



# CANDIDATE BRIEF

Head of Key Stage 4





## WELCOME TO SIBFORD

Sibford School is a co-educational, independent day and boarding school for children aged 3-18.

Sibford is a place where we aim to nurture ambitious learners who shape their worlds with their creative, compassionate and questioning minds, where your teaching journey can flourish alongside the growth of our exceptional students.

In our commitment to individuality, we recognise that educators, much like our students, are diverse in their approaches and strengths. At Sibford, you're encouraged to be adventurous, curious, creative, confident, and above all—be yourself.

Rooted in Quaker values, our approach to teaching is grounded in truth, integrity, equality, community, peace, simplicity, and sustainability. These values are not just words on paper but living principles that underpin the distinctive characteristics of Sibfordians.

In the nurturing, safe, and supportive environment we cultivate, you'll find a space where your teaching potential has no limits. Here, there's no ceiling on your ability to inspire and shape young minds, both academically and personally. Tolerance and consideration towards each other are not just encouraged; they are integral to our community ethos.

Our curriculum is as diverse as the talents it aims to nurture. Whether you are joining us to teach

traditional academics, creative arts, technology, or horticulture, you'll have the opportunity to guide students on their unique journeys. In small, dedicated classes, you'll be the mentor, inspiring and stretching each individual, guiding them to discover their own talents and embrace their authenticity.

Beyond the classroom, we invite you to contribute to a myriad of co-curricular activities. These experiences not only foster skill development in the students but also create strong connections based on shared interests, forming a deep sense of belonging within our community.

Sibford is more than just a school; it's a place where educators are partners in the growth and development of future leaders and citizens. If you're seeking a teaching environment that values creativity, agility, resilience, positivity and empathy, we warmly invite you to consider joining us at Sibford.

A candidate pack can only convey so much. Come and meet us in person—experience the genuine warmth and vibrancy that defines our educational community.

Looking forward to the prospect of welcoming you to the Sibford family.

**Rebecca Evans, Head**





## EMPLOYEE BENEFITS FOR TEACHERS

<b>Salary</b>	Sibford Teaching Scale Aims to mirror national teaching pay scales
<b>Pension Employer's contribution</b>	18%
<b>Pension Employee's contribution</b>	5% minimum
<b>Group Life Assurance</b>	4 x annual salary
<b>Group Income Protection</b>	50% of basic salary Payable for up to 3 years
<b>Staff Fee Remission Discount on school fees</b>	66.6% pro-rata'd for part time
<b>Paid Holidays</b>	18 weeks - Including bank holidays
<b>Academic term</b>	34 weeks term time
<b>Sick Pay entitlement</b>	1 month full & 1 month half pay per year of service – up to maximum of 6 months
<b>Free School lunch</b>	Provided on working days
<b>Free car parking</b>	Parking is on the school site
<b>Free use of School Swimming pool for staff</b>	Allocated times



## THE ROLE - Head of Key Stage 4

- Full Time
- Competitive Employment Package
- Accommodation may be available

We are seeking to appoint an experienced teacher to ensure the care, guidance (pastoral and academic) and discipline of Key Stage pupils, the leadership of the Key Stage tutor team and communication with staff, external bodies and parents. The post holder will be responsible for pastoral support and working with the academic team to monitor and support pupil progress and outcomes.

### **The role will be required to:**

- Promote high standards of behaviour and attitudes to work.
- Use data to inform strategies to improve outcomes for pupils in short/longer term.
- Support the school in embedding Fundamental British Values and Anti-Bullying awareness.
- Monitor individual pupil progress and pastoral/well-being; ensure students meet school standards and support students' personal organisation, attendance, prep, study, and extracurricular activities.
- Help diagnose difficulties and offer solutions, liaising with outside agencies as appropriate.
- Promote and develop an understanding of the "Quaker ethos" in our students.
- Promote and celebrate pupil achievement and monitor interventions for underperformance.
- Co-ordinate and lead the Tutor Team, and to organise and run the end of term awards meetings for the Key Stage.
- Plan and oversee the delivery of the PSHE programme for Key Stage 4, including all RSE requirements.
- Complete administrative tasks promptly, and to keep accurate records of telephone calls and interviews on SIMS as well as the effective use of CPOMS to record and share information.

### **The successful candidate will have:**

- Qualified Teacher Status
- A recognised teaching qualification
- Proven experience of teaching to a high standard
- Demonstrable experience of working at management level
- Proven experience of teaching up to and including Key Stage 4.
- Experience of delivering PSHE to pupils
- Experience of monitoring individual student progress and pastoral/wellbeing
- Ability to lead and inspire students of all ages and levels

**A recognised Level 3 Safeguarding Lead qualification and experience of organising and delivering parent events would be an advantage but not essential.**



## THE ROLE - Head of Key Stage 4

**Overall Purpose:** The care, guidance (pastoral and academic) and discipline of Key Stage pupils, the leadership of the Key Stage tutor team and communication with staff, external bodies and parents. The post holder will be responsible for pastoral support and working with the academic team to monitor and support pupil progress and outcomes.

**Reports to:** Deputy Head

### **Key Responsibilities:**

- To promote high standards of behaviour and attitudes to work.
- To monitor individual pupil progress and pastoral/wellbeing; ensure school standards are met by students and to support student's personal organisation; attendance; prep; study and extra-curricular activities.
- Use data to inform strategies to improve outcomes for pupils in short/longer term.
- To support the school in embedding Fundamental British Values and Anti-Bullying awareness.
- To promote whole school development and activities as required within the scope of the role.
- To promote Sibford School to prospective parents and feeder schools.

### Support, welfare and guidance

- To create a warm, friendly and supportive environment and to demonstrate personal interest in the lives of our young people.
- To help diagnose difficulties and offer solutions, liaising with outside agencies as appropriate.
- To promote and develop an understanding of the "Quaker ethos" in our students.
- To promote and celebrate pupil achievement and monitor interventions for underperformance.

### Management

- To liaise with the Deputy Head and the Pastoral Board as well as academic staff regarding pupil progress.
- To co-ordinate and lead the Tutor Team, and to organise and run the end of term awards meetings for the Key Stage.
- To plan and oversee the delivery of the PSHE programme for Key Stage 4, including all RSE requirements.
- To complete administrative tasks promptly, and to keep accurate records of telephone calls and interviews on SIMS as well as the effective use of CPOMS to record and share information.
- Identification of, and support for underachieving pupils.
- To administer the Academic Tutorial process for the Key Staff and review the tutor comments.
- To oversee the induction of new pupils.
- Support with the organisation of whole school events, such as Open Evenings, Sports Day, Celebration Evening and KS Parents' evenings.
- To support the Deputy Head in the running of the whole school Student Council with other Heads of Key Stages.



## THE ROLE - Head of Key Stage 4

### Key Performance Measures:

- Positive rewards (House Points etc.) continue to increase.
- Behavioural trends improve as part of an overall strategy of promoting the school values.
- Key Stage tutors are effectively supported.
- Pupil progress is effectively monitored and supported.
- Pupils feel able to air their concerns in the knowledge they will be supported (i.e. through pupil questionnaires/interviews).
- Consistent and fair approach to discipline is evident.
- Productive dialogues with parents and staff are maintained.
- Timely and effective handling of safeguarding cases as part of the safeguarding team.
- The school is fully compliant with the current ISI expectations regarding PSHE and RSE.

### Skills and Competencies required in the role:

- Drive, energy and a 'can do' approach.
- Strong time-management and organisational skills.
- Ability to motivate and empower young people.
- Ability to manage changing priorities in response to student demand or need
- Excellent communication skills at all levels.
- Ability to build positive relationships with students, staff and parents.
- Durable sense of humour.

### Safeguarding Responsibilities:

- To know the identity of the School's Designated Safeguarding Lead and Deputies.
- Proactively be alert to indicators of potential safeguarding issues and report these immediately in accordance with the School's procedure.
- Be aware of the School's Safeguarding and Child Protection Policy and to follow its requirements.
- Attend training relating to Safeguarding of Children provided by the School as required.
- Engage in safe practice and professional conduct to safeguard children to mitigate against the potential for misunderstandings or situations being misconstrued.
- The School is fully committed to safeguarding the welfare of all pupils and expects the same from its volunteers, employees and representatives.

**Sibford School is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.**



## PERSON SPECIFICATION

Requirements	Essential	Desirable
<b>Educational attainment</b>	Qualified Teacher Status.	Master's qualification.
	A recognised teaching qualification	
<b>Knowledge required</b>	Proven experience of teaching to a high standard	
	Demonstrable experience of working at management level.	Recognised Level 3 Safeguarding Lead qualification.
<b>Experience required</b>	Proven experience of teaching Science from Key Stage 3 and Key Stage 5.	
	Experience of delivering PSHE to pupils.	
	Experience of monitoring individual student progress and pastoral/wellbeing.	
	Ability to lead and inspire students of all ages and levels.	
		Organisation of delivery of whole school student events.
		Organisation of delivery of parent events.



## PERSON SPECIFICATION

Requirements	Essential	Desirable
<b>Skills and aptitudes required</b>	Ability to manage a complex workload.	
	Ability to interpret and utilise data to improve student outcomes.	
	Excellent interpersonal skills along with skill at building relationships with all stakeholders.	
	Strong literacy and ICT skills including use of school databases.	
	Ability to inspire and engage students.	
	Willingness to train to drive a minibus for outside of school activities.	Training and experience of driving a minibus.
<b>Interests</b>	Commitment to continued professional development.	Volunteer involvement in external educational environments.
<b>Personal qualities required</b>	Enthusiastic, creative and passionate about helping others to improve.	
	Confidentiality, durable sense of humour, organisation, creativity, reliability.	
<b>Circumstances</b>		Able to work evenings and weekends out of normal school hours.





## THE APPLICATION PROCESS

**Thank you for showing an interest in our school and the vacancy which we are currently advertising.**

You can complete the application online via the school website here: [Work With Us | Sibford School](#).

If you have any questions or queries, please contact the HR department: [hr@sibfordschool.co.uk](mailto:hr@sibfordschool.co.uk) or call 01295 781291.

Applications will be reviewed as they are received. The School reserves the right to appoint at any stage of the recruitment process; early applications are therefore encouraged.

Sibford School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All offers of employment are subject to an enhanced DBS check.

We are unable to accept CVs due to Safer Recruitment Practices.

If you are successfully shortlisted, you will be invited for interview at the school.

**Closing date for applications:**  
Tuesday 7th May 2024.

**Interview date:**  
Week of 13th May or week of 20th May 2024.

