ambitious, our students aim to access places on competitive courses at the leading universities in the UK and beyond, to win the chance to train or study at prestigious conservatories or to move directly into employment through funded apprenticeships or traineeships with leading businesses. The Borlase Sixth Form team pride themselves on the support that they provide to Borlasians to achieve these aims.

Academic support is a significant element of the Sixth Form team's work. Under the direction of the Head of Sixth Form, a team of the school's support staff provide timetabled supervised study for our students in a dedicated Sixth Form Study Library. The team provides additional academic support to students with organisation and meta-cognitive awareness. This is assisted by the work of the wider Sixth Form tutor team of 18 dedicated professionals.



**Our school's mission is to Inspire, Empower and Shape the Future, and Borlase 6th Formers exemplify this. All Sixth Form students are encouraged to immerse themselves in the wider opportunities at school in order to develop the skills and experience that empower them for life beyond Borlase.**

The Sixth Form team also works closely with the school's Careers Lead, running regular careers focused sessions for students and parents. This includes a two-day summer Masterclass activity in which professionals from a huge range of careers and fields, many of them Old Borlasians, come into school to run taster sessions, workshops and talks for our Sixth Form students. The Sixth Form team also organises a weekly lecture series that seeks to broaden our students' horizons, introducing them to perspectives, stories and ideas well beyond those they would encounter in the classroom.

The pastoral and wellbeing support of the students is vital to us: we are committed to being a mentally healthy, happy school. Our dedicated Student Support Officers provide an invaluable service, helping students to deal with the range of challenges that young people face at school and beyond. We pride ourselves on being an inclusive and welcoming environment to all. We are a Stonewall school and we take issues of gender and racial equality very seriously, helping our students to understand the role they can play in making our society fairer for all.

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# Director of Sixth Form and Careers

*Full Time*

*Required for September 2021*

*L10*

A truly outstanding opportunity has arisen for an inspirational and highly capable teacher and leader to direct the very successful and popular Sixth Form at Borlase. The role entails leading a team of two assistant Heads of Sixth Form, three Student Support Officers and 18 form tutors. The new post holder would also work closely with the school's Careers Lead overseeing Careers provision across the whole school. This is a strategic school position: the role involves sitting on the school's Senior Leadership team with the Headteacher, Deputy and Assistant Headteachers. Applications are welcomed from existing pastoral or academic department leaders or from senior team members seeking to broaden their leadership experience.

**The successful candidate will teach a 0.5 timetable: the specific subject of the candidate will not be a selection factor in this process.**

The Borlase Sixth Form comprises a significant part of the school, numerically and culturally. The 420 students contribute with confidence to the school's culture of empowering leadership. Almost all our Year 11 students choose to remain at Borlase and we welcome considerable numbers (80-90) new students into Year 12 each year. This creates a vibrant, dynamic community of passionate, enthusiastic and hard-working students, committed to sharing their ideas and interests with one another, the wider school and the community.

The Director of Sixth Form and Careers Lead is responsible for inspiring our highly able and aspirational students to achieve their full potential academically and personally. They are the key point of contact for pastoral matters across the Sixth Form, liaising with parents and carers. They will lead the vitally important Futures Programme, ensuring our students can access their first-choice post-Borlase destinations and develop the careers events programme for Key Stage 3 and 4 students.

## THE ROLE



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# THE ROLE

## Head of 6th Form

Director of Sixth Form  
School Careers Leadership  
Senior Leadership Team  
Classroom Teacher

## Objectives

- To promote the academic and personal development of all students, most specifically those in the 6th Form
- To encourage and support the learning of all students, most specifically those in the 6th Form
- To ensure the highest possible standards of student behaviour, most specifically in 6th Form Students
- To be committed to developing teaching and learning pedagogy
- To promote positive values and attitudes across the 6th Form and the wider school
- To demonstrate professional values and practice

## Principal areas of responsibility – Head of 6th Form

- Directing, leading and delivering the vision , systems and activities of the Borlase Sixth Form.
- Manage and lead a specialist team to deliver day-to-day excellence in the Borlase Sixth Form. The role involves the direct line-management of two Assistant Heads of Sixth Form (teaching staff) and three Student Support Officers (non-teaching staff).
- Oversight of academic standards across the Sixth Form to monitor student attainment and to organise support and interventions, where necessary.
- Support the pastoral and emotional wellbeing of students with the Sixth Form Team and the Assistant Head Pastoral.
- Oversight and upholding of high standards of behaviour and attitude across the Sixth Form, maintaining a culture of trust, kindness, respect and responsibility.
- Develop and maintain an inspirational programme of enrichment and leadership opportunities for the Sixth Form.
- Lead the process for preparing for next steps after Borlase, taking responsibility for the UCAS process, Oxbridge and Medics and other student destinations.
- Delivery of weekly assemblies to the Sixth Form
- Provide direction to team of Sixth Form tutors
- Alongside the Headteacher and Deputy Headteacher, manage the process of recruitment into the Borlase Sixth Form and the effective induction of new Year 12 students

# THE ROLE

## Leadership of Careers

- Lead the Materclasses programme for Sixth Form careers and other careers opportunities supporting next destinations.
- Working with the Careers Lead and Heads of Key Stage, oversee the KS3 and KS4 careers programme, identifying new and exciting opportunities.
- Responsibility for the school's meeting of the Gatsby Bench Marks, working with the school Careers Lead.
- Line managing the school Careers Lead.

## Senior Leadership Responsibilities

- Attend SLT Meetings and contribute to the wider leadership and management of the school at the Headteacher's direction.

## Key Tasks – classroom teacher

- To plan and teach sequences of lessons which incorporate an appropriate range and depth of subject knowledge in line with statutory requirements
- To teach lessons with clear objectives and well-pitched tasks which provide pace and challenge using a variety of learning strategies including ICT. Due to the current COVID-19 environment, there may be the requirement to deliver teaching remotely using Borlase@Home technology (Google G Suite for Education).
- To understand the responsibility required under the SEND Code of Practice and to seek advice from SEND Coordinator when appropriate.
- To employ a variety of marking, monitoring and assessment strategies to inform planning, develop learning and evaluate students' progress.
- To provide constructive feedback to help students reflect upon and improve their work.
- To make effective and regular use of the school's assessment criteria and reporting procedures to inform learning.
- To make appropriate use of the school's rewards and sanctions procedures in line with the school's behaviour policy.
- To report concerns about individual student progress and behaviour to relevant staff.
- To demonstrate consistently high expectations of all students and a commitment to raising their achievement.
- To promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration.
- To communicate promptly and sensitively with parents, carers and other relevant bodies where necessary.
- To contribute towards, and value, the work of teams of staff dedicated to advancing student learning and welfare.
- To be aware of, and work within, the statutory frameworks relating to teachers' responsibilities and the Borlase Teacher Aspiration framework.



# THE PERSON

	Essential	Desirable
<b>Qualifications</b>	<p>Qualified Teacher</p> <p>Degree level qualification in relevant subject</p>	<p>Further professional qualifications</p>
<b>Previous Work Experience</b>	<p>Experience of teaching up to Key Stage 5 level including more able students.</p> <p>Experience of working with Sixth Form students in contexts beyond the classroom.</p> <p>Experience of preparing students for university, writing references, supporting personal statement-writing, practice interviews including the most able students.</p> <p>Pastoral experience, either as a tutor or a Head of Year or Key Stage.</p> <p>Excellent understanding of Safeguarding principles and practices.</p> <p>An understanding and commitment to the values of Equality and Diversity.</p> <p>Leadership experience including managing others, at middle management level with success.</p> <p>Thorough knowledge of the requirements of the National Curriculum in your teaching subject</p> <p>An understanding of the way children learn and how individual needs may be assessed and met.</p> <p>A competent IT user</p>	<p>Specific Sixth Form pastoral leadership experience.</p> <p>Specific Sixth Form experience in leading the preparation for university, higher education as a</p> <p>Head of Department/ Tutor/ Sixth Form leadership role.</p> <p>Experience of leading wider enrichment or extension experiences for students, particularly sixth form students.</p>
<b>Professional Skills and Experience</b>	<p>Outstanding communicator with children, staff, parents and external stakeholders or partners.</p> <p>An effective team player, working with colleagues collaboratively.</p> <p>A confident, articulate presenter to large groups of students and adults.</p> <p>Outstanding written communication skills.</p> <p>Well-developed planning and organising skills including time management, delegation and administration</p> <p>Emotional resilience and maturity</p> <p>Personal stamina and energy including a good record of attendance and health</p> <p>Ability to work effectively under pressure</p> <p>Creative and innovative; willing to bring new ideas and approaches to the school</p>	<p>Experience in fostering good relationships between all members of the school community.</p>
<b>Other Personal Qualities</b>	<p>Honesty, integrity, a genuine passion for education.</p> <p>A sense of humour!</p>	

# HOW TO APPLY

**Please do contact us with any queries or if you would like to discuss your situation with us first.  
For an application form please visit [www.swbgs.com](http://www.swbgs.com) and click on Vacancies**

## KEY DATES

**9.00am Friday 7 May 2021**

*Deadline for application*

**Wednesday 12 May 2021**

*Interviews*

**Applications submitted via email should be sent to Mrs Anna Summerfield, HR Manager at [asummerfield@swbgs.com](mailto:asummerfield@swbgs.com)**

The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance on Safer Recruitment and Selection in Schools.