



# APPLICANT Information Pack

Assistant Headteacher  
(Head of Sixth Form)



Highcliffe School



Dear Colleague,

I am delighted you are considering applying for a post at Highcliffe School, part of HISP Multi Academy Trust. Please find alongside this letter information, which, I hope, provides an insight to our school and the opportunities that await the successful candidate.

Highcliffe is a remarkable school with a special atmosphere. We are very highly respected in our community, with whole generations of families coming here for over 50 years from Christchurch and the New Forest. Former students, current students and their parents frequently speak of their powerful emotional bonds to our school lasting a lifetime. Always popular, and usually over-subscribed, in the last two years our identity and success has attracted a rapidly growing number of admissions requests for Year 7. Although we have raised our PAN twice in recent years, demand for places still exceeds availability. This is a result of our caring and aspirational ethos combined with our engaging curriculum and excellent extra-curricular opportunities, although our track record of exam success is surely another factor. Our students are lovely young people to work with who respond enthusiastically to good teaching and are keen to learn.

Former students go on to work in international finance, law, education, politics, engineering, medicine, science, and in the Paris fashion houses, or as great chefs, carers, artists, musicians, mechanics, gardeners and much more – but not before they have thrived at Highcliffe academically, creatively and socially. We have an excellent record of success placing students into the top universities in their chosen field. Every year for the last 12 years at least one of our Sixth Form students have, for example, gone on to study at either Oxford or Cambridge universities; in recent years two or three have. Our Sixth Form achieved an ALPS Gold Award in 2024 for value-added outcomes inside the top 25% nationally. We have successful programmes for students accessing careers in medicine, the law and engineering. We are an outwardly focused community with extensive school links in France, Spain and Japan including a unique exchange programme with a school in Hiroshima.

Our teaching staff are highly experienced, knowledgeable professionals who work together superbly. Our SEND, pastoral, clerical, financial, technical and site staff, who form a good team, are also extremely good at their jobs and committed to the school's success. We are a friendly, welcoming and supportive environment in which to work or learn, located in a great part of the country. As part of the HISP Multi Academy Trust we offer our team extensive opportunities for professional development; direct collaborative working with Thornden School in Chandler's Ford and more widely across the Trust region; and career progression routes associated with our development as a regional Hub for school improvement and professional development delivering NPQs, the local ECT programme, and the Science Learning Partnership. We are a happy and upbeat school, characterised by warm and trusting relationships between staff and students. We recently completed a £1.8 million capital project improving heating and hot water, and in December 2022 successfully entered the School Rebuilding Programme to replace 18 classrooms with brand new buildings.

We have a strong focus on staff well-being and an exceptional in-house professional development programme for teachers, ensuring that Highcliffe is a positive and supportive working environment for our staff. Visitors and new staff remark on how we feel like 'one big family'.

We welcome applicants who share our ethos, bring outstanding professional skills and personal qualities, and have an unshakeable drive to make a difference to young lives through education. Unfortunately, we will not be able to contact every applicant who applies and take this opportunity to thank you for considering our school.

I look forward to hearing from you, but whatever your decision, I wish you all the best for your professional future.

**Patrick Earnshaw (BA) Hons, MA**  
**HEADTEACHER**

March 2025



## Application:

Submit a completed application form.

Submit a personal letter or statement of no more than 2 sides of A4, 11-point Calibri font, explaining your vision, skills and experience relevant to the post.

**Please note that CVs only will not be accepted.**

## Application Form

The form must be completed in full and signed. Please use black ink or word processing as your form will be photocopied. Please complete all sections of the application form and ensure that your employment record is set out in full with an explanation of any gaps.

Please do not include photocopies of open testimonials. We will always write to your current or previous employer for a reference and to ask for a professional assessment of your suitability for the post. We reserve the right to approach any previous employer for a reference.

Please complete the application form carefully and ensure that you sign it at the end. You should use section 5 to set out your relevant skills, knowledge and experience.

Your completed application form and letter should be returned to Angie Parsons, PA to the Headteacher, Highcliffe School, Parkside, Highcliffe, BH23 4QD by email [aparsons@highcliffeschool.com](mailto:aparsons@highcliffeschool.com). Due to usually high volume, applications will not normally be acknowledged.

## Information about the area

Highcliffe School is ideally situated minutes from Highcliffe and Avon beaches, Mudeford Quay and Christchurch Harbour. A few minutes' drive or cycle away are the beaches of Bournemouth while Poole Harbour, a mecca for watersports, is approximately 12 miles away. As a result, sailing, kitesurfing, kayaking, paddle boarding, surfing and beach life are prominent parts of life in the area.

Highcliffe is also on the doorstep of the New Forest, meaning that equestrian sports, cycling, walking and running are also prominent features of local life. There is an extensive range of top-class pubs, cafes, clubs, theatres and cinemas throughout the area catering for people of all ages and tastes.

Highcliffe School is easily accessible from the urban centre of Bournemouth and Poole. With its large student population Bournemouth uniquely offers a multicultural city buzz combined with the relaxed South Coast surfing and holiday culture. London, the South East and the South West are easily reached by road or rail links. The European mainland is easily reached by ferry from Weymouth, Poole, and Portsmouth, while Bournemouth and Southampton airports offer continental and worldwide flights.



## Information about the School

We encourage potential applicants to explore in depth the School's website which includes recent publications and a prospectus. Potential applicants are also encouraged to read both the most recent Ofsted reports which are available via the school website or directly from [www.ofsted.gov.uk](http://www.ofsted.gov.uk) and the published performance data available on the DfES performance tables site. [www.education.gov.uk/schools/performance](http://www.education.gov.uk/schools/performance)

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## Highcliffe Sixth Form

There has been a Sixth Form at Highcliffe School for more than twenty years. Highcliffe Sixth has garnered a reputation as a highly academic Sixth Form catering for able students from both our own school and those of neighbouring private and state schools in New Milton, Christchurch, Lymington and the New Forest. We offer a Level 3 curriculum primarily based on A Levels with a smaller number of single-award BTEC/AAQ courses. We typically maintain a number on roll of around 300 students, preferring to remain relatively small compared to other large Sixth Form Colleges in order to preserve the ethos of individual care and attention that underpins our exceptional success rate and helping students into the top universities and higher or degree apprenticeships.

Exam results in 2024 placed Highcliffe Sixth in the top 20% of providers nationally for A Level value-added and the top 20% for applied courses. We were the highest performing among the 17 Dorset Sixth Form providers, with an overall ALPS score of 2. Our DfE Level 3 VA Tracker was Sig+ for both academic and applied courses.

We have a very strong tradition of helping students gain admission to Russell Group universities or the top degree courses in other universities. In 2024, one third of Year 13 went on to a Russell Group university and nearly 50% to a top 40 UK university. Three students gained places at Oxford or Cambridge Universities last year, bringing the total in the last three years to 10. We have a strong Oxbridge preparation programme reaching into Year 7. Among other career paths, we have a particularly strong focus on students entering medical careers. Additionally, we support students through application to universities abroad. In our current Year 13 cohort we have supported students with gaining admittance onto the prestige Sutton trust programme which focuses on application to US universities and this has led them to gain admission to prestigious universities in the United States. Our comprehensive support services ensure that students are well-prepared for the application process and successful in their academic pursuits both home and abroad.

At the same time, we are a comprehensive Sixth Form with a diverse academic and social intake and many different progression routes at age 18. The Sixth Form bursary is a vital support to our disadvantaged students. We work hard to provide high quality pastoral care and academic tutorial support to each student.

As a result of our academic success and our special ethos students speak very highly of their experience while at Highcliffe Sixth Form, both during their time here and afterwards. We have an extensive informal alumni network of former students who return to school to talk to younger students, give assemblies and briefings, and keep us updated on their career progress. We also offer Year 12 work experience to help support their future aspirations.

The Sixth Form offers a range of additional enrichment activity to students both academic in nature and in personal development. Students enter one of three Pathways. The Extended Academic Pathway prepares them for applications to Russell Group universities or Oxbridge. The Academic Pathway prepares students to secure places on the best degree courses in other universities (for example the outstanding specialist courses at The Arts University of Bournemouth) or onto specialised higher/degree apprenticeships. The Applied Pathway comprises a mixture of A Levels and BTECs/AAQs, leading to either university, apprenticeship or employment. Alongside the EPQ students can take MOOCS, study for TMUA for Maths, LNAT and UCAT. A personal enrichment programme of sport, cultural activity, careers guidance and employability skills are compulsory for all students. A highlight of the social calendar is the Sixth Form ski trip, although there are also annual field trips to places such as Iceland and Barcelona.

## The Sixth Form Team

The team includes the AHT Head of Sixth Form who manages the Head of Year 12 and 13, a non-teaching Sixth Form Study Mentor who supervises the Study Centre and provides group tuition and individual coaching on effective independent study skills, a Lead Teacher (UCAS Co-ordinator), plus two admin staff.

The Head of Year 12 and Head of Year 13 rotate from one year group to the other over two years in order to ensure their students benefit from the knowledge and expertise gained from leading both incoming and outgoing

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Sixth Formers; and so there is strength in depth of staff expertise. The Student Leadership Team represent student voice and complement the work of staff.

### **The Sixth Form Centre**

Our Sixth Form is based in a two-storey extension to the main school building. It includes two well-equipped Study Centres, Sixth Form-only classrooms, a café and pastoral and admin offices. Sixth Form Art and Technology students also have access to the exceptional specialist facilities available in the Da Vinci building.

For further information about the Sixth Form please make use of the information and documents including the Prospectus available on our website [www.highcliffeschool.com](http://www.highcliffeschool.com).



## Job Description: Assistant Headteacher - Head of Sixth Form

<b>Salary:</b>	Leadership Scale L12-L16
<b>Contract Type:</b>	Full-time, Permanent
<b>Reports To:</b>	Headteacher
<b>Responsible For:</b>	Leadership of the Sixth Form, including academic, pastoral, and extracurricular provision

### Key Purpose

The Head of Sixth Form will play a pivotal role in the strategic leadership and day-to-day management of the Sixth Form, ensuring that it delivers outstanding academic outcomes, pastoral care, and enrichment opportunities. The postholder will work closely with the Senior Leadership Team (SLT) to align the Sixth Form's vision with the whole-school priorities, fostering a culture of high expectations, academic excellence, and personal development.

### Specific Responsibilities

#### Strategic Leadership and Whole-School Responsibilities

- Contribute to the development and implementation of the School Development Plan, ensuring alignment with whole-school priorities.
- Oversee the subject improvement plan process for specific subjects, ensuring those subject areas are continuously improving and meeting the needs of students.
- Play a key role in preparing for Ofsted inspections, including contributing to the School Self-Evaluation Form (SEF).
- Support the Headteacher in financial planning, resource allocation, and strategic decision-making.
- Promote the school's vision, mission, and values to all stakeholders, ensuring that the language of 'Respectful, Responsible, and Purposeful' is embedded across the school.

#### Leadership and Management

- Develop and implement a clear vision and strategic direction for the Sixth Form, in line with the whole-school vision and priorities.
- Provide an annual Sixth Form Improvement Plan with clear success criteria and report back to the Headteacher and Governing Body on progress towards it.
- Maintain an accurate and up-to-date knowledge and understanding of local and national post-16 development in education, advising and supporting the Headteacher and SLT colleagues to ensure the school complies with statutory guidance, and plans effectively to maximise the benefits and minimise the risks arising from local and national developments e.g. to Post-16 funding, curriculum requirements, and PSHE.
- Lead and manage the Sixth Form team, including Head of Year, form tutors, and administrative staff, ensuring effective communication and collaboration.
- Oversee the induction of new Sixth Form students, ensuring a smooth transition from Key Stage 4 to Key Stage 5.
- Monitor and evaluate the quality of teaching, learning, and pastoral provision in the Sixth Form, ensuring that it meets the highest standards.
- Challenge underperformance in Sixth Form subject areas and act to ensure essential Sixth Form routines are adhered to by all staff e.g. Interventions Ladder.
- Inspire and be a role model to staff members by personal example and hard work.
- Be a key point of contact and liaison with the Governing Body.
- Promote the well-being of staff by having due regard to workload and work-life balance of staff.
- Have line management and performance management responsibility for specific staff/roles.

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- Lead individual and team meetings as required, chairing and producing the agenda for effective meetings. To ensure minutes are taken, kept secure and others informed as appropriate.
- Address issues of underperformance by teaching or other staff, bringing about improvement in performance; encourage, celebrate and share high performance.
- Attend or organise school events as required including Open Evenings, Existing & New Parents Evenings, Results Days, Year Group celebration events, Prize Giving, Careers events.
- Contribute to suspension/permanent exclusion investigations and decisions, including deputising for the HT in suspension decisions in his absence/unavailability.

### **Raising Student Aspirations and Ambitions for Post-16 study**

- Develop and manage a framework for raising students' aspirations, including the coordination of programmes like Oxbridge Pathway, Aspirant Law, Aspirant Medicine, and Aspirant STEM.
- Ensure that students are aware of and enrolled in these programmes, maintaining accurate records of participation and progress, and ensuring that they have a positive impact of recruitment into and outcomes from the Sixth Form.
- Regularly evaluate the quality and impact of these programmes, adjusting as necessary to ensure they meet the needs of students.

### **Careers Education and Guidance**

- Maintain up-to-date knowledge of national developments in careers education and ensure that these are applied within the school.

### **Sixth Form Recruitment and Retention**

- Lead the recruitment and retention programme for the Sixth Form, including the production of the Sixth Form Prospectus and associated materials, and leadership and coordination of other staff e.g. Head of Achievement Year 10 and 11.
- Organise and oversee the delivery of Sixth Form Open Evenings and Student Open Day, ensuring that these events effectively promote the Sixth Form to prospective students and parents.
- Organise and oversee Sixth Form Progression Guidance meetings.
- Deliver the Sixth Form recruitment input at Priestlands School.
- Maintain an informal Sixth Form alumni network, fostering ongoing relationships with former students and leveraging these connections to support current students.

### **Safeguarding and Welfare**

- Function as one of the team of Deputy Designated Safeguarding Leads (DSLs), ensuring that all safeguarding and welfare policies are adhered to within the Sixth Form.
- Promote the safety and wellbeing of all students, ensuring that staff are trained and aware of their safeguarding responsibilities.
- Act as a key point of contact for safeguarding concerns within the Sixth Form, ensuring that these are addressed promptly and effectively.

### **Communication and Collaboration**

- Maintain regular communication with parents, carers, and external stakeholders, providing timely and accurate information about academic progress, pastoral care, and post-18 options.
- Assist in effective recruitment and marketing of the whole school and Sixth Form e.g. by attending and supporting Open Evenings, producing press releases, website material and school social media marketing the

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school. In addition, make regular personal use of school social media to promote activities, events and achievements in school

- Work closely with the Headteacher, SLT, and Governors to ensure that the Sixth Form contributes to the overall success of the school.
- Liaise with external agencies, including universities, employers, and apprenticeship providers, to enhance the opportunities available to Sixth Form students.

### Administration

- Maintain efficient and effective control of the relevant administrative processes, budgets and resources
- Ensure a safe and secure working environment complying with Health and Safety guidelines.

### Professional Development

- Identify and act on one’s own professional development priorities through the PM process
- Delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
- Contribute a CPD session on Sixth Form related issues to the school wide CPD programme
- Use the Performance Management cycle to assist in enhancing the professional development aspirations of colleagues.
- Keep up to date with new research, developments and best practice related to the role

### Equal Opportunities

- The member of staff will always carry out the duties and responsibilities of the post with due regard to the school’s equal opportunities policies

### Other

- Undertake a specified teaching commitment
- Undertake any other reasonable duties as required by the Headteacher or their representatives

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder’s professional responsibilities and duties.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

<b>Name (Job Holder)</b>	
<b>Date</b>	
<b>Line Manager</b>	
<b>Date</b>	

**Highcliffe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**





## Assistant Headteacher (Head of Sixth Form) Person Specification

**CONTEXT:** Before making an application candidates are asked to match their qualifications, experience, skills and abilities against the criteria listed below.

ATTRIBUTES	ESSENTIAL	DESIRABLE	EVIDENCE
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified teacher status.</li> <li>• Good Honours degree (2:2 or above) or equivalent in relevant subject.</li> </ul>	<ul style="list-style-type: none"> <li>• 2:1 Honours Degree or better.</li> <li>• Leadership qualification (eg. NPQH, NPQSL)</li> <li>• Further professional development in leadership or Sixth Form management</li> </ul>	Application
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Substantial experience of teaching and leadership in a secondary school</li> <li>• Proven track record of raising student achievement at Key Stage 5</li> <li>• Experience of managing and supporting staff, including performance management</li> <li>• Experience achieving excellent examination results at GCSE &amp; A Level.</li> <li>• Understanding of Data Protection and the statutory regulations with regard to Safeguarding.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of leading a Sixth Form or similar post-16 provision</li> <li>• Experience of managing budgets and resources</li> <li>• Experience of working with external agencies (e.g universities, employers)</li> <li>• Experience of preparing students for Oxbridge.</li> <li>• Experience of running Sixth Form Trips and events.</li> <li>• Experience of successful Year 11/12 Transition strategies</li> </ul>	Application Reference
<b>SKILLS AND KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>• Strong understanding of the Ofsted inspection framework for Sixth Forms</li> <li>• Excellent communication and interpersonal skills with the ability to inspire and motivate others.</li> <li>• Strong understanding of how to successfully support admission to top universities inc Oxbridge</li> <li>• Strong organisational skills and the ability to prioritise effectively</li> <li>• The ability to think strategically and successfully implement agreed strategies</li> <li>• The ability to analyse and solve complex issues with an eye for details.</li> <li>• The ability to delegate effectively.</li> <li>• The ability to work with, manage and lead a team of tutors to promote the education of children.</li> <li>• The ability to inspire and lead Sixth Formers through their education.</li> <li>• The ability to use progress data to track and improve learning outcomes for students.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of Post-16 applied learning pathways e.g. BTEC, AAQs</li> <li>• Experience of delivering high-quality careers guidance and UCAS support</li> <li>• Understanding of Gatsby benchmarks</li> <li>• Knowledge and understanding of national and regional programmes promoting university admission e.g. Sutton Trust.</li> <li>• Knowledge and understanding of strategies to recruit Sixth Form students.</li> </ul>	Application References Interview.



	<ul style="list-style-type: none"><li>• The ability to analyse behaviour and attendance data, identify priorities, and plan and implement interventions.</li><li>• Data analysis and target setting.</li></ul>		
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"><li>• Commitment to the ethos and values of the school.</li><li>• High levels of integrity, professionalism and confidentiality</li><li>• The ability to develop good relationships with students, staff, colleagues &amp; community members.</li><li>• Resilience and the ability to work under pressure</li><li>• A proactive and innovative approach to leadership</li><li>• A commitment to continuous professional development</li><li>• Ability to work as part of a team; empathy.</li><li>• Sense of humour, good listener, positive outlook.</li><li>• The ability to support, motivate and inspire others.</li><li>• The ability to reach and justify difficult decisions</li><li>• Energy, stamina and determination.</li></ul>		



## **Equal Opportunities**

This school is an equal opportunities employer. Our policy is to ensure that no job applicant or employee receives less favourable treatment because of race, colour or nationality, sex, marital status, religion or disabilities. Selection criteria and procedures will be frequently reviewed to ensure that individuals are selected or promoted based on their individual relevant merits and abilities. All employees will be given equal opportunities and, where appropriate, further training to progress within and beyond the organisation.

## **Disclosure of Criminal Convictions**

The post you have applied for is subject to a police check with the DBS. If you are offered the position you will be required to complete an online Disclosure Form. The result of the police check will be sent to you.

The school will need to see and note some original documentation as part of the police check procedure. To speed up the process and avoid important documents getting lost in the post, if you are called to interview please can you bring the following documents which establish your identity and date of birth in addition to certificates of qualifications gained and in order to meet the requirements of the Asylum and Immigration Act, and a formal document showing your National Insurance Number.

- Pay slip, P45 or P60
- Passport or driving licence.
- Birth certificate/marriage certificate
- Current Council tax bill
- Utility bill showing your current home address and dated within the last 3 months

## **Medical Fitness**

In accordance with the Education (Teachers) Regulations 1999, all teachers are required to satisfy their employers of their medical fitness on entry to the teaching profession and during the subsequent employment. In this connection, teachers will be required to complete a medical questionnaire, which is then considered by a Medical Officer. A medical questionnaire will also need to be completed by support staff.

## **Social Media checks**

Highcliffe School will conduct online searches of shortlisted candidates. This check will be part of a safeguarding check, and the search will purely be based on whether an individual is suitable to work with children. All aspects of social media and internet searches will be conducted. As care must be taken to avoid unconscious bias and any risk of discrimination, a person who will not be on the appointment panel will conduct the searches and will only share information if and when findings are relevant and of concern.

## **No Smoking Statement**

The School operates a No Smoking Policy.

**Highcliffe School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment**

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