



**TEACHING STAFF  
JOB DESCRIPTION**

<b>ROLE TITLE</b>	Head of Sixth Form
<b>CONTRACTED HOURS</b>	Full time
<b>LOCATION</b>	Thomas Gainsborough School
<b>GRADE / SCALE POINT – SALARY</b>	Leadership – (12-16)
<b>REPORTING TO</b>	Deputy Headteacher (Quality of Education)

**Key dates**

Closing date: Tuesday 14th April 2026

Interviews: Tuesday 21st April 2026

**JOB PURPOSE**

The Head of Sixth Form provides strategic and operational leadership for Years 12 and 13, ensuring that all students receive an exceptional post-16 experience that enables them to achieve outstanding academic outcomes while developing the character, independence and aspirations required for life beyond school.

Working closely with the Deputy Headteacher for Quality of Education and the Deputy Headteacher for Personal Development, the Head of Sixth Form plays a key role in driving achievement, supporting high-quality teaching and learning at Key Stage 5, and ensuring excellent pastoral support for all Sixth Form students.

The role supports the school's mission of "Excellence: for each, for all", ensuring every Sixth Form student is known, supported and challenged to achieve their very best.

To actively pursue the agreed aims of the school and wider Trust, maintaining an outstanding educational ethos, care for the pupils and respect for colleagues whilst undertaking all duties in a professional manner. There is an expectation all staff colleagues will secure a good or better education for all pupils and the continuous improvement of teaching and learning in the school.

**KEY TASKS & RESPONSIBILITIES**

**Leadership and Management**

- Provide strategic leadership for the Sixth Form, ensuring a clear vision that promotes aspiration, high expectations and academic excellence.
- Lead the day-to-day operation of the Sixth Form, ensuring a purposeful, supportive and ambitious learning environment.
- Work closely with senior leaders to ensure Sixth Form provision aligns with whole-school priorities.
- Promote and embed the school's vision, ethos and values across the Sixth Form community.
- Lead the continued development of the Sixth Form as a high-performing and aspirational post-16 provision.

- Contribute to whole-school improvement planning and self-evaluation relating to Key Stage 5.

### **Quality of Education**

Working closely with the Deputy Headteacher for Quality of Education, the Head of Sixth Form will:

- Monitor academic progress, attainment and value-added outcomes across Key Stage 5.
- Analyse student performance data to identify trends, strengths and areas for development.
- Support subject leaders in improving outcomes and progress at Key Stage 5.
- Contribute to the monitoring and evaluation of teaching and learning across the Sixth Form.
- Support the implementation of effective intervention strategies for students who require additional academic support.
- Promote effective study habits, independent learning and high academic expectations among Sixth Form students.
- Work collaboratively with curriculum leaders to ensure the Sixth Form curriculum remains ambitious, inclusive and responsive to student needs.

### **Behaviour and Attitudes**

The Head of Sixth Form will:

- Promote a culture of high expectations, professionalism and positive student conduct.
- Ensure clear expectations are established and maintained regarding behaviour, engagement and attitudes to learning.
- Support staff in addressing concerns around behaviour, effort or engagement within the Sixth Form.
- Lead the implementation of strategies to support student motivation, commitment and academic responsibility.
- Ensure Sixth Form students model the school's values and act as positive role models for younger students.

### **Personal Development**

Working with the Deputy Headteacher for Personal Development, the Head of Sixth Form will:

- Lead the pastoral care of Sixth Form students, ensuring strong systems of support and guidance.
- Oversee the Sixth Form tutorial programme and personal development curriculum.
- Ensure students have access to a rich programme of enrichment and leadership opportunities.
- Promote student wellbeing, inclusion and a strong sense of belonging within the Sixth Form community.
- Support students in developing resilience, confidence and independence as they prepare for life beyond school.
- Encourage Sixth Form students to contribute positively to the wider school community through leadership and mentoring opportunities.

### **Attendance and Student Engagement**

The Head of Sixth Form will play a key role in promoting strong attendance and engagement by:

- Monitoring attendance and punctuality across Years 12 and 13.
- Working with pastoral staff and families to address attendance concerns.
- Leading targeted interventions where attendance falls below expected levels.
- Promoting a culture where attendance, commitment and engagement are recognised as essential for success.
- Supporting students in overcoming barriers that may impact their engagement with education.

### **Progression and Destinations**

The Head of Sixth Form will ensure students are well prepared for their next steps by:

- Overseeing the UCAS and university application process.
- Supporting applications to competitive universities and specialist courses.
- Promoting apprenticeship and employment pathways alongside university routes.
- Working closely with the careers team to ensure high-quality guidance and support.
- Monitoring and analysing student destinations to ensure positive progression outcomes.

### **Recruitment and Transition**

- Lead the recruitment of students into the Sixth Form from both internal and external applicants.
- Promote the Sixth Form through open evenings, recruitment events and transition programmes.
- Work closely with Year 11 pastoral and academic leaders to ensure a smooth transition into post-16 study.
- Provide clear guidance and support to students regarding subject choices and future pathways.

### **Line Management**

The Head of Sixth Form will:

- Lead and support the Sixth Form pastoral team including tutors and support staff.
- Provide guidance and support to staff working within the Sixth Form.
- Work collaboratively with subject leaders and senior leaders to ensure a cohesive approach to student support and academic progress.

### **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

### **GENERAL**

1. Take active responsibility for personal continuous professional development;

2. Take ownership of individual performance management, keeping a continuing professional development portfolio;
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with pupils, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust;
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times;
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.

The list above is not exhaustive, and you may be required to undertake any other reasonable tasks and responsibilities which fall within the scope of the post as requested the Headteacher, a member of the Senior Leadership or Trust Executive Leadership Teams.

Unity Schools Partnership has developed a framework for supporting effective practice which will be used to support staff professional development and this job description is subject to change at the discretion of the trust.

## **INTRODUCTION**

Through geographical hubs of like-minded schools and a vision of excellence that is shared by all, schools smash through barriers to achieve more than others think possible.

- The vision of Unity Schools Partnership is to achieve the highest standards of education in its primary, secondary and special schools.
- It is our intention that all trust schools, and the trust as a whole, be recognised locally and nationally for the exceptional quality of its educational provision.
- We are a family of interdependent schools with a shared ambition to transform lives.
- We are committed to the development of a very high-quality, and evidence-informed, model of how excellence is achieved.
- Our work is fostered by geographical hubs of schools in close proximity that understand their specific communities.

The trust expects its work to be characterised by:



The vast majority of schools are now successful, well-performing schools and judged 'good' by Ofsted. The ambition over the next three years is that schools across the trust become excellent schools, characterised by top quartile performance and with the capacity to support more schools in the area that need support to benefit from being part of the trust.

In order to achieve this ambition, the trust will focus on:

**Excellent education** – we have plans for work in primary, secondary and special education which aim by 2028 to achieve top quartile performance in primary and secondary results and that has very high approval ratings externally and from parents for children with special educational needs.

**Excellent staff** – we have a People Strategy that includes the ambition of being the employer of choice for school staff in the region.

**Excellent support for schools** – we have included in our plans for work in primary, secondary and special education how schools are supported to provide excellent education and we have an operational plan for wider support for schools in the trust, those who wish to be associated with the trust and those who potentially might wish to join the trust.

Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

All members of teaching staff are responsible personally and collectively for supporting students in becoming confident individuals, successful learners and responsible citizens, through:

- Modelling the core values of the school and wider Trust at all times;
- Nurturing pupils' passions and interests and stimulating their intellectual curiosity;
- Continuously raising pupils' aspirations and self-esteem;
- Contributing to the wider range of opportunities offered by and for the school community;
- Assuming responsibility (as required) for the learning progress of a specific group of individual pupils;
- Ensuring high outcomes for a cohort of pupils

All teachers are required to meet the national standards for teachers according to their role.

**PERSON SPECIFICATION**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	Qualified Teacher Status (QTS)	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Successful experience of teaching at Key Stage 5</li> <li>• Experience of leadership within a secondary school</li> <li>• Strong understanding of post-16 education and performance measures</li> <li>• Ability to analyse and use data to improve outcomes</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading or coordinating Sixth Form provision</li> <li>• Experience supporting university and apprenticeship pathways</li> </ul>
<b>Skills and Knowledge</b>		<ul style="list-style-type: none"> <li>• Knowledge of ALPS or other post-16 progress measures</li> </ul>
<b>Aptitudes / Personal Qualities</b>	Excellent leadership, communication and organisational skills	
<b>Safeguarding Commitment</b>	Articulate a commitment to safeguarding and suitability to work with children and young people.	
<b>Other Requirements</b>	Enhanced DBS level Ability to Travel between sites	
<b>Values &amp; Ethos Alignment</b>	Alignment with Unity Schools Partnership and our Schools values and ethos.	