



May 2019

Dear Colleague,

Thank you very much for your interest in the post of Assistant Headteacher, Director of Sixth Form at The Boswells School. The school is an extremely popular, oversubscribed and very successful 11-18 school situated in the north of Chelmsford, Essex. Boswells was judged to be 'Good' in all areas by OFSTED in April 2017 and the school is moving towards becoming a 'truly great' school. We are a dynamic, forward thinking organisation who value our staff and the impact they make on our students.

The role that you are applying for is a crucial post in the development of the school and the educational provision we offer our students in the Sixth Form. The role has come about following the promotion of the current postholder.

The school performed exceptionally well in our A Level examinations last summer with over 68% of all grades achieved at A*-B and a progress score of 0.23. Our Applied General qualifications progress score was 1.22. We are very proud of the superb levels of attainment that our students achieve in our Sixth Form.

Our Sixth Form has over 200 students and we offer over 30 A Levels to our students as well as a number of other Level 3 qualifications. We are successful in many areas but we recognise that there is room for development. The successful candidate will have the opportunity to shape the future direction of our Sixth Form and will have overall responsibility for all areas of our Sixth Form. They will also have the opportunity to contribute to our programme of whole school improvement as part of the wider responsibilities of being part of a successful Leadership Team.

This is a unique opportunity for a highly motivated colleague to develop their career and enclosed with this letter is a job description for the role. This post is an excellent opportunity for a middle or senior leader to develop their leadership and management skills in being responsible for the effective running of a large Sixth Form in a popular and successful school. If you believe that you have the necessary drive and are seeking an opportunity to develop your leadership skills then I look forward to receiving your application.

As well as completing the application form, I would like you to provide a letter of application that covers the following areas:

- Your previous leadership experience and the skills and qualities you will bring to the school
- How you would deal with the significant challenges posed by the reforms to A Levels
- How you would develop the Sixth Form at The Boswells School to make it truly outstanding.

Please ensure that your letter covers the areas listed above as well as any other information you feel is relevant to your application.

Thank you for your interest in The Boswells School. Please do not hesitate to contact me at the school if you require any further information. If you would like to visit the school or meet with me prior to submission of

your application, please contact my PA, Mrs Georgina Travers, on 01245 264451. Alternatively a huge amount of information about the school can be found at www.boswells-school.com.

The deadline for applications is midday on Wednesday 22nd May and interviews will take place on Friday 24th May 2019.

Yours faithfully

A handwritten signature in black ink, appearing to read 'S Mansell', with a stylized flourish at the end.

Stephen Mansell
Headteacher