



Durham
Cathedral
Schools
Foundation

ASSISTANT HEAD OF SIXTH FORM



Confidence for Life
Respect for All



Table Of Contents

Traditionally Modern.....	4
A Word from the Principal.....	6
World Class Location.....	7
Our Values.....	8
The Position.....	10
Job Description.....	12
Role Profile.....	15
Our Staff.....	16
Further Information.....	17
Our School.....	18





Traditionally Modern

Learning has been part of the life of Durham for a thousand years, and the Durham Cathedral Schools Foundation has been at the heart of the city's education for most of that time; refounded in 1414 as schools for "grammar and song" by Bishop Thomas Langley, Durham School was again refounded by Henry VIII at the dissolution of the abbey in 1541.

Durham School moved from its mediaeval home on Palace Green to its current location in 1844; although the city centre is only five minutes' walk away, the School has a peaceful, rural atmosphere.



Today, the School educates around 675 pupils. The Chorister School is our prep school, and is for girls and boys aged 3–11. Durham School is our senior school, and is for girls and boys aged 11–18. Boarding is available to pupils aged 8 and up, and 20% of our pupils board. Just over a third of our pupils are girls.

Our vibrant and successful Sixth Form prepares pupils for the next stage of their journey. Within a community shaped by moral integrity and kindness, we cultivate ambition and responsibility, giving all Dunelmians the foundations to be happy and make a positive

mark in the world.

By embracing this ethos, our pupils not only learn to pass their examinations today, but also receive an education that gives them confidence for life and respect for all.

Durham Cathedral Schools Foundation has a long and ancient history. The secret to our longevity is our passionate teachers, who, using innovative approaches and new technologies, seek to kindle the intellectual curiosity of our pupils, preparing them to answer the questions of tomorrow.



A Word from the Principal

In so many ways, all schools are similar and yet all schools claim to be different; so what is the unique quality that makes DCSF distinctive?

In short, we compete. In comparison to most schools, DCSF is small, but we do not let that stand in our way. Pupils here do lots of things that revolve around their education: sport, music, drama, outdoor pursuits, CCF, and so the list goes on. Pupils represent the school at county, national, and international levels, achieving impressive standards in all that they do and competing with the best of them.



Pupils dedicate time to these activities because they are fun and enhance CVs but, more importantly, because they develop the pupils as people; they learn to compete, they learn to win, and they learn what to do when they fail or lose. Balancing all this with academic work is never easy but pupils learn from the very beginning that examinations cannot get in the way of an education that will last a lifetime.

There are many tasks which might compete as the most important for any headteacher, but getting the right people on the bus is not only a privilege but also the guarantee that DCSF remains distinctive and all that it is. The teachers here dedicate themselves to their pupils, they inspire questioning and a love of learning, and contribute to a warm and lively community.

Kieran McLaughlin
Principal

A World Class Location

"I got off at Durham, intending to poke around the cathedral for an hour or so and fell in love with it instantly in a serious way. Why, it's wonderful – a perfect little city – and I kept thinking: 'Why did no-one tell me about this?' I knew, of course, that it had a fine Norman cathedral but had no idea that it was so splendid. I couldn't believe that not once in twenty years had anyone said to me, 'You've never been to Durham? Good God, man, you must go at once! Please – take my car.' I had read countless travel pieces in Sunday papers about weekends away at York, Canterbury, Norwich, even Lincoln, but I couldn't remember reading a single one about Durham, and when I asked friends about it, I found hardly anyone who had ever been there. So let me say it now: if you have never been to Durham, go at once. Take my car. It's wonderful."

Bill Bryson, Notes from a Small Island



M

MORAL INTEGRITY

We have the courage to say and do the right thing

We demonstrate a will to do the right thing

We can be relied upon to do the right thing

We act in private as we do in public

We stand firm for what is right

We challenge things we think wrong and are open to challenge from others

We are accountable for failure as well as success, and do not allocate blame

We demonstrate and promote honesty, and are true to ourselves



A

AMBITION

We achieve our goals by consistently working toward them

We go above and beyond the call of duty

We re ambitious when we set goals for ourselves

We seek help and support before giving up and identify lessons in setbacks

We encourage all to develop maximum potential and support others to achieve

We embrace opportunities, challenge, and seek to develop our skills and talents

We identify opportunities for School Development



R

RESPONSIBILITY

We do what we say we will

We are punctual and prompt in all that we do

We use our resources responsibly, developing and caring for our environment

We act before being asked and consistently deliver on expectations

We prepare thoroughly for all tasks

We are accountable for our actions

We encourage autonomy in all and seek leadership

We acknowledge and seek to resolve problems

We pioneer better ways of doing things



K

KINDNESS

We are open and approachable to all, no matter their gender, faith, race or background

We welcome and listen to the opinions of others and look to engage and involve a diverse range of views in the community

We attend to and include newcomers and those needing help, and actively build relationships

We support each other and stand up for fellow colleagues and pupils

We acknowledge individual needs within our diverse and inclusive community

We speak positively of the School community, and are positive in responding to questions



Our Values

For over 600 years, Durham Cathedral Schools Foundation has prepared the young of today to be the leaders of tomorrow in the lessons we teach both in and outside the classroom, but more importantly in the values we encourage in every aspect of our daily lives. Moral Integrity, ambition, responsibility, and kindness are the MARK of a Durham Cathedral Schools Foundation education





The Position

This position represents an excellent opportunity for a talented and well-qualified individual to assist the Head of Sixth Form in the academic monitoring of the Sixth Form and with various aspects of the application processes in the UK and abroad for post-18 study or work options.

All staff at Durham Cathedral Schools Foundation are expected to contribute fully to the cocurricular and boarding life of this busy and successful School.

Durham Cathedral Schools Foundation is committed to promoting the safeguarding of children and expects all employees to share this commitment. Any job offer will be made subject to satisfactory checks, including an enhanced DBS disclosure.

Durham Cathedral Schools Foundation is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.

Job Description

Line Management:

Responsible to the Head of Sixth Form

Main Responsibility:

To assist the Head of Sixth Form in the academic monitoring of the Sixth Form and with various aspects of the application processes in the UK and abroad for post-18 study or work options.

The successful applicant will be expected to teach an academic subject alongside the role.

Specific Duties:

- Running the Sixth Form Lecture Programme and coordinate existing Societies which cater for Sixth Form pupils.
- Working with the Head of Sixth Form, Heads of Department and Pastoral staff on the academic tracking and monitoring of the Sixth Form, including option choices at the start of Y12 and various aspects of the UCAS or equivalent application processes, such as appropriate subject and university choices and predicted grades

- Having an awareness of the importance of and contribution to recruitment to the Sixth Form, through helping with prospective pupil Taster Days, Open Days and the Sixth Form Information Evening.
- Organising ALIS testing for all Y12 pupils at the start of the year, running catch-up sessions for those (e.g. boarders) who miss the initial slot and ensuring all data is kept up-to-date, analysed and utilised in the generation of BMGs for Sixth Form pupils.
- Overseeing the applications process for international pupils including monitoring IELTS targets.
- Working closely with the Head of Careers and the Business Department (where relevant) to research and promote apprenticeships and degree apprenticeships to Sixth Form pupils, and assist with applications for such.
- Being ready to attend and assist with some if not all Sixth Form events including: Y12 Induction Day and Y12 Induction Evening (for parents); Year Group meetings; Sixth Form Parents' Evenings; UCAS days for Y12s at the end of the academic year; overnight trips to Oxford and Cambridge for their Open Days; A level Results' Day and Clearing.

- Having responsibility for the applications of those pupils seeking to study in the USA (via Common Application) or at overseas institutions, assisting with looking for scholarships.

Our Sixth Form

- Our Sixth Form is a community which combines academics, sports, music and drama, with several leadership opportunities available to pupils through societies, roles in Houses and the Y13 Leadership team which is made up of a Head Boy/Girl, two Deputies and between 12–18 Monitors. Usually there is an approximate 60/40 split male to female, while in just the current Y12 over twelve different nationalities are represented ranging from Armenia to Zimbabwe.
- Pupils receive 12 lessons of 55 minutes in a two-week cycle of the timetable in Y12 and 11 lessons per fortnight in Y13. Before lunch, Y12 pupils who do not have a subject lesson must attend supervised study periods in our Sixth Form Centre whereas Y13 pupils can spend such time in their Houses, where there is usually designated Sixth Form study space.
- Pupils take 3 A levels, with an increasing number also taking an EPQ. Around 10% of our pupils take 4 A levels. We offer 27 A level subjects plus a BTEC in Business.

Results

- Our Sixth Form has enjoyed pleasing academic success in recent years; the vast majority of our pupils go to university, between 40–60% to members of the Russell Group.
- Usually around 55–75% of our pupils achieve their firm choice of university and on average at least one pupil is accepted at Oxbridge every year.
- In 2020, 11 pupils applied to Oxbridge, of whom 9 received interviews, and 3 were successful in gaining places, all at Cambridge – reading History, Engineering and Psychological & Behavioural Sciences. In 2021, 9 pupils have applied to Oxbridge, of whom 5 have received interviews.
- Typically, up to 6–8 pupils apply for Medicine, Dentistry or Vet Med. Last year 4 pupils (including 2 PQAs) took up places at Medical Schools and one at Nottingham for Vet Med. The current Y12 includes a number of pupils considering applying for Medicine or Dentistry.

Recent A level Results

	A* – B	A* – A	A*
2021	84%	63%	32%
2020	81%	50%	22%
2019	62%	34%	10%

Recent University Outcomes

	Firm	Russell	Elite*	Not Uni
2021	82%	52%	6 pupils	5%
2020	75%	62%	4 pupils	15%
2019	55%	48%	4 pupils	7%

** Elite includes acceptances for Oxbridge, Medicine, Dentistry and Vet Med (all 15th Oct applications)*

The range of options taken up by our Post-Sixth Form pupils is great: last year one of our acceptances for Medicine (at Sunderland) also has a contract at Newcastle Falcons; one pupil studies violin-making in Switzerland while another got a place at a culinary school in Lyon, France.

This year one Y13 pupil has been offered a full scholarship for Michigan State University, USA due to her elite rowing status and two other pupils have applied to American universities, while applications are made each year to universities in Australia, Canada, Hong Kong and across Europe.

Other Activities

Leadership opportunities abound; The Monitor team play a key role in the operation of the School and our five Houses. Within each House, Sixth Formers will also take a leading role in organising music, drama and sport as well as many social events. They are encouraged to take on coordinating and mentoring roles within clubs and societies. The CCF, World Challenge and Duke of Edinburgh Awards all provide further opportunities for pupils to hone their skills.

Our Sixth Form includes several top athletes – many of whom are on elite pathways for sports as diverse as rowing, cricket, rugby, pentathlon, and showjumping. Built on our longstanding tradition of participation, many pupils represent local clubs as well their School in a variety of sports.

Music is an important part of School life with many pupils taking music lessons or participating in our choirs, orchestras and bands. In the recent past we have seen pupils be accepted at the RCM and RAM. In 2020 one pupil went to Leeds Conservatoire for Popular Music.

Drama too plays its part. School productions often play to packed houses in either our own Luce Theatre or in one of the many regional venues we use to showcase our pupils' talents. In March, pupils will perform Aladdin at the Tyne Theatre, with the principal roles held by Sixth Formers.

Role Profile

		Essential	Desirable
Professional	Strong academic background	•	
	Degree from recognised university in relevant subject & relevant teaching qualification [QTS]	•	
	An ability to work in a team, from both a staff and pupil perspective.	•	
	Knowledge of the UCAS application process and willingness to learn about alternative options.	•	
	A knowledge of ALIS and the use of benchmark grades in assessment for learning	•	
	Experience of a boarding school environment		•
	An ability to empower Sixth Form pupils to become independent learners.	•	
	An ability to think strategically, reflect and take advice on decisions	•	
	Able to work on one's own as well as in a team across the width and breadth of the school community	•	
	An ability to represent the school on public occasions in a professional manner	•	
	Ability to support the co-curricular life of the School		•
	Excellent written and communication skills	•	
	An ability to discuss the importance of Sixth Form academic work with pupils and parents and the role it plays in creating more post-18 options.	•	
	Able to lead, manage, and motivate others	•	
	Able to inspire, to teach and motivate learners	•	
	A people person with a sense of humour, who can show both sensitivity, decisiveness, flexibility, authority and warmth at the appropriate times	•	
	Excellent IT skills		•
	The ability to balance broad strategic thinking with attention to detail	•	
Personal	To uphold the School's core values publicly	•	
	To be organised with ability to prioritise and work to deadlines	•	
	Have an excellent punctuality and attendance record	•	
	Be of smart professional appearance	•	
	Have a willingness to engage in further training		•
	Good judgement of people and situations		•

Our Staff



Miss Louise Hinde

Languages' Teacher & Explorer

"Learning a language is about more than simply vocabulary and grammar, it is about opening worlds; I try to show my pupils that their worlds should never be limited by language."



Mr Andrew Beales

Development Director

"My role is all about creating opportunities for young people with the support of Foundation community. From the archives through parents, alumni, to lettings and events the Development Office is a driving force for change at the Foundation.

Individuals need to develop too, and I am grateful the School have helped me to undertake an MBA in Educational Leadership."

Additional Information

Other Information

Boarding is a thriving part of Durham Cathedral Schools Foundation; we offer a wide range of co-curricular activities, and would welcome any successful candidate who can make a commitment to leading & supporting an activity or sport.

The Application

All applications are to be submitted on the School's application form; these are obtainable from the School website: www.dcsf.org.uk

Alternatively, please contact the Principal's PA, Mrs Emma Mussell, on 0191 731 9270. principal@dcsf.org.uk

The Deadline

The deadline for all applications is 10am on Friday 28th January 2022 but please feel free to submit your application as soon as possible.

The Interview

Interviews will commence the week beginning Monday 7th February 2022. Further details and a schedule will be provided in advance of the interview.

Safeguarding

Durham Cathedral Schools Foundation is committed to promoting the safeguarding of children and expects all its employees to share this commitment. Any job offer will be made subject to satisfactory checks, including an enhanced DBS disclosure.

Equal Opportunities

Durham Cathedral Schools Foundation is an equal opportunities employer and welcomes applications regardless of age, gender, race, religion, disability, or sexual orientation.



74 teachers



1:7 total staff to pupil ratio



95.5% A*–C at A level

**Confidence for Life
Respect for All**



100+
activities



27 A level
options



130 Sports
Teams



GET IN TOUCH:

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Leading
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