



Director of Sixth Form

September 2019

Vacancy Information

Wycombe Abbey
High Wycombe
Buckinghamshire
HP11 1PE

Tel: 01494 520381



WELCOME TO WYCOMBE ABBEY

Wycombe Abbey is a world-class school. Founded in 1896 by pioneering Headmistress Dame Frances Dove, the School has been at the forefront of women's education for over 120 years. We are committed to providing girls with the knowledge, skills and confidence to excel in the ever expanding global workplace.

Set in magnificent grounds spanning more than 170 acres, our school has superb modern facilities, including a Sports Centre with a 25-metre indoor heated swimming pool, a dance studio, a fitness studio, a Courtyard Café and a Performing Arts Centre with a theatre and recital hall. Its teaching facilities are excellent.

Of the 629 pupils, ranging from 11 to 18, 574 are full boarders and 189 are in the Sixth Form. The majority of our girls come from within a two-hour radius of London; other boarders travel from further afield nationally and internationally. More than 35 nationalities are represented within the School's full boarding community.

This year's GCSE and A level results were, as usual, outstanding with 95 per cent of all GCSE entries being graded A*-A. At A level, 84 per cent were A*-A. Almost one third of last year's leavers went to Oxbridge and a number went to US universities including Yale, Tufts, Johns Hopkins and UPenn.

Wycombe Abbey is committed to maintaining full boarding for the needs of modern families. Girls who enter the School at 11+ have their own Junior Boarding House. From the age of 12 to 17, pupils live in 9 mixed-age Senior Houses, and in the Upper Sixth girls move into Clarence House, a purpose-built study-bedroom complex which is akin to a university hall of residence.

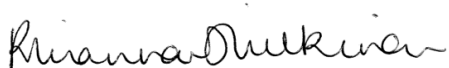
Very many co-curricular and enrichment opportunities are on offer for girls across the age range. Last year, the sports teams reached a significant number of national finals and the sports department offers more than 30 sports on a regular basis. Our Music department teaches more than 600 individual lessons a week and nearly every pupil plays an instrument, if not two. The Drama provision is equally impressive with numerous productions happening annually and opportunities for all to take part.

The School is ideally located to be able to enjoy a wide variety of activities with other independent schools including Eton, Harrow, Radley and Winchester. The boys join the girls for dinners and dances. We also enjoy close relationships with the two boys' grammar schools in High Wycombe, with our pupils and theirs co-operating in choirs, management and leadership conferences and other social and academic events throughout the year. MUN is thriving at Wycombe Abbey.

No institution can afford to stand still if it wishes to remain at the top of its field and Wycombe Abbey is no exception. We keep all aspects of our work – academic, pastoral and co-curricular – under review and it is our intention to strengthen further our position as one of the world's leading boarding schools. In terms of site development, we have just opened a brand new café and two new state-of-the-art boarding houses. We are committed to refurbishing much of our boarding accommodation and we have plans to redevelop significant teaching and learning areas in the Abbey building.

Our Strategic Development Plan is a five-year guide and we are committed to whole staff participation in the design and fulfilment of our strategic intents. A significant number of committees and working parties have been established to enable wider participation in leadership, management and development of our School. Our first sister school opened in Changzhou in 2016 and we are working hard to foster excellence there, not only in academic terms, but also in the soft skills of creativity, emotional intelligence and leadership. There are a number of opportunities for staff to be involved in 'DNA transfer' discussions in our International 'Think Tank' group and in annual inspections. We hope to open other Wycombe Abbey International Schools in South East Asia in the near future.

Exciting times are ahead!



Rhiannon J Wilkinson

Headmistress

Executive Summary



Wycombe Abbey is a world-class school operating at the cutting edge of educational excellence. With its distinctive heritage, magnificent 170-acre campus and impressive resources, the School provides an outstanding education for 629 girls aged 11-18.

The final two years of school life in the Sixth Form are the highlight of a girl's time in at Wycombe Abbey and we aim to make them as exciting and challenging as possible for every pupil. The Sixth Form team was redesigned in 2016 to include a Director of Sixth Form, supported by three Deputy Heads of Sixth Form. The current Director will be leaving to take up his first headship at the end of this academic year after 3 years in this post, during which time the Sixth Form has flourished under his committed leadership.

Wycombe Abbey now seeks a talented leader to join the existing high-performing team as Director of Sixth Form. The post-holder will be responsible to the Headmistress for all issues relating to academic progress, pastoral care and the moral, spiritual and cultural life of the Sixth Form girls. The Director of Sixth Form also oversees the Higher Education process, with the support of a dedicated and experienced team.

The Director of Sixth Form resides in a four-bedroom house attached to our Upper Sixth Form Boarding House, Clarence (pictured above) and is responsible for the management of Clarence. Two Deputy Heads of Sixth Form also reside in accommodation attached to the House, as well as a Resident Pastoral Assistant (Matron).

The appointed candidate will possess outstanding leadership skills, as well as the vision, energy and enthusiasm to inspire team members and shape the development of the Sixth Form during this exciting phase. The post-holder will teach approximately 0.4 of a timetable, and any academic subject relevant to our curriculum will be considered, as well as particular strengths of the successful applicant. Experience of the nature of leadership in a boarding school is required, as are strong communication skills and a genuine commitment to Wycombe Abbey's aims and ethos.

The Director of Sixth Form is a member of the School's Executive Leadership Team and as such makes an important contribution to the general strategic planning and direction of Wycombe Abbey.

THE SIXTH FORM

During her time in the Sixth Form, we ensure that each girl has full support, whilst also developing her independence.

Structure of the Sixth Form

Girls remain in their Senior House in Lower Sixth, living in designated areas for this year group in single or double study bedrooms. They are leaders in their House, taking responsibility in roles such as Head of House, House Sports Captain, or mentoring of younger girls. At the start of Lower Sixth each girl is assigned a Sixth Form Tutor who will look after her for the two years of the Sixth Form. In the Upper Sixth, girls move out of the Senior Houses into Clarence, which is a unique Wycombe experience. Clarence houses the entire year group in single study bedrooms, grouped into smaller houses of around ten girls who share a kitchen and recreation area where they enjoy the experience of cooking breakfast and supper for themselves. The atmosphere is more relaxed as girls prepare to leave school for university, but at the same time there is strong support from the Sixth Form Tutors, who along with the resident team in Clarence, work closely with the girls on their applications and future plans.

Academic

Girls choose four (or five if Further Maths is included) A level subjects. Several new subjects are available to girls at 16+, including Government and Politics, Economics, History of Art and Psychology. At the end of Lower Sixth, girls may decide to drop one subject, although a significant number continue with four. Many girls choose a combination of arts and science courses and most pupils choose to take the EPQ. A number of Sixth Form girls also choose to enter essay competitions set by universities or other organisations, with some impressive successes in recent years. Our bespoke Sixth Form enrichment programme - The Carrington Award - develops girls' skills in four areas: Confidence and Self-reliance; Leadership, Responsibility and Global Thinking; Creativity and Vision; Critical thinking and Curiosity. The theory is taught in lessons and tested in a range of immerse educational experiences.

Higher Education and Careers

Girls are extremely well supported in the choices they make about their futures during their time in the Sixth Form. They are taught how to research different universities and courses and have numerous individual discussions with their Sixth Form Tutor. Admissions tutors are invited into School to talk to the pupils about university applications and parents too are often included in these talks and conversations.

There is a comprehensive programme to guide girls through the university application process for UK, US, Oxbridge and Post-Qualification Applications including guidance and practice in coping with university interviews and admissions tests. Those considering application to US universities are supported by a dedicated team, including experienced teachers and a dedicated administrator.

There is a Head of Careers and Careers advice is delivered both through group activities and individual guidance sessions as well as work experience. We make good use of our alumnae ('Seniors') who return to talk to current pupils at Careers Seminar evenings and more informal suppers. We run a 'Future Ready Fair' each Spring at which a number of internships, short course and gap year providers present.



Co-Curricular and Leadership Activities

Girls are involved in a huge range of co-curricular activities and also learn to lead the way for others, running House activities, sports teams, music groups and societies which range from Bee-keeping to Politics. The role of one of the Deputy Heads of Sixth Form is to provide enrichment opportunities to stretch, challenge and develop the girls' talents and social and leadership skills. There is a healthy interest in both Duke of Edinburgh Gold Award and the Young Enterprise scheme; all girls undertake some form of community service during the Sixth Form and also participate in PE. The Sixth Form Lecture programme on Friday evenings is diverse and very much appreciated by the girls, as is the two-day Management Conference, held jointly with a local boys' grammar school which develops the ability to work in an unfamiliar setting on a range of business games, as well as hearing from eminent speakers from a broad spectrum of careers. During the two 'Activities Days' in the Autumn Term, girls participate in trips off-site as well as a Communications Conference in School. We aim to promote a global perspective and encouragement for the girls to question, learn and think for themselves.

Music, Sport and Drama all thrive at Wycombe Abbey and there are many opportunities for Sixth Formers to be involved at all levels. We have a thriving Model United Nations programme, Science activities, Green Power car, competitive team activities such as debating and public speaking, and a host of other societies. We offer a 40-week Leith's cookery diploma.

There is also time for fun and enjoyment. Numerous social opportunities include the Caledonian Society with Eton College and the Spring Ball with the Royal Grammar school, formal dinners with lecturers, debaters, and visiting Sixth Formers. In all these co-curricular activities, we encourage girls to develop a healthy lifestyle and a work-life balance, and to take responsibility for their own learning and organisation. We promote 'Flourishing @ Wycombe'. We expect older girls to set the tone and act as role models for the rest of the School. Their proactive pursuit of individual interests gives them the confidence to succeed in making their mark as they progress to university and beyond.

The Sixth Form Team

The Director of Sixth Form manages, and is supported by, three Deputy Heads of Sixth Form, an experienced Sixth Form Administrator, the Overseas Universities Team and a team of 18 experienced Tutors. There is a Clarence Manager on duty in the boarding house during the daytime, who manages administrative routines and provides a welcoming presence in the House, and a Resident Pastoral Assistant (Matron) who is on duty during evenings, nights and weekends. The Director of Sixth Form also works closely with the Head of Careers.



PERSON SPECIFICATION

Wycombe Abbey provides a modern and innovative education within a traditional boarding setting, and we therefore seek to employ teachers who will bring outstanding talent, intellect, enthusiasm and innovation to our classrooms.

The successful applicant is likely to possess:

- A track record of successful leadership experience
- A strong personal academic background with the ability to command respect within the Wycombe Abbey community
- Strong pastoral leadership skills with a clear vision for what constitutes outstanding pastoral care within a modern boarding community
- The capacity to think strategically and at a whole school level.
- Excellent communication skills as well as the ability to build strong relationships with pupils, parents and staff
- Sound judgement and discretion in order to manage sensitive and complex issues with clarity and care
- Excellent knowledge of Higher Education applications and an ability to guide pupils through the process
- The ability to teach throughout the School, including A Level and Oxbridge entry
- The motivation to enhance teaching and learning at Wycombe Abbey by sharing good practice and active participation in continuing professional development
- A willingness to contribute to the wider objectives of the School e.g. by involvement in the Admissions process or representing the School to the wider public
- A sense of humour and a degree of humility
- Good judgement, high levels of personal and professional integrity and a genuine commitment to Wycombe Abbey's aims and ethos.





BENEFITS OF LIVING IN HIGH WYCOMBE

Wycombe Abbey is set in 170 acres of parkland. It is a beautiful countryside setting, within a five-minute walk of the town of High Wycombe where there are many cultural amenities such as the Swan Theatre, with touring West End productions, a multiplex cinema, a range of restaurants and shops including a John Lewis and a House of Fraser. A Waitrose has opened nearby, and there is easy access to the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby. There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding Grammar Schools for girls and boys in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a new direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to the other London airports

TERMS OF APPOINTMENT

A formal contract of employment will be drawn up on appointment. The following notes provide guidance, without prejudice, on the main provisions of the agreement.

CONTRACT

This is a permanent, full-time contract over 52 weeks.

APPOINTMENT DATE

1 September 2019.

SALARY

Wycombe Abbey has its own pay scale which compares favourably with other independent schools.

ACCOMMODATION

You will be provided with School accommodation, suitable for a family, attached to the boarding house.

PENSION SCHEME

The school offers membership of the Teachers' Pension Scheme.

DEATH IN SERVICE COVER

Members of the Teachers' Pension Scheme have life cover at x 3 annual salary.

TRAINING & DEVELOPMENT

There is an extensive induction programme for new colleagues and ongoing professional development and training of all staff.

PROVISION OF MEALS

Meals and refreshments are provided free of charge during the working day.

SPORTS CENTRE

The facilities in the Davies Sports Centre (swimming pool, squash courts, fitness suite, etc.) are available for staff use.

FEE REMISSION

Fee remission is available for daughters attending the School, subject to the usual entry requirements and space being available.

PARKING

Free parking is provided.

EQUAL OPPORTUNITIES

It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.

SAFEGUARDING

All staff share responsibility for promoting and safeguarding the welfare of the pupils and must adhere to, and comply with, the school's Child Protection Policy at all times.

PRE-EMPLOYMENT CHECKS

The appointment is subject to an Enhanced Disclosure and Barring check.

APPLICATIONS

The closing date for applications is 9.00am on 28th January and interviews will take place 7 February.

Please submit a completed application form, which you will find on our website under 'Vacancies', as soon as possible, together with a covering letter addressed to the Headmistress, Mrs Rhiannon Wilkinson, outlining the experience and personal qualities which you believe qualify you for this position. The application form and letter should be emailed to Mrs J Wetenhall, HR Manager: wetenhallj@wycombeabbey.com



www.wycombeabbey.com