



HAMPTON COURT HOUSE

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Head of Sixth Form Admissions & Outreach

The successful applicant will be a highly effective and efficient communicator, with exceptional organisational skills and a clear vision of how best to achieve the stated aims of the school, whilst remaining open to new ideas and developments. The Head of Sixth Form Admissions & Outreach will have a thorough understanding of the Sixth Form independent market, and will be proactive and imaginative in terms of recruiting able candidates to the school, from both the UK and overseas

There are high ambitions for the school and the successful applicant will join a highly motivated and passionate team, working in a friendly atmosphere which moves with great momentum and energy, without forsaking the personal touch.

Our Sixth Form is the subject of intense media attention because of our pioneering work in advocating a 'later start' for older teenagers; the successful candidate must of course share this commitment.

Reports to: Headmaster

Duties and Responsibilities

1. To be the public face of the Sixth Form, to lead Open Evenings, and to be the driving force behind its growing reputation to ensure the Sixth Form is oversubscribed by 2020.
2. To understand and to be committed to the principle of the 'later start' for Sixth Formers, in the light of our understanding of adolescent circadian rhythms.
3. To devise strategies (in conjunction with our marketing team) to attract high quality candidates to our Sixth Form, from the UK and overseas.
4. To oversee the content of the Sixth Form website, prospectus and other marketing material.
5. To represent the school at events, as Head of Sixth Form Admissions & Outreach, visiting other schools to promote HCH as a school of choice; to attend conferences / forums borough-wide and nationally regarding A level reform, UCAS changes and requirements of the HE sector.
6. To develop proactively ideas, materials and events in addition to open day activities to promote the scholarly work of the Sixth Form.
7. Co-ordinate both the pastoral and academic induction of students into the sixth form.
8. To be an additional point of contact for sixth form parents, referring to the form tutors where possible and to SLT where necessary, and maintaining a record of communication with parents.
9. To co-ordinate the Careers Programme, UCAS preparation and University Open Days; to know each student and be able to offer support and advice as necessary.
10. Be responsible for baseline testing and academic tracking throughout the Sixth Form. Present clear reports to the SLT and governors.
11. Be responsible for Ofsted preparation with regards to Sixth Form provision.

It is important that the Head of Sixth Form Admissions & Outreach can demonstrate a keen awareness of how the Sixth Form independent school market works and is familiar with how families and students make decisions about A levels.

The Head of Sixth Form Admissions & Outreach will need to be committed to the active recruitment of candidates, and to the promotion of the Sixth Form generally. He or she will support the Y12 and Y13 form tutors and SLT members in the running of the Sixth Form; it is however expected that up to half of each week will be spent on recruitment of pupils and the marketing/promotion of the Sixth Form.

This post could be a non-teaching position, but ideally the Head of Sixth Form Admissions & Outreach will also be doing some teaching at A level (either Y12 or Y13, or both), in which case he or she must have a proven track record of excellent results.

Person Specification

We are looking for someone with:

- A passion for educating, inspiring and understanding teenagers.
- A love of learning and a commitment to continuing to learn.
- A fascination with the many varied and different methods of challenging and inspiring teenagers both inside the classroom and outside.
- A desire to participate actively in the life of a busy and ambitious school.
- A belief that every child can succeed beyond her/his expectations.
- A sense of adventure as well as a sense of humour.
- An interest in the people, cultures and languages of the world.
- Excellent ICT skills.

The successful candidate will be an outstanding leader and administrator with a high level of personal organisation by way of:

- efficient use of time and personal time-management.
- keeping to deadlines and planning ahead.
- a judicious eye for financial planning.
- detailed preparation for meetings and the effective running of those meetings.

A firm command of written English is essential, as is the ability to proofread accurately and to oversee the production of written material.

The successful applicant will have the high levels of charisma, emotional intelligence and interpersonal skills necessary to:

- make reasoned, reasonable and balanced decisions, incorporating emotional awareness but underpinned by objective rationale.
- create effective and productive relationships with all stakeholders in the school – parents, pupils, governors and staff.
- retain perspective and humour.
- work collaboratively with colleagues, recognise their individual strengths and tease these out to best advantage.