



Assistant Head (Head of Sixth Form)

UCS Senior School





UCS HAMPSTEAD

University College School was founded in 1830 to promote principles of liberal scholarship. That remains our first and overriding aim. Intellectual curiosity, breadth of study and independence of mind combine to achieve academic excellence; they are not subordinate to it.

Initially located in Gower Street, as part of University College London, the School was revolutionary in its approach to education, having as a fundamental principle that religion, in any form, should neither be an entry requirement nor a taught subject, believing rather that faith is a matter for the family and the individual - a tradition that continues today. The UCS Foundation, now independent of the University, comprises three schools: the Senior School (960 pupils: 11-18), the Junior Branch (250 pupils: 7-11) and the Pre-Prep (130 pupils: 3-7).

All three schools are set in attractive locations. In 1891 the Junior Branch was established at Holly Hill, Hampstead, followed in 1907 by the School's separation from UCL, and the acquisition of the Senior School's current purpose-built accommodation in Frognaal, opened by King Edward VII. The Pre-prep branch is based nearby. All three schools have full use of the extensive playing fields (including a large all-weather pitch and two pavilions) in West Hampstead.

UCS remains true to the liberal traditions of its founders and continues to work hard to foster independence of mind among its pupils and to value their individuality. Academic results are excellent. Music and drama are very strong at UCS and the school offers an outstanding range of co-curricular activities and enrichment opportunities.

UCS FOUNDATION

Sixty pupils each year transfer from the JB to the Senior School and are joined by sixty pupils from outside feeder schools who win places through competitive examination. In Years 7 and 8 (Entry and Shell), these children are supervised by a team of pastoral Year Wardens, Form Tutors and Head of Lower School. In Year 9 (Lower Remove), pupils join the Middle School and are allocated to the six Demes (or houses) which form the basis of the pastoral structure of the school until pupils leave at the end of the Sixth Form. Each Deme is managed by a Deme Warden and a team of Form Tutors and the Head of Middle School or Head of Sixth Form.

Admission at all entry points is heavily

oversubscribed. Whilst UCS operates within a highly competitive market-place, our reputation as a happy, well-balanced environment that respects the individuality of each pupil allows us to retain the advantages of a highly selective school. We are particularly proud of our reputation for pastoral care and for co-curricular activities, as well as our high academic standards.

Whilst the Headmaster of UCS is in overall control of all three schools in the Foundation, day-to-day management and planning at the Junior Branch is in the hands of the JB's own Headmaster and his deputies. Similarly, The Pre-Prep has its own Head who reports to the Headmaster of the Senior School.





THE SENIOR SCHOOL CURRICULUM

In Years 7 and 8, pupils follow a full core curriculum with time devoted to Drama, Art, Design & Technology, PSHE, PE and sport as well as to the more traditional academic curriculum. Pupils study General Science in Year 7, and the three separate sciences from Year 8 onwards. There is no setting or streaming. This approach continues into Year 9, where the other language options are added to the curriculum. Mathematics is set by ability in Years 9, 10 and 11. All pupils currently study ten subjects to GCSE (IGCSE in the case of a number of subjects), including English Language, English Literature, Mathematics, at least one science subject and at least one modern language. All pupils begin Year 12 studying four subjects. A number of pupils will drop to three subjects before the end of Year 13. Many also choose to take an Extended Project Qualification.

SPORTS AND CO-CURRICULAR ACTIVITIES AT THE SENIOR SCHOOL

The school offers outstanding facilities and opportunities exist for a number of different sports and activities, including Rugby, Netball, Football, Hockey, Cricket, Tennis, Athletics, Badminton, Cross-Country, Basketball, Swimming, Fives, Table Tennis, Fencing, Aerobics, Dance, Yoga, Cycling, Spinning, Bouldering, Karate, Rowing and Squash. All pupils are required to play games as part of their normal curriculum and a large number represent the school.

There is a wide range of co-curricular activities and school societies. Music is particularly strong, with multiple choirs, Orchestra, Wind Band, Chamber Choir, Chamber Orchestra, Concert Band, jazz and rock groups, as well as many smaller ensembles. The school has a fully equipped theatre that is

heavily used for our own productions many smaller ensembles. The school has a fully equipped theatre that is heavily used for our own productions as well as by visiting professional actors and musicians. A large number plays and musicals are staged each year, with opportunities for pupils to direct as well as to act and provide technical support, and an annual production is performed at the Edinburgh Fringe Festival. Over 60 clubs and societies meet on a weekly basis, often run by pupils. Feminist Society, Queer Society, Cultural Awareness Society and Green Impact Society, the environmental action group, are all currently popular. Debating and Model United Nations, Young Enterprise, Chess and Robotics regularly send teams to competitions with great success. Pupil journalism thrives at UCS, with pupils editing and

producing the school magazine, The Tortoise, as well as Bocca, a Classics and Art History journal, Interlingua, the modern languages journal, and others.

School trips are arranged on a regular basis. UCS has partnerships with Westminster Academy, UCL Academy, Michaela Community School and the London Academy of Excellence Stratford, as well as a number of primary schools. Pupils currently raise roughly £30,000 per year for a range of charities that they select themselves as part of a Community Action initiative. Academic Enrichment Weeks, Women in Sport Week and the non-curricular Activities Week annually broaden and embellish the UCS educational experience.





OVERVIEW

The Head of Sixth Form is a key leadership role at Assistant Head level, responsible for the academic and pastoral development of, and support for, pupils in Years 12 and 13. They are therefore responsible for ensuring that the post-16 provision at UCS continues to be distinctive, innovative and the post-16 Sixth Form of choice for our own Year 11 pupils as well as those seeking to join the school after GCSE.

At the same time, the Head of Sixth Form is responsible for ensuring that the Sixth Form is connected to the Lower School (Years 7 and 8) and Middle School (Years 9 – 11) and that there is continuity into the Sixth Form for pupils with regard to expectations and ethos.

This is an excellent opportunity for the successful candidate to gain extensive experience at senior leadership level. We would see the successful candidate as someone likely to be seeking a Deputy Headship or Headship in due course.

The Head of Sixth Form reports to the Vice Master, and through him to the Headmaster. The Head of Sixth Form directly line-manages the Director of Higher Education, the two Senior Tutors and the Head of Careers, as well as the Sixth Form Team Administrator.

Given the broad academic and pastoral brief of the role, the Head of Sixth Form attends Academic Board and Pastoral Committee meetings as

an ex officio member of each group. In addition, the Head of Sixth Form has weekly meetings with the Vice Master and Deputy Head (Pupils).

As a member of the school's Senior Leadership Team, the Head of Sixth Form will attend SLT meetings, and meetings with the Deputy Heads and other Assistant Heads. They will contribute to the development of whole-school strategy and take responsibility for specific elements of the School Development Plan. They will also be a member of the school's senior appraisal team. It is expected that the Head of Sixth Form will support and attend school events, and particularly those involving Transitus and Sixth pupils.

KEY RESPONSIBILITIES

1. Strategic Development of the Sixth Form

- To develop a strategic vision for the UCS Sixth Form informing and informed by the aims and ethos of the UCS Foundation, and the School Development Plan
- To keep abreast of current academic and pastoral issues pertinent to the Sixth Form, attending training courses, meetings and conferences
- To foster an ethos of academic aspiration and scholarship which ensures that all Sixth Form pupils achieve their potential
- To promote the values of responsibility and resilience, helping UCS Sixth Form pupils develop self-confidence, self-esteem and a commitment to the school and wider community so that they are well equipped for life after UCS

2. Academic, Curriculum and Higher Education

- To monitor the overall academic progress of all pupils in Year 12 and 13 in conjunction with the Vice Master, Director of Studies and Deme Wardens
- To ensure that all Sixth Form pupils and their parents understand the higher education and career options open to them, and the implications of and opportunities arising from their decisions
- To ensure that pupils are well supported as they move through the UCAS application process, including Oxbridge and applications to international universities and colleges
- To direct Heads of Departments in matters regarding higher education applications in conjunction with the Director of Higher Education
- To support the Senior Tutor (Pastoral & Enrichment) with the continued development of the Bios Diploma programme

3. Pastoral

- To assist Deme Wardens with the pastoral care of Years 12 and 13, directing Deme Wardens as necessary
- To have overall responsibility for Sixth Form punctuality, discipline, behaviour and dress as directed by the Deputy Head (Pupils)
- To monitor patterns and trends in pastoral provision
- To encourage pupils in Years 12 and 13 to take full advantage of the many opportunities for personal and social development, and leadership, arising both in and outside school
- To direct the annual process for the appointment of Monitors
- To line-manage the Monitor team, and to meet with the team on a regular basis
- To direct the annual selection and appointment of Sixth Form Union representatives, and to support the Senior Tutor (Pastoral & Enrichment) in developing the work of the SFU as a forum for pupil voice in the senior section of the school
- To manage and develop the AKO Sixth Form Centre as an inclusive, welcoming and practical space promoting both independent study and social cohesion
- To have oversight of co-curricular and social activities for Year 12 and 13 pupils
- To support cultural, sporting and other activities in which Year 12 and 13 pupils are involved

KEY RESPONSIBILITIES

4. Line Management and Communication

- To lead and line-manage the Senior Tutors, the Director of Higher Education and the Head of Careers
- To line-manage Year 12 and 13 form tutors regarding support for pupils' higher education applications
- To organise regular Year 12 and 13 Tutor Meets in order to ensure that tutors are well-informed and to facilitate the sharing of best practice in post-16 form tutoring
- To liaise with the Head of Careers to ensure continuity of appropriate careers advice provision for Years 12 and 13
- To retain oversight of the Bios Core (PSHE) programme to ensure that it continues to meet the needs of pupils in Years 12 and 13
- To direct the Senior Tutor (Pastoral & Enrichment) in working with the Head of PSHE to ensure appropriate coverage for Years 12 and 13

5. Events

- To assist with the Sixth Form admissions process, including meeting prospective families and interviewing candidates
- To attend Sixth Form subject options events for Year 11, including giving presentations to parents and pupils as required
- To take responsibility for the Introduction to Sixth Form event for Year 11, and contribute to the Sixth Form experience day for Year 10
- To liaise with the Head of Partnerships to organise events and activities for Year 11 and above pupils in local schools (e.g. university information) as required
- To take responsibility for the induction of pupils new to Year 12, including organisation of the annual post-GCSE taster week
- To have oversight of Sixth Form assemblies
- To have oversight of Beyond UCS and Oxbridge information events
- To organise leavers' events in conjunction with the Vice Master



PERSON SPECIFICATION

Skills and Attributes	Required
Experience/Knowledge	<ul style="list-style-type: none"> • Significant previous experience of middle management in a pastoral or academic role, including effective staff management • Awareness of issues specific to the Sixth Form years, including UCAS • Evidence of involvement in co-curricular activities, and an awareness of their importance • Involvement in admissions procedures (desirable) • Involvement in, and awareness of, Sixth Form subject guidance
Skills/Abilities	<ul style="list-style-type: none"> • Ability to build positive relationships with colleagues • Ability to maintain both verbal and written communication with a wide variety of stakeholders, including parents, pupils, SLT and Deme Wardens • Genuine interest in young people and in particular the ability to communicate effectively with the 16-18 age group • Excellent interpersonal skills • Understanding and experience of safeguarding and/or a willingness to learn
Personal Qualities	<ul style="list-style-type: none"> • Ability to prioritise/organise workload • Adaptable, flexible, collaborative and innovative approach to work • Ability to be a self-starter, whilst working within the current academic and pastoral structures • Attention to detail and accuracy • A charismatic personality with a good sense of humour, and the ability to lead and inspire



SALARY AND BENEFITS

UCS has its own competitive salary scale. The salary for this post will reflect the seniority of the role as well as the qualifications and experience of the appointed candidate.

UCS staff enjoy a range of additional benefits including:

- A competitive pension scheme
- Life assurance cover
- Free use of the Roger Bannister Sports Centre during school hours
- Heavily subsidised membership of our health club, UCS Active
- Interest-free loans to help with house purchases
- Season ticket loan
- Private health care
- Private dental care
- Free breakfast and lunch each day
- Cycle to Work scheme
- Eye care voucher
- Employee Assistance Programme
- 33% School fee discount

UCS places a high value on staff wellbeing and in addition to the benefits listed above we have family friendly policies and enhanced maternity pay. We regularly review staff workload to ensure we are supporting our staff to operate at their best.

CHILD PROTECTION

University College School is fully committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an Enhanced check for Regulated Activity from the Disclosure and Barring Service (DBS) before a formal offer of employment is made. This is a requirement as the position is within a school working with children aged under 18. UCS will also undertake its own recruitment checks through contact with previous employers, referees, and others, to confirm applicants' identities and their professional records.

ARRANGEMENTS FOR THE APPOINTMENT

In addition to completing the UCS application form, applicants should provide a full Curriculum Vitae and a supporting letter as soon as possible.

The closing date for applications is midday on Friday 17 January 2025.

First round interviews will be held the following week, with final round interviews on Friday 24 January.





ucs.org.uk  [@UCSHampstead](https://www.instagram.com/UCSHampstead)