

RECRUITMENT INFORMATION

Position: Assistant Headteacher - Head of Sixth Form

Start Date: January 2027 or earlier

Salary: L12 - L16

Application Deadline: Monday 15th June 2026, 8am

Interview: Friday 19th June 2026



Dear Candidate,

An exciting opportunity has arisen to join our flourishing Church of England 11–18 secondary school, serving approximately 1,250 pupils within a successful single-academy. Rooted in our Christian vision to *know, nurture and inspire*, we are committed to enabling every member of our community to flourish and experience *life in all its fullness* (John 10:10). We are proud of our inclusive culture, strong outcomes and ambitious approach to continuous improvement.

Due to the internal promotion of the existing post holder to the role of Deputy Headteacher, we are now seeking an exceptional Assistant Headteacher – Head of Sixth Form to lead and further develop our thriving Sixth Form as part of the next phase of our school’s journey.

As Assistant Headteacher – Head of Sixth Form, you will provide strategic leadership and day-to-day management of our Sixth Form, ensuring outstanding academic outcomes, high-quality pastoral care and ambitious post-18 progression for all students. You will play a key role in shaping the 11–18 curriculum journey, working closely with senior and middle leaders to ensure strong progression from Key Stage 3 through to Key Stage 5. As Assistant Headteacher you will also contribute to whole school strategic priorities.

This is a significant leadership role, offering the opportunity to:

- Lead and further develop a high-quality Sixth Form provision within a successful 11–18 school
- Shape and promote a compelling 7-year journey, ensuring strong recruitment and retention
- Work with leaders to review and enhance curriculum and teaching, particularly at Key Stage 5
- Secure excellent outcomes and destinations for all students, including disadvantaged learners
- Lead post-18 progression, including university, apprenticeships and employment pathways’
- Contribute to whole-school strategic leadership and development as a member of SLT

We are seeking a leader who:

- Has successful leadership experience in a secondary school, with impact beyond their own classroom
- Has a strong understanding of post-16 education, curriculum and student progression
- Is strategically minded, reflective and driven by evidence-informed practice
- Is committed to inclusion, equity and high aspirations for all students
- Will actively support and promote the distinctive Christian ethos of a Church of England school
- Can work collaboratively with others to achieve a collective vision.

This role offers an excellent opportunity for an ambitious leader seeking to play a key strategic role within a thriving and values-driven school, with the chance to shape the life chances of young people at a crucial stage in their education.

Closing date: Monday 15th June 2026, 8am

Interview: Friday 19th June 2026

Applications should be submitted via the Careers and Vacancies section of our website.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Helen Cairns', enclosed in a thin black rectangular border.

Helen Cairns

Headteacher

Assistant Headteacher – Head of Sixth Form

As a member of the Senior Leadership Team, the Assistant Headteacher – Head of Sixth Form will provide strategic leadership and day-to-day management of the Sixth Form, ensuring:

- Outstanding academic outcomes
- Exceptional pastoral care
- High-quality enrichment and personal development
- Strong and ambitious post-18 progression pathways

The postholder will contribute to whole-school leadership, promoting excellence, driving improvement and embedding the school's distinctive Christian ethos.

Key Responsibilities

Strategic Leadership (Whole School)

- Contribute to the strategic direction, improvement planning and self-evaluation of the school
- Promote and model the Christian vision and values in all aspects of leadership
- Lead agreed whole-school priorities
- Actively contribute to the daily leadership and smooth running of the school
- Contribute to performance management and CPD through line manage selected subject areas
- Model excellent practice and support professional growth

Leadership of the Sixth Form

- Provide a clear vision and strategic direction for the Sixth Form
- Lead the academic and pastoral provision for Years 12–13
- Ensure consistently high expectations and a culture of excellence
- Line manage Sixth Form staff, including Deputy Head of Sixth Form, post 16 Pastoral Support Officer including effective delegation and support within their areas of responsibility
- Leadership of the Form Tutor team
- Work with Exams Team to support internal and external examinations

Curriculum and Teaching

- Lead the strategic development of the Key Stage 5 curriculum, ensuring it is ambitious, inclusive and responsive to student need and school context
- Contribute to whole-school curriculum thinking, ensuring that Sixth Form provision reflects and builds upon the school's curriculum intent and vision
- Ensure the curriculum supports high-quality teaching, strong outcomes and appropriate post 16 pathways
- Work with SLT and middle leaders to secure consistently high-quality teaching and learning across the Sixth Form
- Contribute to whole-school strategies to improve teaching, including CPD, coaching and evaluation activities
- Ensure that provision is research-informed, inclusive and aligned with whole-school expectations
- Model excellent practice in teaching and learning
- Oversee the delivery and administration of the Extended Project Qualification

Achievement

- Lead regular evaluation and review of Sixth Form provision, including subject performance, student experience and value-added measures
- Use internal and external data to inform strategic decision-making, curriculum changes and intervention planning
- Challenge underperformance and support curriculum leaders in securing improved outcomes at Key Stage 5
- Lead on monitoring, evaluation and review for Sixth Form, including lesson visits, work scrutiny, student voice and data analysis

Student Experience and Pastoral Care

- Ensure high-quality pastoral systems that support wellbeing, inclusion and belonging
- Establish a culture of excellent behaviour, attendance and student engagement
- Develop a strong personal development and enrichment programme
- Develop and enhance student leadership opportunities so that Sixth Form learners are regarded as role models and ambassadors
- Foster leadership, service and responsibility in Sixth Form students
- Ensure safeguarding systems are robust and consistently applied
- Promote a strong safeguarding culture

Accountability and Governance

- Take responsibility for the analysis, evaluation and reporting of Key Stage 5 performance data
- Provide clear, accurate and strategic reports to the Governing Body/Trustees on:
 - Student outcomes and progress for Sixth Form
 - Retention and recruitment of students
 - Post-18 destinations
 - Quality of provision and strategic developments
- Contribute to self-evaluation (SEF) and improvement planning, particularly in relation to Sixth Form provision
- Ensure that Sixth Form provision is fully aligned with Ofsted and SIAMS expectations
- Accountable for the allocation of bursary funding

Post-16 Recruitment, Marketing and Transition

- Lead the strategic marketing of the Sixth Form, promoting a strong and compelling vision of the “7-year journey” from Year 7 to Year 13
- Ensure that the Sixth Form is positioned as a natural and aspirational progression pathway, both internally and externally
- Oversee the development of high-quality marketing materials, events and communication, including open evenings, taster days and digital presence
- Leading the Sixth Form team through enrolment and induction processes during the summer period, supported by SLT arrangements
- Work with SLT to ensure alignment between Key Stage 4 provision and Sixth Form recruitment strategy
- Develop strong relationships with feeder schools and external partners to support recruitment

Post-18 Progression, Destinations and Careers

- Lead the strategic development of post-18 pathways, ensuring all students are well-prepared for their next steps
- Oversee UCAS, apprenticeships and employment routes, ensuring high aspirations and successful outcomes for all

- Track and analyse student destinations data, using this to inform improvement and evaluate impact
- Ensure the school achieves strong and sustained positive destinations outcomes (including minimal NEET)
- Ensure that year 12 to year 13 retention is strong through a positive Sixth Form experience
- Work with the Careers Leader (or lead this area where appropriate) to ensure provision meets the Gatsby Benchmarks
- Develop strong partnerships with universities, businesses, employers and training providers to enhance opportunities
- Ensure all students receive high-quality, personalised information, advice and guidance (IAG)

Person Specification: Assistant Headteacher - Head of Sixth Form

| Criteria | Essential | Desirable |
|-----------------------|--|---|
| Qualifications | <ul style="list-style-type: none"> • Qualified Teacher Status (QTS) • Good honours degree and strong academic background • Evidence of appropriate and ongoing CPD • Sound understanding of safeguarding and child protection requirements | <ul style="list-style-type: none"> • NPQSL/NPQH (or working towards) • Evidence of leadership-focused professional development |
| Experience | <ul style="list-style-type: none"> • Successful leadership experience in a secondary (11-18) school • Proven track record of improving student outcomes beyond own classroom • Experience of leading and developing staff or teams • Effective use of data and systems to raise standards (eg SIMS, ALPS) • Experience of working with governors • Leadership in closing attainment gaps for disadvantaged pupils and those with SEND • Contribution to whole-school improvement • Experience of budget management and value-for-money decisions • Leadership experience under Ofsted framework | <ul style="list-style-type: none"> • Experience in more than one secondary school • Experience of working in a faith school • Post-16 leadership experience • Contribution to a successful Ofsted inspection of a senior leader • Understanding of SIAMS and Church of England education • Pastoral or safeguarding leadership experience |

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| Curriculum, Teaching and Pedagogy | <ul style="list-style-type: none"> • Strong understanding of effective teaching, learning and research-informed practice • Excellent classroom practitioner • Experience of leading CPD on teaching and learning • Clear vision for high-quality teaching and learning • Commitment to raising aspirations and achievement for all pupils. • Knowledge of post-16 curriculum and progression pathways | <ul style="list-style-type: none"> • Engagement with education research and professional networks • Experience of JCQ requirements and examination processes and work with Exams officer and Head of Centre |
| Leadership Skills and Abilities | <ul style="list-style-type: none"> • Builds strong, collaborative relationships with staff, students, parents and stakeholders • Thinks and operates strategically at whole-school level • Sets, communicates and delivers clear priorities • Motivates and inspires high-performing teams • Commitment to inclusive education and valuing every child • Manages change effectively and sensitively • Strong analytical thinking and decision making • Holds self and others accountable for outcomes | |
| Communication and Relationships | <ul style="list-style-type: none"> • Strong interpersonal and communication skills • Professional, collaborative working style • Visible and credible presence within the school and wider community • Handles sensitive situations with care and professionalism | <ul style="list-style-type: none"> • Experience of leading collective worship |

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| | <ul style="list-style-type: none"> • Effective use of ICT | |
| Self-Management and Resilience | <ul style="list-style-type: none"> • Ability to prioritise and manage workload effectively • Works well under pressure • Demonstrates resilience, energy and determination • Seeks support appropriately • Flexible to meet the demands of the role | |
| Values and Ethos | <ul style="list-style-type: none"> • High professional standards, integrity and adaptability • Commitment to the school’s Christian ethos, enabling all to flourish • Ability to inspire motivate and build strong relationships • Drive and commitment to continuous improvement • Calm, reflective and positive role model • Commitment to safeguarding and promoting the welfare of young people • Commitment to equality, diversity and inclusion • Willingness to contribute to the wider life of the school community • Commitment to a distinctively Christian environment where all can flourish and experience “life in all its fullness” | <ul style="list-style-type: none"> • A committed Christian able to contribute to the life, worship and spiritual leadership of a Church of England school • Interest in educational research and leadership development |

About Our School

Our Vision

The Bishops' Blue Coat Church of England High School is an exciting place to be.

We know, nurture, and inspire our community to be the best version of themselves through a better understanding of the Christian faith, our core values, and a rich set of opportunities. Students achieve academically whilst growing personally and spiritually.

Through their engagement in society and beyond, our students make a positive difference through wise action, resilience, and a sense of responsibility.

Our community is enabled to live life guided by Jesus, to flourish and have “life in all its fullness” (John 10:10)

The Bishops' Blue Coat Church of England High School is an excellent oversubscribed, high performing secondary school. Our aim is to know, nurture and inspire both students and staff through a strong culture of professional development, collaboration and high expectations.

Our values, rooted in the Church of England and interpreted for our community, shape an inclusive and aspirational ethos. Our curriculum is guided by clear principles of:

- **Wisdom, Knowledge and Skills**
- **Dignity and Respect**
- **Hope and Aspiration**

These underpin high-quality teaching and learning across the school.

Located close to the historic city of Chester, Bishops' benefits from a well-established and continually enhanced campus and strong digital infrastructure, supporting an excellent learning environment. We have consistently high expectations of our students and work closely with families to help them succeed. Our seven-year journey culminates in a successful and growing Sixth Form, with students progressing confidently to ambitious next steps.

How to Apply

Deadline for applications is Monday 15th June 2026, 8am

Please complete a teacher application form (found on the Vacancies page on school website) along with a supporting letter (two sides of A4, size 11 font) and submit your application to vacancies@bishopschester.co.uk

Link to Vacancies page: <https://bishopschester.co.uk/careers-vacancies/>

