



APPOINTMENT OF:
HEAD OF SIXTH FORM

Required for September 2024



ABOUT JOHN LYON

John Lyon is Northwest London's leading co-ed, all-through 3 to 18, independent school. We are forward-thinking and dynamic in our approach. Our eight School Values: Ambition, Community, Creativity, Enquiry, Excellence, Heritage, Innovation and Resolve guide us in all we do and are embedded into School life.

Together with our Prep School, we proudly serve families in Harrow-on-the-Hill, around Harrow and further afield by offering a world-class school experience. John Lyon is a happy, diverse and thriving community.

“ The school community transcends cultural difference and exudes an ethos of inclusivity through natural acceptance. ”

ISI Inspection Report, January 2020



At John Lyon, we believe that every pupil has unique talents and strengths. We pride ourselves on providing an enriching, supportive, and challenging environment for every pupil, while promoting a culture of academic excellence, personal responsibility and respect for others.

Academic work is just the beginning, and we firmly believe that the additional opportunities we provide through our extra-curricular, co-curricular and Excellence programmes are equally important, playing a vital role in equipping our pupils with the skills and experiences they will need to help them succeed in life at school and beyond. Pupils find that our vibrant and inclusive co-ed classrooms create a diverse learning community in which all can thrive.

We embrace technology and put it at the forefront of all that we do. As a 'Microsoft Showcase School', we are one of only 82 other schools and colleges in the UK to be recognised by Microsoft.

We are not your typical school. We are part of something much bigger. John Lyon School sits within John Lyon Foundation and alongside the Harrow Family of Schools, which includes Harrow School itself and Harrow International Schools around the globe. Pupils benefit from these close links and regularly take part in pan-Family events, including an annual Fifth Form Conference, assemblies and lessons streamed with partner schools, creative-writing anthology and a STEAM magazine. In addition, staff often have the opportunity to collaborate with colleagues all over the world in order to develop best practice and exchange ideas and resources.

“ Pupils recognise and appreciate that staff have high expectations and allow them sufficient independence to develop self-control and self-motivation. ”

ISI Inspection Report, January 2020



THE COMMON ROOM

John Lyon has a very friendly and diverse Common Room with a mix of colleagues living locally, in London and as far afield as Hertford, Bucks, Berkshire, Essex and Surrey. Many academic staff join the School straight from university whilst more experienced staff have taught in either independent schools, state Schools or both. The Common Room runs a termly programme of wellbeing activities which is well supported by academic and support staff. This includes theatre trips, celebratory meals, yoga, charity quiz nights and fixtures in archery, football, cricket, hockey and golf.



OUR ETHOS

John Lyon has a richly deserved reputation for providing an excellent all-round education that combines high academic standards with excellence in Sport and the Arts and outstanding pastoral care. The School is a friendly and purposeful place. Learning is both broad and deep, and we offer a unique education that embraces opportunity and excellence both within and beyond the classroom. At John Lyon every pupil matters.

OUR VALUES

John Lyon has a clear set of values that are vital to our community. Our values shape who we are, what we do and how we do it. Each value is woven into School life and our admissions process. Our Values are tangible and meaningful; they enable us to promote and teach a set of principles to our pupils that will help them thrive as happy individuals.



AMBITION



EXCELLENCE



INNOVATION



RESOLVE



HERITAGE



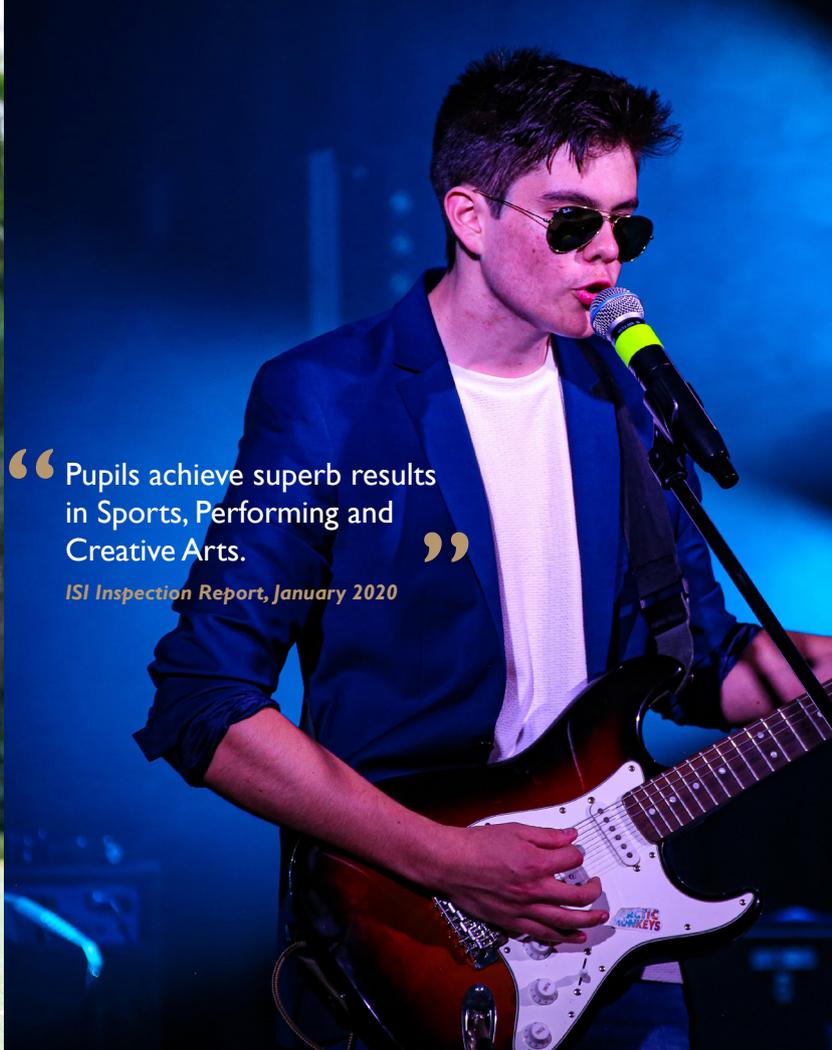
COMMUNITY



ENQUIRY

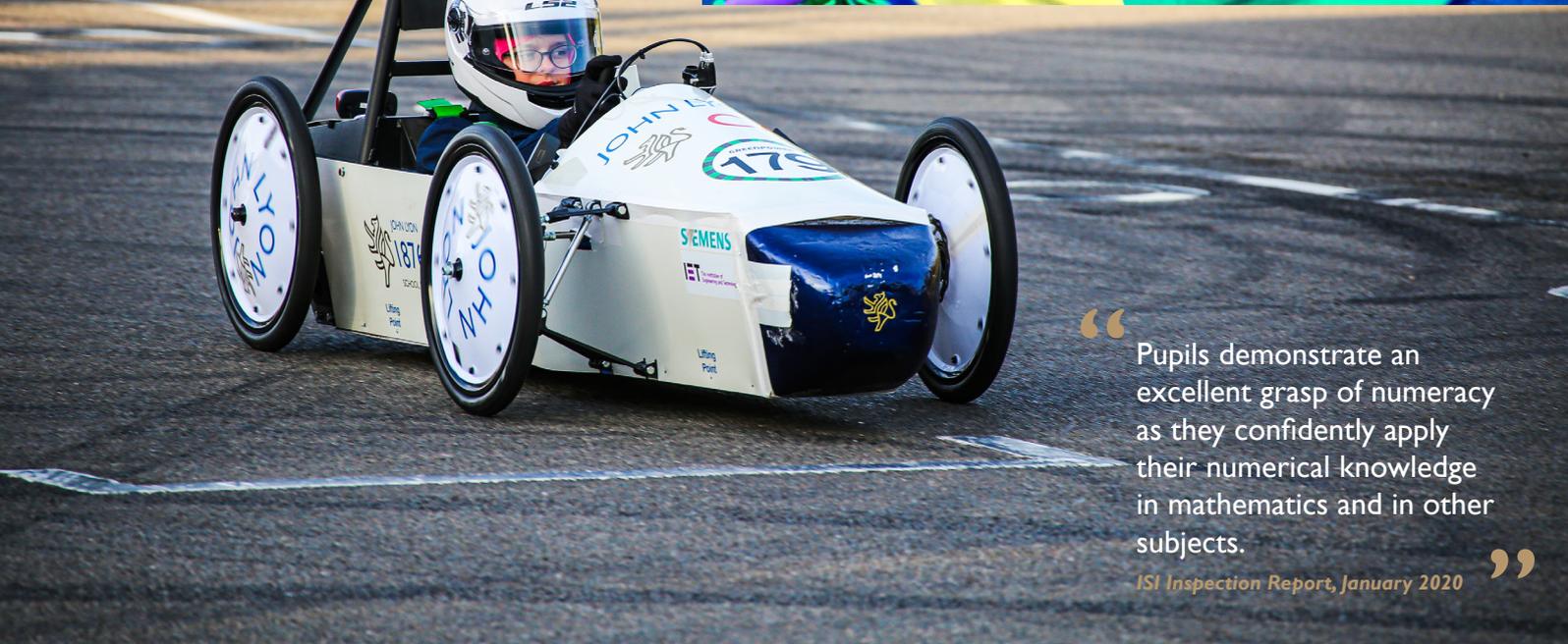


CREATIVITY



“ Pupils achieve superb results in Sports, Performing and Creative Arts. ”

ISI Inspection Report, January 2020



“ Pupils demonstrate an excellent grasp of numeracy as they confidently apply their numerical knowledge in mathematics and in other subjects. ”

ISI Inspection Report, January 2020

POSITION OF HEAD OF SIXTH FORM

“Pupils show a strong aptitude for reading and write effectively for a wide range of purposes.”

ISI Inspection Report, January 2020

We are looking for an excellent teacher, passionate educator and outstanding leader to join the School's Senior Leadership team as Head of Sixth Form, commencing September 2024.

The successful candidate will play a prominent leadership and management role in the School and contribute significantly to the School's strategy and development. This post would suit someone with successful experience of a middle management, pastoral leadership or senior leadership who is now aspiring to further their career in our diverse, vibrant, dynamic and welcoming community. We work at pace and embrace innovative teaching and pastoral practice based on consultation with pupils, parents, staff and governors and by using internal and external research.

Our Sixth Form is made up of 130 to 160 pupils who enjoy their own purpose designed Sixth Form building, The Thomas Blackwell Centre, and associated specialist Sixth Form teaching spaces. It is a friendly and welcoming community where pupils thrive as individuals by virtue of the Sixth Form team nurturing their chosen passions. As Head of Sixth Form, you would have autonomy to run this 'school within a school' and be the leader and ambassador for this section within our School community and to our external stakeholders.

The Head of Sixth Form will have wide-ranging responsibilities, though their main focus will be ensuring that all our sixth form students are happy, contribute positively to life at John Lyon and are supported to reach the best possible character development, examination results and higher education outcomes. Building on the success of our Goldhawk Diploma, the School is keen to develop the qualification into a future-proof leaving certificate that showcases all the skills, character and values developed by our pupils as they move

on to live independent and purposeful lives, and ones which will make a positive impact in the world beyond John Lyon.

The Head of Sixth Form will take the lead in ensuring the highest standards of pastoral care, in developing systems to encourage pupil voice and pupil leadership, and in upholding high standards of pupil conduct.

In a competitive London market, they will also be central to the successful retention and recruitment of pupils at 16+. With John Lyon being co-educational from Pre-Prep through to Year 9 currently, the incoming Head of Sixth Form will be a key player in completing the successful delivery co-education in the Sixth Form. In pioneering the transition to this co-educational provision the Head of Sixth Form will be responsible for creating this new community and establishing a culture in which pupils thrive.

The Head of Sixth Form will therefore need to be flexible and forward thinking in their approach, inspiring others to deliver excellent pupil outcomes.

General information about the Sixth Form can be found on our [website](#).

Candidates are encouraged to read this year's [Sixth Form Information brochure](#).



RESPONSIBILITIES

MAIN RESPONSIBILITIES

- The development of all areas of the Sixth Form, for the continual improvement of academic progress and the pastoral welfare of the Sixth Form students.
- Make a significant contribution to the School's Strategic and Development Planning, particularly with actions relating to the Sixth Form, academic and curriculum matters, pupil wellbeing and pastoral care.
- Staying informed of the developments and priorities in post-16 education and developing a vision for Sixth Form provision, to ensure the continued delivery of sector-leading sixth form provision.
- To represent the Sixth Form, internally and publicly, upholding its interests beyond and within the school.
- Leading and managing the Sixth Form Team, holding regular meetings to develop initiatives and to support pupils academic, pastoral and wellbeing progress.
- Liaising with form tutors, HoDs, subject teachers, as necessary, in any discussions concerning individual students and/or their parents.
- To foster a culture of equality and inclusion amongst sixth form pupils, so that each individual feels that they fully belong in our community.
- Ensuring effective communication with parents, promoting partnership with them and leading a programme of guidance and information events for them.
- Organising private study arrangements for Sixth Form students.
- Working with the Assistant Head (Admissions & Scholars) and the Head of Upper Section to co-ordinate Sixth Form recruitment, the Sixth Form Open and Choices Evenings and interviews.
- Producing and updating the Sixth Form Handbook and oversee all publications (internal and external) relating to Sixth Form.
- Working with the Head of Upper Section and Assistant Head of Sixth Form to ensure a smooth transition for Year 11 pupils, allocating pupils to tutor groups and developing an effective induction programme for all as they enter the Lower Sixth.
- Organising the election and training of Mentors and Prefects and working to develop their role and effectiveness as leaders in the school.
- Overseeing the delivery of PSCHE and ensure that the programme meets students' needs.
- Maintain and develop a clear tracking system to monitor individual pupil progress.
- Continuing to build on links with the wider community and local schools, and to broaden the variety of opportunity available in the Blackwell Volunteering Programme and Work Experience programme.
- In conjunction with the Head of UCAS and Head of Oxbridge to oversee all aspects of the UCAS process ensuring that the applications are of the highest quality.
- Being available on A-Level and GCSE Results Day, and the intervening period, to give support and advice to pupils and their parents as needed.
- Overseeing leavers' arrangements for the Upper Sixth including production of the Yearbook and the Leavers' Event.
- Building links with the Old Lyonians and working with the Head of Careers and the Alumni Officer to increase the work experience opportunities available to the students.
- Oversee the arrangements for Sixth Form Parents' Evenings.
- Giving opportunities for student voice to be heard through the Sixth Form Committee and ensuring representation on the Student council.
- Guiding and supporting the Peer Mentoring Scheme.
- Oversee the planning the weekly union sessions for Sixth Form pupils, providing a varied and stimulating series of lectures.
- To support the responsible use of study time by sixth formers, particularly in the Library, Thomas Blackwell Centre, 1876 Reading Room and Sixth Form Café.
- Oversee the effective delivery of the Goldhawk Diploma.
- Oversee the effective delivery of the Sixth Form Independent Research Projects and EPQs.
- Undertake additional duties that are appropriate to the role as directed by the Head or Senior Deputy Head.

SPECIFIC RESPONSIBILITIES

- To be Level 3 safeguarding trained and become a deputy designated safeguarding lead.
- Teach approximately 11 hours per week.

LINE MANAGEMENT

The Head of Sixth Form will be the line manager of:

- Head of Lower Sixth
- Head of Upper Sixth
- Head of Careers
- Oxbridge Coordinator
- UCAS Coordinator

It should be noted that a job description is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the grade of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.



PERSON SPECIFICATION

The successful candidate will possess a good degree from a respected university and have an excellent teaching record, in any academic discipline. They will be inspirational, naturally ambitious in all that they do and have some experience of middle or senior management. They will have a friendly and approachable disposition and tackle work in a thoroughly efficient and dependable manner. More specifically, in making this appointment, we will look for the person who, at interview and by virtue of their qualifications, best demonstrates the following criteria:

EDUCATION & KNOWLEDGE	ESSENTIAL	DESIRABLE
Good degree from a respected university	✓	
A track record of leading successful educational initiatives and managing change	✓	
Offer a curriculum subject, teaching up to A-Level		✓
SKILLS & EXPERIENCE		
Substantial experience of pastoral leadership, development and management, likely to have been gained as a Head of Year, Assistant Head, Houseparent or an equivalent senior role		✓
Can both coach and mentor staff	✓	
Experience of different schools	✓	
Proven interest in the use of digital technology to enhance learning and teaching		✓
High degree of proficiency with ICT that is required in order to process and analyse the academic and pastoral data that is involved with this role	✓	
Experience of the monitoring and tracking of pupils' personal development	✓	
Proficient in using benchmarking data to promote pupil wellbeing		✓
The ability to build a strong rapport with pupils, parents, staff and governors	✓	
Exceptionally high standards regarding accuracy, clarity and consistency of language, including writing and proofreading skills	✓	
Excellent presentation skills	✓	
Full commitment to promoting School Values	✓	
An excellent listener and calm communicator with pupils and colleagues	✓	
The ability to form working relationships with, and to motivate, staff and pupils	✓	
Demonstrate high standards in the necessary professional competencies required of teachers: - subject knowledge and application; - classroom management; - assessment, recording and reporting students' progress; - teaching effectively throughout age and ability range.	✓	
Willing to be involved in the wider activities of the School	✓	
Enthusiasm, drive, determination, a sense of humour and the ability to remain calm under pressure	✓	
Commitment to personal and professional development	✓	

The post holder's responsibility is to promote and safeguard the welfare of children and young persons for whom they are responsible, or with whom they come into contact, and to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of pupils in the School they must report any concerns to the School's Designated Safeguarding Lead.

Staff Benefits



Salary Sacrifice

All non-TPS staff (teaching and non-teaching) are now able to make their monthly pension contributions from their 'before tax' income. This means they will pay less income tax and less National Insurance and with a flexible approach to contribution levels means they can:

- See increased take-home pay for the same level of pension contribution
- See increased pension contributions for the same level of take-home pay

Furthermore, where staff make use of the Salary Sacrifice scheme, the School will also contribute an additional amount to the pension, further enhancing the benefits of this scheme

A calculator for Salary Sacrifice contributions is available to staff and an online application form will be distributed.

For more information, please speak to the HR team or the COO.



Medical Cash Plan

All members of staff are now eligible to join the Medical Cash Plan provided by SimplyHealth.

This scheme allows members to claim back some of the costs of routine health expenses for a modest, and scalable monthly premium – for themselves and, if they choose, their families too.

For more information, please speak to the HR team or to the COO.

Blackhawk Network A broadening of the existing Cycle-to-Work scheme that allows you to:

CycleScheme

Subject to salary level, staff can purchase a bike (and ancillaries) and spread payments over **12 months** from their gross pay, saving up to 30% on the cost through **Income Tax** and **National Insurance** savings.



TechScheme

Staff can 'buy' a **Currys voucher (up to £1,500)** and spread the cost over 12 months via their pay, saving the National Insurance and not having to pay for an item up front. Staff can also receive up to **12% off at IKEA**.



ExtrasDiscount

Staff can buy (via the Blackhawk website) **gift cards** for a number of shops and services (eg Sainsburys, Costa etc) where the purchase price is lower than the value, eg a **£20 Costa voucher costs £17**.



For more information on all of these, please speak to the HR team.

Staff Health and Medical Information Service



We have a 24/7 Staff Health and Medical Information Service – this is entirely confidential and provided by our insurers; it is designed for employees (and their families) to help with finding the right health services in the local area, and direct access to qualified GPs.

Staff Counselling Helpline Service



The School provides a 24/7 Staff Counselling Helpline Service – this is entirely confidential and is delivered by our insurers for all staff and their immediate families (living with you and over 18).



Personal Accident Insurance

All permanent staff (including Governors and Volunteers) are covered by the School's Personal Accident

Insurance. Teaching/Support staff are covered **24 hours a day, 7 days a week, 365 days a year – worldwide**. Governors and Volunteers are covered when undertaking work for the School or travelling to/from the location that work is being undertaken, and with some caveats on supplemental benefits.

It is fundamentally accident insurance, ie it needs to be as a result of an accident, not a longstanding healthcare issue or 'routine' medical (or dental) care. For more information, or to begin a claim, please contact the Director of Operations.

Long Service Leave

For support staff who have served at the School for longer than 2 years, there will be an additional **2 days annual leave** added to the core annual entitlement of 20 days. For those who have served at the School for longer than 5 years, there will be a further **3 days** added for a total of 25 days. These additional days cannot be rolled over beyond the end of the leave year (31 August). **For more information, please speak to HR.**



Staff Benefits continued

B&Q Discounts

All staff can sign up for a free **5% discount card** for all purchases from B&Q

– time to redo that kitchen or bathroom!



Vodafone Discounts

As part of the School's package, all staff are entitled to discounted phone, SIM and broadband packages.



Sporting Facilities

There are a wide range of opportunities for staff to use the sport and fitness facilities at the School. This includes:

- **Swimming Pool** – available for staff from 0715 to 0815, Friday mornings during term-time
- **Fitness Suites** – once staff have completed an induction, both Fitness Suites are available for staff from 0715 to 0815, daily (excluding Thursdays) during term-time; and after school from 1615 to 1730 Monday to Thursday.
- **Sports Hall** - one evening a week for staff use and includes table tennis and badminton activities from 1630 to 17.30. Note this is dependent on other sporting activities.

There are lots of other options to get involved and take advantage of the facilities, so please contact the PE Office for more details.

- **Harrow School Golf Club** - Staff can apply for membership at a reduced rate.



Flu Voucher

Each year the School will make available vouchers for staff to use at a local pharmacy to receive the annual flu jab.

Please contact the School Nurse or Welfare Officer for more information.



Eye Care

Staff are entitled to a free eye test every two years and can contact get vouchers from HR for this, as well as being able to claim **£50** to put towards lenses if they regularly use display screen equipment (DSE).



Free Remission for John Lyon School fees

Children of staff can get a significant reduction in School fees at both the Prep and Senior School. The level of fee remission depends on working patterns, hours worked and date of starting employment at the School. For more information, please speak to the HR team.



Depending on role and availability, a **Surface Book** will be provided for staff.



Complimentary lunch during term-time



Continuous Professional Development – the School is committed to supporting CPD for staff

The Governors may review these benefits at appropriate intervals and in accordance with established employment practice. An offer of employment does not bind the School to the provision of specific benefits.

For more information on any of these benefits please speak to the HR team.

Academic Staff Pension Scheme

Teaching Staff at John Lyon School have access to a defined contribution scheme, provided by Aviva for the John Lyon's Foundation



Salary enhanced by

6%



An employer's pension contribution of

14.5%



An employee's pension contribution of

6% or more if desired



Provision of Death in Service cover worth

3x the annual salary



Provision of Income Protection, based on

50%

of earnings (increasing in line with RPI, capped at 5%) to State Retirement Age



Provision of Health Cover via access to a subsidised Medical Cash Plan



Option of making a tax-efficient **Salary Sacrifice** for pension contributions, which generates **National Insurance savings** for the employee as well as the employer, with

50% of the School's saving added as an **additional pension contribution** for the individual



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Senior School

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020 8515 9474

John Lyon School
Prep School

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020 8515 9500

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www.johnlyon.org