

Head of Sixth Form (Assistant Head) from September 2026

Person Specification

Qualifications	<ul style="list-style-type: none"> • A good Honours graduate with exceptional teaching skills in a relevant subject area • Qualified Teacher Status
Experience	<ul style="list-style-type: none"> • Recent experience of Sixth Form leadership and management, including university entrance and additional admissions testing • A track record of achievement and ambition • Experience of line management • Experience leading on curriculum initiatives to raise standards • Track record of successfully monitoring and recording pupil progress • Experience of successful 1:1 mentoring and/or coaching • Familiarity with presenting to parents, governors and other audiences
Knowledge and Understanding	<ul style="list-style-type: none"> • A strong understanding of the post-16 curriculum and future curriculum opportunities • An equally strong understanding of careers, or a willingness to learn quickly • Knowledge of current educational issues including developments in the sphere of public examinations and careers • Understanding how to carry out a monitoring, evaluation and review process. • Knowing how to manage budgets within the appropriate constraints.
Leadership	<ul style="list-style-type: none"> • Effective leadership and management style that encourages participation and innovation • Ability to lead a team towards improved standards • Ability to motivate and inspire others: both colleagues and students • Experience of handling difficult conversations with teaching colleagues • Sensitivity to deal with difficult pastoral issues • Strength in development work and strategic planning • Excellent inter-personal and communication skills and the ability to articulate a vision • Strong ICT skills and an understanding of AI in Sixth Form life and work • A positive and optimistic outlook where the potential of each and every student is appreciated • Warm and engaging personality that can build relationships • A can-do attitude, a good sense of humour and genuine resilience • Commitment to the welfare and development of young people

Job Description

Strategic Planning	<ul style="list-style-type: none"> • Manage the Sixth Form options process by serving as a member of the Academic Planning Committee • Lead the School careers programme from Years 7-13, ensuring benchmarks are hit and there is secure liaison between the careers programme and the work experience coordinator • Constantly look for better, innovative, different and creative ways of running a Sixth Form
Teaching and Learning	<ul style="list-style-type: none"> • Maintain oversight of the Sixth Form academic, co-curricular and social programme, making recommendations to the Head and SLT as appropriate • Maintain oversight of UCAS, Oxbridge and competitive university entrance preparation, including preparation for admissions tests and interviews • Lead, monitor and support the common tutorial curriculum to be delivered by Sixth Form Tutors; • Teach an appropriate and reduced timetable up to and including A level • Set the right example as a strong and successful A Level teacher • Arrange and co-ordinate year assemblies, activities and events, including trips and residential experiences where appropriate
Leadership and Management	<ul style="list-style-type: none"> • Be the key figure head of OSH Sixth Form • Provide dynamic, ambitious and informed academic leadership and direction to the Sixth Form • Act as Line Manager for the two Assistant Heads of Sixth Form • Along with the teaching members of the SLT, act as appraiser for Subject Leaders, and especially those who teach mainly or wholly Sixth Form subjects • To advise the Designated Safeguarding Lead of any issues of concern • Assume responsibility for Sixth Form exam preparation and exam performance and outcomes • Assume responsibility for making arrangements and monitoring the effective induction of members of the Sixth Form • Organise, with the support of the Assistant Heads of Sixth, the Sixth Form enrichment programme • Maintain oversight of smart dress, attendance and punctuality to lessons by Sixth Formers • Ensure a high quality of pastoral care, safeguarding and student support and encouragement in the Sixth Form • Maintain at all times a professional, optimistic and purposeful vision of what Sixth Formers at OSH can achieve and articulate this vision to the School and the wider community
Monitoring and Reporting	<ul style="list-style-type: none"> • Oversee the tracking of academic achievement and progress of Sixth Form students, liaising with the Head, Subject Leaders, Housemasters and tutors as required to provide support where necessary • Work in concert with the Exams Officer during exam season and the results period • Through the two Assistant Heads of Sixth, monitor the effectiveness of the tutorial lesson and use of registration periods • Production of reports to SLT and governors
Communication	<ul style="list-style-type: none"> • Ensure that the School Leadership Team and staff are advised regarding national developments with reference to university entrance, careers and specific areas of the Sixth Form curriculum • Ensure that accurate and appropriate information is provided to prospective Sixth Form students concerning courses and pathways that are available

	<ul style="list-style-type: none"> • Be available to advise and guide Y12 and Y13 students at all times and especially on and following receipt of their AS/A level results; and be available to advise and recruit Year 11 students into the Sixth Form on receipt of their GCSE results in August • Supporting the Head at induction and school wide events • To promote and market the Sixth Form to new and current parents and students, representing the School within the wider community • To assist in the marketing of the whole School
General	<ul style="list-style-type: none"> • To undertake such other duties as the Head may from time to time determine

Suitability to Work with Children

Old Swinford Hospital is committed to safeguarding and promoting the welfare of children and applicants are required to undertake an enhanced Disclosure & Barring Service check.