



VACANCY
INFORMATION
PACK

DIRECTOR OF
SIXTH FORM



READING BLUE COAT



INTRODUCTION

Reading Blue Coat is a leading independent day school of 785 pupils; 705 boys aged 11 – 18 and a further 80 girls in the co-educational sixth form.

The School was founded in 1646 by Richard Aldworth, a Master of The Skinners' Company and a Governor of Christ's Hospital. The School was established near St Mary's Minster Church in Reading and was originally known by its historic name of Aldworth's Hospital. In 1947, Reading Blue Coat School moved to the magnificent estate of Holme Park in the Berkshire village of Sonning, where it remains today.

The ethos of the School derives from its Christian foundation and traditions, fostering care and concern within the community and enabling all pupils to develop their full potential. The School aims to provide a stimulating and friendly atmosphere in which each pupil can realise his or her full intellectual, physical and creative potential. Pupils are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and non-academic activities that combine to meet these objectives.

The most recent full ISI Inspection was in November 2019 from which we achieved the highest rating possible in all categories of the inspection.

The School employs in excess of 170 salaried staff, of whom about 50% are academic. Reflecting the character of our co-educational sixth form, nearly half of our academic staff are female.

FACILITIES

Reading Blue Coat is located four miles from the centre of Reading, in the Thames-side village of Sonning. It is also three miles from Twyford, which will be located on Crossrail, with fast train service across London. Set in 46 acres of land for pupils to enjoy, the facilities are very well maintained and the School continues to invest in the site to add to an impressive infrastructure of buildings.

Nearing construction is the new Learning Innovation Centre. An impressive Grounds, Maintenance and Activities Centre opened in early 2020. Planning permission has been obtained for a new Performing Arts Centre, which will be the next phase of our ongoing infrastructure development.

ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all pupils should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual pupils to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics in Year 7, in Languages in Year 8, and Science in Year 9. Geology is also a thriving subject, with a new Geology and Psychology Centre supporting the increased levels of interest. In Year 11, all pupils take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All pupils take a GCSE in Religious Studies (full course) in Year 10.



In the Sixth Form pupils can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), and a weekly schedule of visiting speakers. Reading Blue Coat always seeks to stretch and challenge pupils and the School's Learning Support Department ensures that pupils with specific learning needs are supported effectively. The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment.

2020 academic results were impressive; the A Level results were amongst Blue Coat's best with 78.2% achieving A*-B and at GCSE 78.8% gaining A*-A.

Virtually all Year 13 leavers proceed to degree courses at universities, of which approximately 70% go to the Russell Group of universities. Each year a number of our students attain places at Oxbridge.

PASTORAL

Pastoral care, focused on the individual, is at the heart of the School. Reading Blue Coat's pastoral structure is based around the tutorial system within the framework of four houses: Aldworth, Hall, Malthus and Rich. This will be extended to six in 2021-22 with the addition of West House and Norwood House.

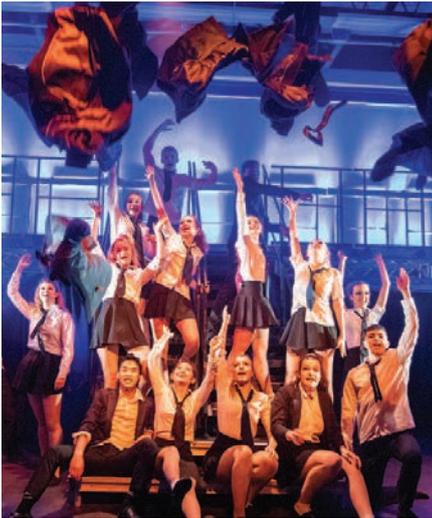
All pupils are part of a tutor group that is overseen by a member of staff who is responsible for their well-being and for personally overseeing the development of their character and intellectual curiosity. The School prides itself on mutual respect, tolerance and courtesy and all activities seek to re-enforce these values. The house system enables pupils to take part in activities that foster the development of these ideals through a variety of opportunities that include music, sport, drama and public speaking.

SPORT

Reading Blue Coat has an enviable reputation, both locally and nationally, for the high quality of its sporting teams. Sport plays a key role in developing every pupil's potential whilst embodying the principles of Respect, Belief, Commitment and Sportsmanship (teamRBCS). Sports are coached to a very high level while providing for, and encouraging those, for whom participation rather than excellence is important.

Major sports are athletics, cricket, football, hockey, netball, rowing and rugby. The School competes well at local, regional and even national level. Other sports include climbing, cross country, golf, tennis, swimming and touch rugby.

Although the emphasis is very much on participation, the school also has much success and currently holds several county titles in hockey, rugby, football, netball and cricket. We have recent national competition winners in rowing and cross country running, and cricketers, rugby players and netballers who have been selected to international age group teams and gone on to play professionally.



DRAMA AND THE ARTS

Reading Blue Coat has a reputation for drama performances of the highest quality, with an extensive programme of performances throughout the year. The main expressions of artistic undertakings at the School are music, drama, public speaking and painting. Pupils' endeavours in the arts are highly successful and widely acclaimed, including internationally. Music is at the heart of the School; all boys are auditioned for the choir and many learn a musical instrument. The breadth and depth of musical and dramatic talent at the School is evident in the wide range of plays, concerts, "Swing into Summertime" (an outdoor festival of the arts), and other eclectic events that take place throughout the year.

CO-CURRICULAR

Co-curricular activities are designed to enable pupils to develop practical and social skills such as leadership, enterprise and communication. As part of the extensive co-curricular programme, Reading Blue Coat offers a number of exciting options from which pupils can choose for their weekly activities session. Activities offered include Combined Cadet Force (all services), Duke of Edinburgh Award Scheme, Young Enterprise, Film Club, Archery, Scuba Diving, Creative Writing and Journalism.



COMMUNITY

Reading Blue Coat pupils are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by Richard Aldworth who founded the School in 1646.

In recent years the School has greatly enhanced its links with the wider community under what is now called the Aldworth Partnership, an umbrella term for all that might traditionally be considered 'public benefit'. One example is the Sports Leaders programme, through which pupils go into primary schools in Sonning, Caversham and Maidenhead to coach a number of sports.

Reading Blue Coat's Primary Schools Placement programme also gives pupils the opportunity to assist with tuition in Maths, English and languages in local primary schools. Through the Community Service programme, pupils also help out in residential care homes and assist in local charity shops, while an environmental group undertakes projects in and around Sonning.

Internationally, Reading Blue Coat has a partnership with Ankwanda School in Ghana, which our pupils visit biennially and have helped to build a number of buildings. We also have a strong relationship with the charity Brass for Africa, and our pupils support their work amongst disadvantaged children and young people in Uganda through music. As the Aldworth Partnership continues to grow, the long term aim is that all Blue Coat pupils have the opportunity to be involved in transformative service projects in the local and wider community at some point in their school career.

Further information is available on the School's website at www.rbc.org.uk

SEE ALSO THE GOOD SCHOOL GUIDE:
<https://www.goodschoolsguide.co.uk/schools/102976/reading-blue-coat-school>

AND MUDDY STILETTOS SCHOOLS REVIEW GUIDE:
<https://berkshire.muddystilettos.co.uk/kids/school-reviews/reading-blue-coat-sonning/>



THE SIXTH FORM

The Sixth Form at Reading Blue Coat are based in a dedicated, modern Sixth Form Centre building in the heart of the campus, which also houses office accommodation for the Director of Sixth Form and his/her staff.

Currently there 154 students in Year 12 and 115 students in Year 13.

Our students tell us repeatedly that enrolling in our Sixth Form was like joining a very large family – one where they are helped to achieve their very best.

Students are expected to organise their time effectively outside of the classroom, hitting deadlines and enhancing their knowledge through independent wider study – skills that set our students in good stead for future university study and careers.

Examination results are excellent and most Blue Coat students leave us to study at prestigious universities, both nationally and abroad. Specialist careers support is provided to all students throughout their Sixth Form life, with a number of students returning to us for guidance after they have left.

Blue Coat students are also exposed to vibrant programmes of cultural enrichment, sport and fitness, and leadership development. Every student contributes positively to the whole school community, with Sixth Formers acting as role models for our younger boys; actively organising activities, supervising events and leading community-based projects.

They earn and deserve many privileges in their time with us, including the use of Sixth Form-only facilities. The Sixth Form Centre, with its own café, is an ideal place to unwind and relax, the fitness suite is perfect for letting off steam, whilst the Library is an excellent place to study in peace.

Heads of Year play a leading part in delivering pastoral care at Blue Coat and an important aspect of this role is the coordination of that care as delivered by the Heads of Years 12 and 13, and by the Head of Girls.

The department encourages professional development, with staff expected to develop their skills via INSET and through sharing good practice within the School.



For an informal conversation about the role, contact Dr Guy Williams, Deputy Head (Pastoral), on **0118 44 1005** or email: gjw@rbcs.org.uk

or more information about our Sixth Form, download the Sixth Form Options Booklet: <https://rbcs.org.uk/academics/academic-approach/>



Blue Coat Sixth Form was the ideal place to explore both my academic and extra-curricular interests. I was always supported and encouraged by my teachers to challenge myself, and take advantage of the many opportunities available.

Kukua Blankson, 2018



LINE MANAGER

Deputy Head (Pastoral)

DEPARTMENT

Sixth Form

REPORTS

Heads of Years 12 and 13 (x2); Assistant Heads of Years 12 and 13 (x2); Head of Girls; Sixth Form & Careers Administrator; Sixth Form Tutors (x20).

CONTRACT STATUS

Permanent contract. Commencing 1 September 2021 or January 2022

SALARY

The School has its own salary scale. Starting salary will depend on the experience and qualifications of the successful candidate. Range according to experience from £26,015 to £45,810 per annum. Plus a management allowance of £10,200.

The Governors review salary scales each year to ensure they remain competitive. The next review will be in September 2021. Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments.

**DESCRIPTION OF THE POST:**

The Director of Sixth Form is responsible for overseeing the organisation and co-ordination of all matters pertaining to the welfare and development of the Sixth Form students, but with a particular academic emphasis.

Leading and supporting the Sixth Form Tutors and Heads of Year, he/she will engender an atmosphere and operate systems which promote an orderly, purposeful and harmonious environment within the Sixth Form, in keeping with the expectations and ethos of the School as a whole.

Adept at building strong, positive relationships with people, he/she will be a visible and energising presence around the Sixth Form Centre, expecting and encouraging high standards in all areas and liaising closely with the Sixth Form team, the Deputy Head (Pastoral) and the Second Master over matters of pastoral care and discipline.

Whilst line managed by the Deputy Head (Pastoral), he/she will work closely with the Deputy Head (Academic) regarding academic matters that affect Sixth Form students particularly.

RESPONSIBILITIES:**Academic**

- To work closely with the Deputy Head (Academic), Heads of Year and Tutors with regard to student progress
- To be responsible for the smooth and timely running of the UCAS process for those applying to university.
- To effectively manage university visits and interviews.
- To coordinate the production of UCAS subject reports during the Summer Term.
- To attend the I6+ Open Evening and the Open Mornings.
- To liaise with the Oxbridge coordinator regarding the preparation of applicants and applications to Oxbridge and medical schools
- To be able to offer excellent guidance on applications to overseas universities.
- To provide appropriate training and support to staff regarding the writing of UCAS references.
- To oversee tracking of the students' academic progress, liaising with HoDs and instigating interventions as necessary
- To be available for GCSE and A Level Results Days in August to work with the Deputy Head (Academic) in supporting and advising students on their next steps into the Sixth Form or university.
- To work alongside the Head of Careers in providing appropriate information, training and encouragement as regards selection of every student's choice of further study or career after A Levels.
- Liaise with the Deputy Head (Academic) over arrangements for Study Leave.

Pastoral

- To ensure that all Sixth Formers uphold the School's values and are kind and positively engaged at all times.
- To liaise with the Deputy Head (Pastoral) in the selection and training of Tutors.
- To provide tutors with information regarding weekly arrangements for the Sixth Form and to convene regular meetings of Tutors, ensuring that minutes are kept.
- To ensure the induction of all students into Year 12, led by the Head of Girls and Head of Year 12, is carried forward smoothly and that they quickly learn the expectations that the School has of them.
- Arranging, in conjunction with the Deputy Head (Pastoral), any necessary access to the School's counselling services.
- Along with the Head of Year 12, to liaise with the Head of Year 11 and to read the references from previous schools to ensure that continuity of pastoral care is maintained as students enter the Sixth Form and to allocate pupils to Sixth Form tutor groups.



General and Administrative

To line manage the Sixth Form Administrator and, through appropriate delegation:

- To lead and support the Sixth Form team and Tutors who carry the immediate responsibility for monitoring academic progress and pastoral care of individual students on a day to day basis.
- To communicate with parents as appropriate over significant matters of academic and pastoral concern.
- Arranging cover for absent Tutors.
- To ensure that all reports are completed and particular concerns followed up effectively.
- To monitor the behaviour of all students, intervening when appropriate and to liaise with the Sixth Form team, the Deputy Head (Pastoral) and/or the Second Master as necessary.
- To ensure that the appearance and dress of students is in accordance with the expectations of the School
- To liaise with the Headmaster in recommending the appointment of Prefects and other positions of responsibility.
- Prepare, for the Headmaster's approval prior to their despatch, reports/references for pupils transferring to other schools.
- Co-ordinate the preparation of full and interim reports with the help of the Sixth Form team.
- To ensure that the Sixth Form Centre and areas are appropriately utilised, supervised and maintained. This extends to the immediate environs of the premises.
- Ensure that registers and absence records and processes are properly maintained and that regular lateness is addressed.
- Ensure that Sixth Form Assemblies are run effectively, making use of speakers, student participation etc.
- Organise and lead Sixth Form Section Meetings and Sixth Form assemblies.
- Keep appropriate records of rewards and sanctions, School reports, work cards, etc.
- To work closely with the Director of Marketing and Admissions regarding the recruitment of prospective Sixth Formers and in the planning, co-ordination and running of further events for prospective Sixth Formers.
- To organise and administer the Year 11 Introduction to Sixth Form Evening, in close conjunction with the Director of Marketing and Admissions.
- To attend the 16+ Open Evening and to be present in the Sixth Form Centre during the two further Open Mornings.
- To supervise the administration of and to be present at the Sixth Form Entrance Assessments, which take place on two Saturday mornings in November.
- Interviewing of prospective students.
- With the Sixth Form Team, assisting in the organising of the reception for new students and their parents, the Malthus Service, the Leavers' Dinner and Sixth Form Photograph.
- Managing the Sixth Form budget
- Supervising the production of the Sixth Form Leavers' Yearbook and hooded tops and Leavers' Day photograph.
- Attending meetings of the Sixth Form Council and ensuring that these take place.
- Administering routine matters such as permissions for students to drive to school and leaves of absence as outlined in the Student Planner.
- To take turns alongside other Heads of Year at conducting school detentions.
- To be present at the Year 12 and Year 13 Subject Change Consultations evening at the start of the Year and to speak at Year 12 and Year 13 Parents' Consultation Evenings.
- To organise the rota for Sixth Form Catch Up
- With the help of the Deputy Head (Academic) assist in the Year 11 taster presentation and lunch in the Sixth Form Centre, and the Year 11 into Sixth Form Evening.
- To co-ordinate the allocation of tutor groups and participate in the various handover meetings during the Summer Term.

Please note that this Job Description is not exhaustive and the employee may be expected to undertake additional duties if required.



DIRECTOR OF SIXTH FORM

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Knowledge and Experience	Essential	Desirable
Strong academic achievements.	✓	
Outstanding specialist subject knowledge in at least one academic subject.	✓	
Teaches GCSE and A level syllabus.	✓	
Outstanding teaching track record, with significant pastoral involvement.	✓	
Some previous experience of leadership within a school.		✓
Demonstrable experience of engaging and building relationships with key internal and external parties.	✓	
Successful record of delivering results.	✓	
Skills and Attributes	Essential	Desirable
Self-motivated and highly dedicated.	✓	
Demonstrates a real passion for teaching and the characteristics of outstanding teaching practice.	✓	
Commitment to the ethos of the School and its pastoral approach.	✓	
Highly articulate communicator both orally and in written form at all levels, including public speaking.	✓	
Outstanding problem solving skills.	✓	
Effective in working with conflicting priorities and timescales.	✓	
Able to delegate and motivate others.	✓	
Possess the drive towards achieving academic excellence, with a profound interest in education and welfare of young people.	✓	
Possess gravitas and presence; integrity and independence of thought.	✓	
Happy being visible – both inside and outside the School.	✓	
Confident of own abilities; and possess the confidence to make difficult decisions.	✓	
Able to act as ambassador and professional advocate for the School, with strong personal credibility and the capacity to build relationships.	✓	
The ability to foresee, defuse and when necessary, resolve disputes.	✓	



Qualifications	Essential	Desirable
A good Honours degree relevant to the teaching aspects of the role.	✓	
A recognised teaching qualification, such as a PGCE.		✓
A management or leadership qualification.		✓
Full clean driving licence.		✓

Closing date for applications: 09:00 on 18th May 2021. Interviews will be held during the week of 24th May 2021.

Applications may be submitted by CV or School employment Application Form, which can be downloaded from our website “Vacancies” page www.rbcs.org.uk/vacancies/

This should be submitted with your letter of application, by email to recruitment@rbcs.org.uk If you choose not to submit a completed Application form when you apply, you will be required to complete one if invited to attend an interview.

Contact for questions about the application process should be addressed to: Mr Ian King, HR Manager, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU. Email: ijk@rbcs.org.uk

For further information about the role, please contact Dr Guy Williams, Deputy Head (Pastoral), at: gjw@rbcs.org.uk



PLACE OF WORK

Reading Blue Coat School,
Sonning on Thames, Berkshire.



MEALS

Lunch and refreshments are
provided free by the School.



SPORTS FACILITIES

Free membership of the School
Sports Centre with access
to fully equipped gym and
swimming pool.



EMPLOYEE ASSISTANCE PROGRAMME

Confidential independent support
service available to staff when you
most need it.



WORKING HOURS

From 08:30 to 16:20, Monday to Friday,
with 60 minute meal break.
Additional hours will be required for the delivery
of co-curricular activities; school events; open
evenings; parents' evenings; etc.



PARKING

Free Car parking is
available on site.



LEAVE ENTITLEMENT

School holidays in accordance with the
published School calendar.



CYCLE SCHEME

Tax-free Cycle to Work Scheme
is offered by salary sacrifice.



PROFESSIONAL DEVELOPMENT

Strong commitment to support
professional development,
overseen by Deputy Head
(Staff) and people
development budget.



PENSION

Membership of the contributory
Teachers Pension Scheme (employee
contribution between 7.4% and
11.7%, dependent on salary; employer
contribution is 23.68%).

DISCOUNTS



Reduction in RBC school
fees for employees'
children offered after
6 months service.



50% reduction for all full
time staff, pro-rated for
part time staff.



Fees
(from 1 September 2020)
are £5,838 per term.

Through the Blue Coat Benefit Hub you can access discounts, rewards and perks on thousands of the brands that you love to shop with including travel; motoring; electronics; clothing; education; entertainment; restaurants; health and wellness; beauty and spa; insurance; sports and outdoors.

MEET THE STAFF

All staff, both teaching and support, form part of a qualified and experienced team, which functions at its best in being mutually supportive in a common goal: to provide the best possible education for all Blue Coat pupils.

Relationships between staff and pupils at Blue Coat are often remarked upon by visitors and parents for being warm, relaxed and mutually respectful.

Click on the link to find out more about some of our staff. Can you see yourself as part of the Blue Coat team?

www.rbc.org.uk/the-school/meet-the-staff/



GETTING HERE

BY CAR

We are located in the village of Sonning-on-Thames, just off the A4, between Reading and Twyford.

We are about 15 minutes' drive from Junction 10 of the M4 motorway. From there, take the Reading / Bracknell turnoff at Junction 10 on to the A329M to Reading. At the roundabout by the flyover take the third exit (A4) towards Maidenhead. Follow the dual carriageway over the next roundabout and up the hill. Over the railway bridge, turn left into Sonning Lane. The School is about 1/2 mile on the left.

BY BUS

The School and village of Sonning is served by local bus services 128 and 129 (operated by Courtney) from Reading to Wokingham.

Also by service 850 (operated by Arriva Bus) from High Wycombe, Marlow,

Henley, Twyford to Reading. Alight at the junction of Sonning Lane and Bath Road, from where it is a short walk.

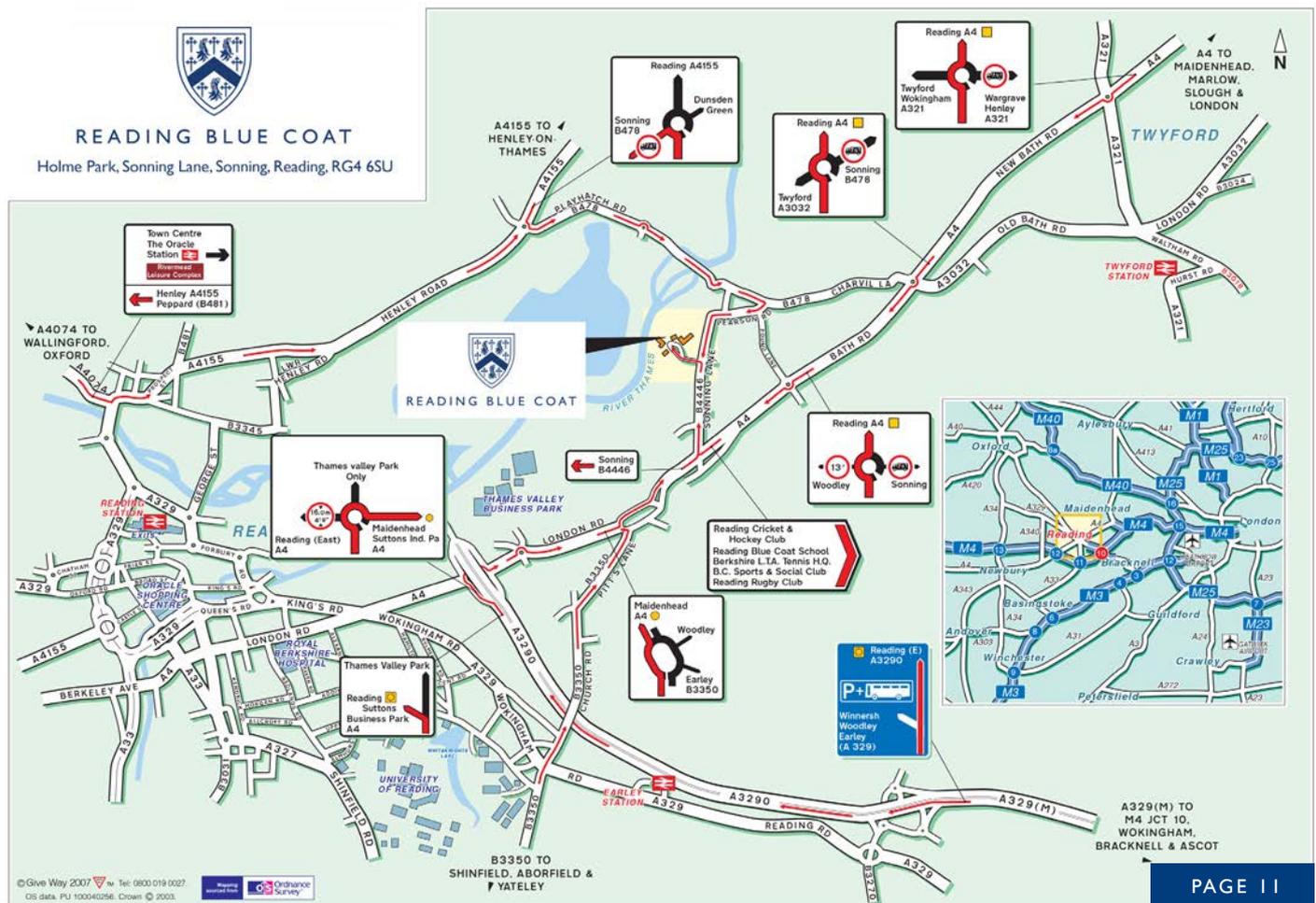
BY TRAIN

Our nearest rail links are at Reading central station (mainline to London, Wales and the West), which is about 5 miles from the School (about 15 minutes by taxi).

We are also served by local stations at Twyford, which is about 3 miles away (about 10 minutes by taxi), and at Earley, which is about 4 miles away (about 15 minutes by taxi).



For information, call Reception: **0118 944 1005**



ONE READING BLUE COAT

— our community —



Holme Park, Sonning Lane, Sonning-on-Thames, Berkshire RG4 6SU

Tel: 0118 944 1005 rbc.org.uk