

**Job Description: Assistant Headteacher (Sixth Form & Inclusion)**  
**Wrotham School**

**Job Title: Assistant Headteacher – Sixth Form & Inclusion**

**Reporting to: Headteacher / Deputy Headteacher**

**Salary: Leadership Scale (L9-L13)**

**Purpose of the Role**

The Assistant Headteacher will provide **strategic leadership and operational management of the Sixth Form**, with a remit comparable to that of a Headteacher within the Sixth Form provision.

The post holder will be accountable for the **quality of education, student outcomes, culture, and standards** within the Sixth Form, ensuring a high-performing, inclusive environment where all students thrive academically and personally.

**Key Responsibilities**

**1. Strategic Leadership of the Sixth Form**

- Provide clear vision and leadership for the Sixth Form, aligned with whole-school priorities
- Lead the development and implementation of a **high-quality Sixth Form strategy**
- Ensure the Sixth Form contributes strongly to the school's overall performance and reputation
- Report regularly to SLT and Governors on Sixth Form performance and development

**2. Curriculum and Quality of Education**

- Design and oversee a **broad, balanced, and ambitious Sixth Form curriculum**
- Ensure curriculum pathways meet the needs of all learners, including academic and vocational routes
- Monitor and evaluate the **quality of teaching and learning** within the Sixth Form
- Work closely with subject leaders to ensure high standards of delivery and outcomes

**3. Achievement and Standards**

- Drive high levels of **attainment and progress in Key Stage 5**
- Monitor student progress rigorously and intervene where underperformance is identified
- Ensure robust systems for **assessment, tracking, and reporting**

- Lead strategies to secure excellent outcomes and progression for all students

#### **4. Inclusion (Whole-School Responsibility)**

- Champion a **fully inclusive Sixth Form**, ensuring equitable access and success for all students
- Monitor and support vulnerable groups, including:
  - Disadvantaged students
  - Students with SEND
  - Students with SEMH needs
- Ensure barriers to participation, attendance, and achievement are identified and addressed
- Contribute to whole-school inclusion priorities as part of the senior leadership team

#### **5. Behaviour, Culture and Character Development**

- Establish and maintain **high expectations for behaviour, conduct, and professionalism**
- Promote a strong Sixth Form identity based on **respect, responsibility, and independence**
- Lead on **character education**, enrichment, and personal development opportunities
- Ensure students are well-prepared for **university, apprenticeships, and employment**

#### **6. Attendance and Student Engagement**

- Ensure high levels of **attendance and punctuality** across the Sixth Form
- Monitor attendance data and implement strategies to address concerns
- Promote a culture where attendance is valued as essential for success

#### **7. Recruitment, Marketing and Growth**

- Lead the **recruitment and retention strategy** for the Sixth Form
- Develop and implement a **marketing strategy** to promote the Sixth Form internally and externally
- Organise and lead key events such as:
  - Open evenings
  - Taster days
  - Transition programmes
- Build strong links with feeder schools and external par

## **8. Line Management and Leadership**

- Line manage Sixth Form staff, including:
  - Head of Sixth Form (if applicable)
  - Tutors and pastoral staff
- Ensure strong accountability for:
  - Student outcomes
  - Attendance
  - Behaviour and standards
- Develop staff through coaching, support, and performance management

## **9. Systems, Organisation and Compliance**

- Ensure effective systems for:
  - Timetabling and curriculum delivery
  - Assessment and reporting
  - UCAS and post-18 applications
- Ensure compliance with statutory requirements and safeguarding expectations

## **10. Parental and External Engagement**

- Build strong relationships with parents and carers
- Communicate effectively regarding student progress, expectations, and opportunities
- Develop partnerships with:
  - Universities
  - Employers
  - Training providers

## **Person Specification (Summary)**

- Proven leadership experience in a secondary or post-16 setting
- Strong understanding of **Key Stage 5 curriculum, assessment, and outcomes**
- Experience of raising standards and improving student outcomes
- Ability to lead strategically and operationally at a senior level
- Strong commitment to inclusion and student success

- Excellent communication and organisational skills

### **Key Outcomes / Success Criteria**

- Strong attainment and progress at Key Stage 5
- High levels of student retention and recruitment
- Excellent attendance and behaviour within the Sixth Form
- High-quality teaching and curriculum provision
- Successful progression to higher education, apprenticeships, or employment
- A positive, inclusive, and aspirational Sixth Form culture

### **Whole-School Expectation**

As a member of the Senior Leadership Team, the Assistant Headteacher will contribute to **whole-school leadership**, particularly in promoting inclusion, high standards, and continuous improvement across all phases.

**This job description may be amended in consultation with the post holder to reflect the evolving priorities of the school.**