

BURNHAM GRAMMAR SCHOOL



Assistant Director of Sixth Form

JOB APPLICATION PACK



Embracing Challenge

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This application pack includes:

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How to apply:

Please download an application form from our website and send your completed form to:

HR and Recruitment Officer

Burnham Grammar School

Hogfair Lane

Burnham

Buckinghamshire

SL1 7HG

Or email to vacancies@burnhamgrammar.org.uk

<https://www.burnhamgrammar.org.uk/join-our-team/vacancies>

Please note we do not accept CVs

Closing Date: 10am on 12th May 2025

Interviews: W/b 12th May 2025

It is the normal practice for references to be obtained before any formal interview.

Burnham Grammar School as part of the Beeches Learning Development Trust is committed to safeguarding and promoting the welfare of its students and staff and expects all staff and volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure and Barring Service (DBS) check

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

Thank you for the interest you have shown in this vacancy

HEADTEACHER'S LETTER

Dear Applicant

Thank you for your interest in applying for this role at Burnham Grammar School. I do hope that the information attached encourages and inspires you to make a formal application for this post.

Our diverse community of staff, students and parents believe that this is a truly unique school. Our students are bright and eager to do well. They are hardworking, but also full of personality and a joy to teach, reflecting the diversity of their backgrounds and cultures. They contribute fully to school life, are proud of the part that they play and continue to surprise me on a daily basis with their acts of kindness and their generosity of spirit. We frequently receive comments from the local community about the fantastic contribution that our students make and visitors to our school are always quick to compliment us on our caring and inclusive ethos. However, our students do not always understand or believe how talented they are. We have continued to build upon this community atmosphere, which was noted by Ofsted in December 2022:

“Pupils enthusiastically embrace challenge and enjoy learning here. Pupils, including those in the sixth form, benefit from high aspirations set for them by leaders and staff. This includes disadvantaged pupils and pupils with special educational needs and/or disabilities(SEND). ”

The staff are a uniquely close-knit, supportive and considerate team and the caring ethos makes this a rewarding place to work and develop. I was pleased that Ofsted recognised that “The headteacher’s commitment to involving staff at all levels in the school’s development is nurturing a loyal and dedicated staff.” Staff opinion and involvement is highly valued and if appointed you will find that you are fully supported in successfully fulfilling your role and gain experience to help your career progression through personalised and targeted professional development. The involvement of the staff in the running of the school and in the development of key policies, and our continual efforts to support a work-life balance, have been reflected in us retaining the prestigious Investors in People Gold Award in 2021. The successful candidate will play an active part in the further development of both learning and teaching and other aspects of school life.

Our last Ofsted was an ungraded inspection that confirmed us to continue to be at least a Good school [Ofsted 2022 Report](#). Our community was pleased that Ofsted recognised the many areas of ‘exemplary practice, and are unanimously resolute in continuing on our journey of improvement. Through our tailored CPD programmes we support many teachers on the difficult transition from good to consistent and sustainable outstanding practice through our focus on **Responsible Learning**. This has increased the quality of learning, which is also reflected in our significantly positive progress measures at both GCSE and A level . We are now entering an exciting stage in the school’s development with a unwavering determination to be rightfully recognised as an Outstanding school and a national beacon of best practice that provides inspirational learning experiences to every student every day , both inside and outside of the classroom. In November of 2022 this exceptional practice was recognised when we were designated as a National Centre of Excellence by the Inclusion Quality Mark.

In October 2021 we moved into our brand new school which will provide staff and students with world class facilities to inspire and support their learning and ambitions. These facilities will also provide opportunities for us to broaden our incredible extracurricular offer to students, a vital part of life at Burnham Grammar to broaden students horizons and raise their aspirations.

Not every candidate will be suited to the ethos of the Burnham Grammar learning community or able to fully contribute to our journey to be recognized as an exceptional school leading the development of practice nationally . Candidates for this post will already be exceptional and reflective practitioners or possess the qualities and desire to become exceptional.

HEADTEACHER'S LETTER

We are, of course, proud of our examination results but students' education at Burnham Grammar goes far beyond the academic. The exceptional and diverse range of extra-curricular opportunities and activities inspires and develops students' characters and resilience and exposes them to a range of unique experiences and challenges. We are passionate about the wider development of each individual student to ensure that they positively contribute to their communities now and in the future. This outstanding practice is reflected in us achieving a number of national awards such as the Music Mark Award, Gold Kitemark for Sport, the International School Award and winning the Stonewall School Award.

We welcome applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race and want members of staff who have interests and expertise that goes beyond the classroom and physical boundaries of the school. With 61 different first languages spoken by students we are a very diverse school and would want our staff to reflect this diversity.

Quite simply Burnham Grammar School is an idyllic learning community where the relationships and teamwork between staff and students are fostered with care and the key strength of the school. We provide the support and reassurance for our students to develop the resilience and mindset to strive to be their very best. Our school aims are summarised by the overarching motto :

“Embracing Challenge”

Our students are constantly challenged and supported to volunteer answers at the edge of their understanding and learn from their mistakes to ensure that they fulfil and surpass their potential at each key stage and have the confidence and resilience to aspire to and achieve their dreams.

I do hope that you will decide to make an application to join us and that we will have the opportunity to welcome you to our learning community and meet you in person.

To hear more about working at Burnham Grammar please use this link

[Working at Burnham Grammar School Video](#)

Yours sincerely



Dr A Gillespie
Headteacher

BENEFITS OF WORKING AT BGS

- Enthusiastic, motivated and intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially and culturally diverse school community
- End of Term Socials – Christmas/Summer cricket etc.
- Friday treats
- Free lunch provided on INSET Days for all staff
- Generous Pension Schemes for staff – TPS for Teachers and LGPS for Support staff
- Day off for Religious observance e.g. Diwali, Eid, Vaisakhi, Hanukkah etc.
- CPD opportunities for all staff
- Gold IIP Award & IIP Champion reflects personalised and nationally recognised CPD
- Free Parking

BENEFITS OF WORKING AT BGS

- Free tea/coffee for all staff
- State of the art facilities in our brand new building
- A bespoke induction programme for all staff joining the school, tailored to individual requirements such as for those new to the teaching or working in schools.
- Cycle to work scheme
- Wellbeing Award

Employee Assistance Programme (EAP) provider, Health Assured which is available to ALL employees free of charge and offers:

- Emotional Support with Relationship and family issues or worries
- Loss, including loss of job, friend or family member through bereavement
- Financial concerns, budgeting, borrowing or tax credits
- Work life & Health including Stress Management



Burnham Grammar School

'Pupils enthusiastically embrace challenge and enjoy learning'
(Ofsted Dec 2022)

Assistant Director of Sixth Form **(Head of Year 12)**

MPS/UPR + London Fringe plus

TLR2b - £5,644 pa

Full Time, Permanent

We are looking for a committed and enthusiastic teacher to join this very successful team

Required for September 2025

**11-18 Mixed Grammar School
NOR 1258
(6th Form 363)**

"The behaviour of pupils is exemplary. Leaders and staff have high expectations of pupils' behaviour. Pupils consistently meet these expectations. As a result, pupils learn in calm and purposeful lessons" (Ofsted December 2022)

Lead school in small MAT

2024 A Level:

86% A*-C grades

71% A*-B grades

38% A*-A grades

2024 GCSE:

93% grade 5-9

56% grade 7-9

33% grade 8-9

62% of students achieved 5 or more grade 7-9 at GCSE

We are offering you:

- Brand new School building with exceptional facilities
- A diverse community of enthusiastic, motivated & intelligent students
- An outstanding culture & ethos where students & staff enjoy & achieve
- A socially active & culturally diverse school community
- Personalised & effective CPD as evidenced by the school's IIP Gold (2014, 2017, 2021 & 2024) & Champion status.
- Wellbeing Award (2021)
- Inclusion Mark Centre of Excellence (2023)

We want from you:

- Excellent knowledge of pastoral care.
- An empathy for and passion to remove the barriers to learning.
- A commitment to ensure that every student fulfills their potential.
- The ability to prioritise tasks.
- Excellent interpersonal skills.
- The ability to lead a team.
- A flexible approach and a willingness to support with the development of the school's pastoral development plan.

"Staff appreciate the support and time they get to develop their own subject expertise. Leaders have adopted an approach to assessment that is manageable for staff and purposeful for pupils."

(Ofsted December 2022)

Closing date for applications: 10am on Monday 12th May 2025

Interviews: w/c Monday 12th May 2025

Please download an application form from our website or telephone the school for more information: 01628 604812. Applications should be sent by email or post. Please note we do not accept CVs.

E-mail: vacancies@burnhamgrammar.org.uk

Website: www.burnhamgrammar.org.uk

Post to: **Burnham Grammar School,
Hogfair Lane, Burnham, Bucks. SL1 7HG**

Just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25. Burnham station (mainline Paddington & Crossrail) is a short walk from the school.

Headteacher: Dr A Gillespie

We encourage applications from the right candidates regardless of age, disability, gender identity, sexual orientation, religion, belief or race

As part of the Beeches Learning Development Trust, Burnham Grammar School is committed to safeguarding & promoting the welfare of its students & staff & expects all staff & volunteers to share this commitment.

Successful candidates will be required to undertake an enhanced Disclosure & Barring Service (DBS) check.





Job Description for Assistant Director of Sixth Form (Head of Year 12/13)

The following job descriptions refers to years 12 and 13 combined. It will be confirmed to the post holder in writing which year group they are responsible for at the start of each academic year, as well as either section 2a or section 2b.

A. Name

B. Job Title – Assistant Director of Sixth Form – Head of Year 12/13

C. Job Purpose – To lead and manage the Year 12/13 body at Burnham Grammar School. To do so through monitoring and evaluating individual students educational progress, attendance, behaviour and wellbeing across the curriculum, leading to appropriate intervention to support learning and development so that all students can access the range of learning opportunities offered by the school inside and outside of the classroom.

D. Accountable – The post holder is accountable to the Assistant Headteacher/Director of Sixth Form in all matters relating to this post. The post holder will also work closely with the Deputy Head Pastoral, the other Assistant Director of Sixth Form and Sixth Form Administrator.

E. Responsibilities

1. Supporting Individual Student Progress and Development

In consultation with the Assistant Headteacher/Director of Sixth Form and Senior Leadership Team:

Take the initiative in policy-making proposals and strategic planning in student development and pastoral matters relating to Year 12/13.

Take the lead in providing outstanding support and pastoral care in Year 12/13, including liaison with the Sixth Form Administrator, SENDCO, parents and outside agencies, ensuring that all pastoral matters are dealt with at the appropriate level.

Take the lead in promoting outstanding behaviour and conduct in Year 12/13, monitoring standards and providing guidance to groups or individuals in accordance with agreed thresholds, escalating incidents to the Assistant Headteacher/ Director of Sixth Form as appropriate.

Take the lead in promoting outstanding punctuality and attendance in Year 12/13. In accordance with agreed thresholds, and in liaison with the Sixth Form administrator, evaluate attendance data to identify patterns of non-attendance and lateness, looking especially for Year 12/13 students at risk, and take appropriate action, including working with parents, and escalating incidents to the Assistant Headteacher/ Director of Sixth Form as appropriate.

Oversee the impact of sixth form mentoring and intervention.

Lead the communication, review and effective implementation and monitoring of private study period protocols to Year 12/13 from their first day and to be an authoritative figure in the Sixth Form Common Room.

Lead and manage the rewards and sanctions process for Year 12/13.

Lead and manage the academic monitoring process of Year 12/13 students and use agreed data protocols to target, evaluate and adjust interventions and support and evaluate their impact, modifying actions in a timely manner where appropriate.

Lead on the support for Year 12/13 students at risk through the production, monitoring and review of Pastoral Support Plans and Education Support Plans and evaluate their impact on learning.

Co-ordinate the provision of confidential counselling to Year 12/13 students following established protocols through working with the Sixth Form Administrator and in liaison with the SENDCO, PRU outreach counsellor, external counsellors, Adviza and other outside agencies.

Liaise with relevant form tutors to follow up on Year 12/13 student attendance, punctuality and uniform issues at the appropriate thresholds through liaison with the Sixth Form Administrator.

Under the direction of the Assistant Headteacher/Director of Sixth Form, following consultation with the Deputy Headteacher Pastoral or Headteacher, direct the Sixth Form Administrator to

undertake investigations, and help prepare internal and external paperwork for consideration by the Senior Leadership Team.

Together with the Assistant Director of Sixth Form, lead and manage the daily management of Head Students and Prefect Team to provide support throughout the school.

Together with the other Assistant Director of Sixth Form, work to develop a feeling of identity, belonging, community and commitment within Year 12/13 and the Sixth Form, which is both supportive and personally challenging in order to raise student aspirations.

2a. Year 13 Post 18 Guidance Programme and Admissions

Oversee and lead the Post 18 guidance support programme, providing support for both staff and students with UCAS applications, degree apprenticeships, form tutor references and students' personal statements

Liaise with the Sixth Form Administrator to monitor UCAS applications, ensuring every student that wishes to apply through UCAS does so within BGS Deadlines.

Track and monitor Post 18 Destinations over time.

Recommend students from within the Sixth Form to join the 'Oxbridge Programme'

In consultation with the Assistant Headteacher/Director of Sixth Form, provide support to students on the 'Oxbridge Programme'

Attend A-Level Results Day to support Year 13 students during the day, providing support and guidance for students.

Support the other Assistant Director of Sixth Form with the induction and transition for both internal and external students where required.

In consultation with the Assistant Headteacher/Director of Sixth Form, prepare for and attend Sixth Form Open Evening.

Support the Assistant Headteacher/Director of Sixth Form with the Sixth Form marketing and recruitment programme.

2b. Year 12 Admissions, Induction and Transition

In consultation with the Assistant Headteacher/Director of Sixth Form, design, lead and manage the delivery, review and development of high quality and inspiring induction and transition process that adequately recruit and prepare both internal and external students for the rigour of A-Level study at BGS.

In consultation with the Assistant Headteacher/Director of Sixth Form, prepare for and attend Sixth Form Open Evening.

Support the Assistant Headteacher/Director of Sixth Form with the Sixth Form marketing and recruitment programme.

Support the other Assistant Director of Sixth Form with the Post 18 guidance support programme, providing support with UCAS applications, form tutor references and students' personal statements where required.

Co-ordinate and complete transfer documents, references and other forms of reports for allocated sixth form students moving from the school.

Attend GCSE Results Day to support the enrolment process of both internal and external students into Sixth Form at BGS

To lead, manage and oversee the selection process and training for Head Students and Prefects.

3. Extracurricular, Community Programmes and Other Events

Work with the relevant staff and the Sixth Form to develop the range of extra-curricular clubs and activities that Year 12/13 students attend, support and promote, encourage and monitor attendance of extra-curricular clubs and activities.

Promote and monitor Active Citizenship and community involvement through activities inside and/or outside of the school, directing the Sixth Form administrator and intervening with groups or individual students as appropriate.

Support the other Assistant Director of Sixth Form with the selection process and training for Head Students and Prefects.

Co-ordinate with the other Assistant Director of Sixth Form the management of a programme of fortnightly assemblies for the Sixth Form, including assemblies led by the Senior Leadership Team and other speakers, and delivering some assemblies as part of this programme.

Attend Year 12/13 student interviews as part of Student Review Day, as appropriate and report to the Assistant Headteacher/Director of Sixth Form on emerging issues.
Attend Sixth Form parents' evenings and ensure parents of all Year 12/13 students who are underachieving meet with staff. Attend appointments where necessary.
Contribute to the programme of events to provide information to parents and students relating to the next phase choices, including Post 18 Evening and Post 18 Conference.
Lead, manage and monitor the use of Massive Open Online Courses in Year 12/13.
Conduct Year 12/13 student voice activities to further enhance and develop the Sixth Form.

4. Personnel

Deputise for the Assistant Headteacher/Director of Sixth Form in his/her absence.
Work with and support the Sixth Form Administrator in his/her role.

5. General Duties

Participate in appropriate meetings with colleagues, students, parents and governors relative to the role.
Carry out a share of supervisory duties in accordance with published rosters.
Comply with and promote school policies and procedures.
Abide by and actively promote the school's Child Protection Policy and Procedures and Safe Working Practice for the Protection of Children and Staff in Education Settings.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of School Teachers' Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. In allocating time to the performance of duties and responsibilities, the post holder must use Directed Time and have regard to section 52 and other relevant sections of the School Teachers' Pay and Conditions Document 2020.

As part of the Beeches Learning Development Trust, Burnham Grammar School is committed to safeguarding & promoting the welfare of its students & staff & expects all staff & volunteers to share this commitment. Successful candidates will be required to undertake an enhanced Disclosure & Barring Service (DBS) check.



PERSON SPECIFICATION

– Assistant Director of Sixth Form (Head of Year 12/13)

Qualifications		
A good honors degree in a relevant subject	Essential	Desirable
A teaching qualification together with Qualified Teacher Status (QTS)	✓	
An infectious passion for your subject and subject knowledge sufficient to challenge able students and achieve high outcomes	✓	
A good understanding of pastoral developments in the specific area	✓	
Evidence of participation in professional development or further study		✓
Previous Work Experience		
A record of consistent and successful teaching resulting in high levels of attainment and achievement for students at each key stage taught	✓	
Experience or desire to work in a socially and culturally diverse school community	✓	
Professional Knowledge Skills & Experience		
Have the flexibility to employ a range of teaching styles and activities to inspire and engage all students to ensure effective learning and progress	✓	
Awareness of the strategies available for improving the learning & achievement of all students and particularly high ability students	✓	
Familiarity with and a strong commitment to Assessment for Learning approaches	✓	
Experience of leading a pastoral team		✓
A confident & competent user of ICT to support all aspects teaching and learning	✓	
A willingness and commitment to ensure that current and future ICT, and other resources and new technologies, can be used to enhance the quality and experience of student's learning	✓	
Ability to communicate proactively and appropriately to a high standard with staff, students, parents and governors	✓	
Ability to interpret student data in order to prioritise areas for intervention in order to ensure personalised support	✓	
A commitment to their house ethos contributing to the wider education and support of all pupils as outlined in the school aims	✓	
People Management Skills		
The ability to work independently and collaboratively as a member and leader of a team and to contribute to its development	✓	
Understands and values the processes of planning and monitoring and evaluation as an aid to raising standards	✓	
Other Personal Qualities		
The presence and leadership qualities to develop commitment and consistency to whole school and pastoral developments	✓	
A firm and active commitment to safeguarding and child protection	✓	
A commitment to helping students identify their talents	✓	
A firm belief in the untapped potential of all students	✓	
Creativity in problem solving together with a willingness to take on or try new approaches & ideas		✓
A willingness to support, take part in or run wider and extra-curricular opportunities for students		✓
A strong belief and recognition of the vital role and diverse skills of all members of staff	✓	
The school is fully committed to the DfE guidance on Safeguarding Children and Safer Recruitment in Education and all candidates for the post will therefore be subject to vetting procedures following Buckinghamshire Council's guidance on Safer Recruitment and Selection in Schools.		

MAKING AN APPLICATION

How to Apply

To apply for this position, you will need to complete our application form and professional competencies grid which you can download from our website under the vacancy details:

[Burnham Grammar School Vacancies](#)

Completed applications should be sent to **vacancies@burnhamgrammar.org.uk** by the closing date and time on the job advert.

Please note only fully completed application forms will be considered and we do not accept CVs.

Shortlisting

Applications will be assessed based on the information provided on the application form and will be shortlisted if they fulfil the criteria for the role and the person specification. Shortlisting may take place before the deadline for applications has passed.

If you are shortlisted for interview you will be sent a self declaration form about any criminal disclosures. You will need to complete and return this disclosure form at least one day prior to interview. If we have not received this, we reserve the right to withdraw the offer of interview.

The Trustees of the Beeches Learning and Development Trust reserve the right to re-search applicants on social media platforms and the internet and to use this as part of the shortlisting process

If you have not been contacted within 3 weeks of the closing date, you must assume that your application has, on this occasion, been unsuccessful.

MAKING AN APPLICATION

References

It is the normal practice for references to be obtained before any formal interview.

You will need to provide details of two people who have knowledge of you in a working / educational environment, paid or unpaid.

The first reference should be your present or most recent employer and a contact at your last post working with young people if you are not currently doing so.

If you are a student give appropriate school or college referees.

References must cover a 5-year consecutive period.

Interview

If you are shortlisted for interview you will be sent an invite to interview letter with all the interview details via email. Interviews will include a panel interview, a tour of the school, a student panel interview and a chance to meet members of the team informally over either coffee or lunch.

Teaching posts will include teaching a lesson and support staff roles will include an administration task relevant to the role in which you are interviewing for.

Successful Appointments

All successful appointments are subject to satisfactory references, Disclosure and Barring Service (DBS), Health Checks, proof of Right to Work in the UK and satisfactory checks on the Teaching Regulatory Agency.

PRIVACY NOTICE

Short Form Privacy Notice For Application Forms

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at on our website under Vacancies which detail how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment: surname, forename(s), previous surnames, preferred title, address for correspondence, home, work and mobile telephone number, email address, national insurance number, details of current and past employers, details of previous employment details including salary, details of your qualifications, details of your relationship with the Teaching Regulation Agency and your induction period (where applicable), your referees, right to work in the UK status, any disabilities, religion, gender, ethnicity and any criminal convictions. We will also collect any other information you choose to share with us during the process.

How we may share the information

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.

Please find below the link to our vacancies page on our website where you can find the full Privacy Notice for Job Applicants

[Burnham Grammar School Vacancies Page](#)

Please find below the link to our vacancies page on our website where you can download our application form for completion.

[Burnham Grammar School Vacancies](#)

Please find below the link to our policies page on our website where you will find our Child Protection policy.

[Burnham Grammar School Policies](#)

We are just west of London, near Windsor & Maidenhead & convenient to the M40, M4 & M25.

Burnham station (mainline Paddington & Crossrail) is a short walk from the school.

Headteacher: Dr A Gillespie

[Investors in People Report](#)

We are proud of our development of our staff



Investors in People Gold Award retained in Feb 2024

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