



# Dame Alice Owen's School

NoR: 1,446, Sixth form: 426

Ofsted: "An outstanding school", "Students achieve outstandingly well",  
"Behaviour ... is excellent"

## HEAD OF YEAR 12/13

(MPS/UPS + TLR 1a)

(the ability to teach Maths, Chemistry, Physics, Computer Science, or English  
would be advantageous)

**Required for September 2022/January 2023/Time to be agreed  
Full Time, Permanent Post**

**Closing date: Noon, Wednesday 6th July 2022**

**Interview date: Wednesday 13<sup>th</sup> July 2022**

*We reserve the right to make an appointment before the closing date, so early applications are encouraged.*

The Governors of this highly successful, partially selective, mixed school invite applications for the post of Head of Year 12/13. This position is being advertised internally and externally. The Head of Year 12/13 will lead a cohort of students through their time in the Sixth Form, within a supportive and experienced professional team. The focus will be supporting the academic and personal development of our students. We have high expectations of our students, and seek to offer them not only an outstanding education but also varied extra and super curricular, and leadership opportunities. The post holder would play a key part in the development and delivery of these, as well as supporting the students personally and in their classroom learning. The Head of Year 12/13 would work closely with the Head of Sixth Form and their counterpart in the other year group to develop and deliver the best possible support. The teaching team is well supported by colleagues whose full time role is to support students personally (the Pastoral Manager), academically (the Learning Manager) and both our UCAS and Careers leads.

In 2019 the school achieved a Progress 8 score of +0.65 and 93% of students achieved 5 or more grades 9-4 including English and Maths at GCSE and 84% of A level entries were graded A\*-B.

The school is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. Central London is easily reached by rail from Potters Bar and the school is close to motorway links.

**The Governing Body is committed to admitting the children of staff in line with our admissions procedures.**

Please download our [Teaching Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CVs for any posts based in school. To apply, please send your completed application form together with a covering letter stating why you are well placed to take this position at our school to [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk) by **noon, Wednesday 6th July 2022**.



# Dame Alice Owen's School

Dugdale Hill Lane | Potters Bar | Hertfordshire EN6 2DU

Headteacher | Mrs Hannah Nemko MA

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## INFORMATION FOR APPLICANTS

Name of post: Head of Year 12/13  
Location: Potters Bar, Hertfordshire  
Closing date: Noon, Wednesday 6th July 2022  
Interviews: Wednesday 13th July 2022

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Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies available in the vacancy section of our website.

The selection process includes scrutiny of the information provided in your application form and a request for references including a reference from your current/previous employer.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact Jeni McClean (Assistant Headteacher, Head of Sixth Form) at [mccleanj@damealiceowens.herts.sch.uk](mailto:mccleanj@damealiceowens.herts.sch.uk)

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will also be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk) by **noon, Wednesday 6th July 2022**.

We look forward to receiving your completed application.

Hannah Nemko  
Headteacher

## Details of the School, Department and vacancy

### Introduction

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,440 registered students and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are 20 places each year for 11 year old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for students showing the most aptitude in music who apply for a place in Year 7. The remainder of the places, in an annual cohort of 200, go to siblings, local students on the basis of proximity to the school and to those with priority need.

It is this combination of student and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, Governing Body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

We were delighted to be recognised as The Sunday Times Regional School of the Decade in November 2020' and the country's highest ranking non-fully selective state school of the year in 2021. Securing a place at Owen's has been described as "winning the lottery" in the Good School Guide and "the golden ticket" in Tatler. Our school benefits from some of the most able students in the country. Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over one million pounds of additional income for the school annually, to support the school. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.

Below are some of the key qualities and attributes we believe have contributed to the school's excellent reputation:

- Committed and dedicated staff who are responsive to change
- The value we place on collaboration, both within our school and with other schools
- Teamworking
- Superb pastoral care
- Energetic, curious and enthusiastic students
- A very wide range of extra-curricular activities, most notably within Music
- Excellent resources and facilities
- Forward-looking and proactive leadership
- Attention to detail
- A foundation stone of tradition and heritage; and
- Exceptional recognition by Ofsted.

Our primary aim is to work in partnership with students and parents to ensure that students achieve their full potential by:

- Striving for academic excellence;
- Providing a happy, safe, purposeful and caring environment and encouraging a sense of pride in the individual and our School;
- Embracing innovation whilst maintaining our strong links with tradition;
- Providing interesting and challenging opportunities so that students enjoy their learning and maintain a desire to continue learning throughout their lives;
- Recruiting and developing outstanding staff;
- Offering high quality extra-curricular activities which involve all students;
- Promoting respect for and understanding of religious and moral values.

## **The Sixth Form**

The Sixth Form team consists of enthusiastic, positive committed support staff and teachers, working together to support students both in their personal and academic development. We place a strong emphasis on developing autonomous, hard-working, efficient and aspirational students. The majority of our students choose to go on to University, and this year we have had 24 students receive offers to Oxbridge which is something to celebrate alongside the achievements of all of our students whose hard work, vision and plans for the future make us equally proud.

All Sixth Form students have designated study periods in our self-accessed learning centre (the SALC) and they are encouraged to manage their own time and learning. Our students have a rich offering of extra-curricular, super-curricular and leadership opportunities, and they are encouraged to get involved in the full life of the school.

The Sixth Form is accommodated in a purpose-built building which is due to be refurbished with a new study centre and common room in Summer 2023.

### **What we can offer you**

The school provides an excellent range of staff development opportunities. This is currently led by Lauren Common, Assistant Headteacher and our team of ASTs/SLEs with responsibility for teaching and learning. All staff members are encouraged to continue their personal development and undertake further qualifications if they wish.

We have a commitment to ensuring staff undertake minimal cover and wherever possible none at all. The Governing Body is committed to admitting the children of staff in line with our admissions procedures.

We have installed a £60k Fitness Suite which is open to all staff for certain hours outside of the school day.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process, please do not hesitate to ask.

We very much look forward to receiving your application.

## Job Description



**Job title:** Head of Year 12/13  
**Reports to:** Assistant Headteacher, Head of Sixth Form

**Job purpose:** To support and monitor a year group through both years of 6th Form.

### **Key responsibilities:**

1. To monitor student progress and challenge underachievement.
2. To uphold the ethos of the 6<sup>th</sup> form and promote a culture of learning.
3. To ensure a high standard of student conduct and appearance.
4. To co-lead the Personal Tutor team in their support for their personal tutees.
5. To develop and guide students, including through the UCAS process.
6. To provide pastoral support for the students and help them overcome barriers to learning.
7. To communicate with students, parents/carers and teachers on issues relating to student progress.
8. To support the Head of 6<sup>th</sup> Form as directed at 6<sup>th</sup> Form events, open afternoons, results days etc.

### **Upholding the ethos of the 6<sup>th</sup> Form and promoting a culture of learning:**

1. Hold fortnightly assemblies which promote positive student attitudes, promote social responsibility and reinforce key messages.
2. Have high expectations of 6<sup>th</sup> Form students and encourage teachers to do the same.
3. Formally and informally monitor student use of time in school and encourage good working practices. Ensure that students attend SALC (self-study) sessions.
4. Prepare the students for school and public exams.

### **Monitoring student progress and challenging underachievement:**

1. Review progress and identify underachievement at key points in the year including induction tests, interim and full school reports and end of year exams.
2. Where necessary, put in place strategies to monitor and improve progress over time. Liaise with subject teachers and hold students to account through regular meetings.

### **Ensuring a high standard of student contact:**

1. Assist in the maintenance of student discipline in the Sixth Form Block and wider school.
2. Refer serious pupil misbehaviour to the Head of Sixth Form.
3. Maintain high standards of student behaviour, attendance, punctuality and appearance. Run a 6th Form detention when appropriate.
4. Take responsibility for the behaviour and organisation of the year group at assemblies, fire drill and other large gatherings.

### **Co-leading the Personal Tutor Team and acting as figurehead of the year:**

1. Communicate effectively with the tutor team, including via the weekly digest, to remind them of the plan for the week, issues that have arisen, events to promote and to get their feedback. Meet occasionally with the personal tutor team
2. Encourage and support personal tutors to get to know their students, be aware of their academic and personal situations, as well as their aspirations, and to carry out data/feedback driven mentoring to support progress.

### **To develop and guide students, including through the UCAS process:**

1. Oversee and promote student participation in the wider life of school including the student leadership programme.

2. Act as a Personal Tutor for approximately 12 students every year, supporting them with their personal statements, writing UCAS references and overseeing the smooth progress of students' applications.
3. Where appropriate, share and encourage students to take advantage of events, competitions, work experience, study days and other opportunities.
4. Liaise with the Head of Student Activities to ensure the smooth running of student involvement including the Arrow, Form Prefects and Homework Club during Year 12.

**Providing pastoral support for the students and removing barriers to learning:**

1. Be available and cultivate a position as a person to whom students would be comfortable to turn to for help.
2. Liaise with the Sixth Form Pastoral Manager and Learning Manager to ensure appropriate support is in place for students with pastoral needs/concerns.
3. Address issues relating to pastoral care and wellbeing via assemblies and in form time as appropriate.
4. Discuss any safeguarding concerns with designated members of the safeguarding team.
5. Liaise with SENCO as appropriate and make sure teachers are aware of new developments with students' learning needs.

**Communicating with students, parents and teachers on issues relating to student progress:**

1. Consult with relevant colleagues to discuss issues relating to the progress and development of students and the effectiveness of measures previously taken or in place.
2. Collate and record information received from staff and contact parents when appropriate about matters relating to student progress and behaviour.
3. Work with Sixth Form Pastoral Manager to share pastoral information with relevant staff as appropriate to ensure that the needs of the student are met.
4. Communicate and meet with parents/carers, and other external agents, as appropriate to discuss/ provide support for issues relating to pastoral care.

**Teaching and Learning**

1. Teach well prepared, challenging lessons in accordance with Dame Alice Owen's expectations.
2. Make good use of class information and data to ensure all students are supported and challenged according to their needs.
3. Demonstrate your commitment to personal development through your actions and your commitment to your own Performance Management.
4. Implement curriculum change as appropriate.
5. Contribute to the writing and delivery of appropriate Schemes of Work which meet the academic needs of all students as directed by your HoD.
6. Ensure public examination syllabuses are taught thoroughly, keeping abreast of changes and swiftly making amendments as required.
7. Promote a stimulating learning environment, including useful and stimulating displays, which encourage students to learn.

**Achievements and Standards:**

1. Track and monitor individual students to bring about improvement where needed.
2. Ensure appropriate participation in departmental moderation as required throughout the year.
3. Take responsibility for overall behaviour management within lessons and throughout the school to ensure a safe, secure and structured learning environment.
4. To play an active role in performance management and self-development activities.

**General requirements:**

1. To carry out any pastoral support roles (including being a tutor and delivering PSHRE) as required
2. To contribute to the extracurricular offer.
3. To play a role in ensuring effective safeguarding and wellbeing of our students.
4. Provide clear and useful feedback to students and parents/carers as required.
5. To attend periodical after school meetings/events such as Visitation, Parents' evening, as required by the Headteacher and published in the school calendar.
6. To check your email regularly and respond in a timely manner.
7. To contribute articles to the half-termly newsletter as appropriate.
8. To complete any other reasonable tasks as required by the Headteacher.

**This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post**



## Person Specification

Education	Desirable/ Essential
Holds a degree (or higher) level qualification in a related subject	E
Holds QTS	E
Up-to-date in-service training in subject and whole school issues	E
Additional qualifications relevant to the post	D
Experience	
Experience from a similar post with management responsibility within existing or previous school	D
Recent experience of teaching the 11-18 age range	E
Have enjoyed working within pastoral care at a school, as a Form Tutor or other role	E
Clear understanding of the issues young people often face and ways of helping them through these difficult years.	D
Involvement in the professional development of staff	D
Experience of producing examination results to a high standard	E
Experience of facilitating outstanding extra-curricular provision	D
Experience of working in more than one previous school	D
Specialist skills and knowledge	
Strong working knowledge of the National Curriculum, issues and developments	E
Excellent administration, organisation and management skills	E
Excellent information and communication technology skills	D
Knowledge of equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
An innovative and exciting approach to teaching and learning with an understanding and proven practice of excellence for all	E
Ability to motivate and coach staff to perform to the best of their ability	E
Other	
An outstanding classroom practitioner	E
An energetic committed individual with a clear vision and unwavering commitment to excellence for all	E
Open and enthusiastic	E
A problem solver with a 'can do' attitude	E
Ability to multitask, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously	E
Willingness and clear commitment to be involved in extracurricular activities	E
Excellent emotional intelligence and interpersonal, communication skills	E
The ability to lead and enthuse others	E
The ability to cooperate and coordinate with other departments	E
Desire and potential for future Senior Leadership Team position	D
A good sense of humour!	E