



Post Title	Assistant Principal – Director of Sixth Form
School / Organisation	Avanti Grange Secondary School
Location	Bishop's Stortford
Grade	L12 – L16
Hours	Full Time
Contract Type	Permanent
Reports to	Head of School
Preferred Start Date	September 2026

MAIN PURPOSES OF THE JOB

The Assistant Principal: Director of Sixth Form is a member of the Senior Leadership Team and holds overall strategic and operational responsibility for the leadership of the Sixth Form at Avanti Grange. The postholder will lead the academic, pastoral and personal development of all students in Years 12 and 13, ensuring that each student develops academically, physically, emotionally and spiritually within the framework of The Avanti Way.

Working in close collaboration with the Head of School, Executive Principal and members of the Senior Leadership Team, the postholder will set a clear and ambitious vision for Sixth Form provision, ensuring strong academic outcomes, high-quality pastoral care and ambitious progression to higher education, apprenticeships and other competitive post-18 destinations. Line management of the Head of Year 12 and Head of Year 13 sits with this role, alongside close collaborative work with Subject Leaders to secure consistently high-quality teaching and learning across the Sixth Form curriculum.

The postholder will lead the design and development of an ambitious and inclusive Sixth Form curriculum offer, including oversight of the Extended Project Qualification, the PSHE curriculum and the wider super-curriculum. They will be strategically responsible for the More Able and High Prior Attaining programme across the school, ensuring that students are well prepared for the demands of post-16 study and equipped to access the most competitive progression routes.

Oversight of the UCAS and post-18 application process is also held by this role, ensuring that students secure ambitious progression routes including to leading universities, apprenticeships and specialist providers. Recruitment, marketing and external engagement form a further significant strand of the work, ensuring that the Sixth Form continues to grow in size, reputation and impact.

As a qualified teacher and member of the Senior Leadership Team, the postholder will fulfil all professional teaching responsibilities and contribute to whole-school strategic priorities. They will model the highest standards of professional conduct and exemplify The Avanti Way in all aspects of their work.

RESPONSIBILITIES OF THE JOB

Strategic Leadership of the Sixth Form

- Provide strategic and operational leadership of the Sixth Form, ensuring outstanding academic and pastoral outcomes for all students.
- Set a clear and ambitious vision for Sixth Form provision, aligned with the school's strategic priorities and the principles of The Avanti Way.
- Lead the development, implementation and review of the Sixth Form Improvement Plan, ensuring its priorities are reflected within the wider School Development Plan.
- Contribute to whole-school self-evaluation processes, particularly in relation to outcomes, provision and student experience within the Sixth Form.
- Maintain an up-to-date knowledge of national developments in post-16 education, including curriculum reform, funding and accountability measures, and ensure these inform school policy and practice.



Curriculum, Teaching and Learning

- Lead the design, development and implementation of an ambitious and inclusive Sixth Form curriculum that meets the needs of the cohort and supports strong progression to competitive post-18 destinations.
- Ensure that the curriculum offer is reviewed annually and remains responsive to student need, sector trends and trust priorities.
- Oversee the quality of teaching and learning across the Sixth Form, working closely with Subject Leaders to secure consistently high standards through lesson observation, work scrutiny, curriculum review and student voice.
- Lead the development and oversight of the Extended Project Qualification, the PSHE curriculum and the wider super-curriculum, ensuring that students are stretched intellectually and prepared for the demands of higher education or equivalent progression routes.
- Work with Subject Leaders to ensure that schemes of work, assessment and feedback at Key Stage 5 are of consistently high quality and aligned with the school's wider teaching and learning policy.

Student Outcomes, Progression and Destinations

- Be accountable for the academic outcomes of Sixth Form students, ensuring that all students make strong progress from their starting points.
- Analyse student progress data, identify trends and underachievement, and lead the design and implementation of effective interventions.
- Report on outcomes, trends and impact to the Head of School, Executive Principal, Senior Leadership Team, and other stakeholders as required.
- Lead the UCAS and post-18 application process, including the preparation of candidates for entry to Oxbridge, medicine, dentistry, conservatoires, art schools, overseas study and degree apprenticeships.
- Ensure that students secure ambitious progression routes, including to Russell Group and other leading universities, high-quality apprenticeships and specialist providers.
- Be strategically responsible for the More Able and High Prior Attaining programme across the school, ensuring that students from Key Stage 3 onwards are identified, supported and well prepared for a rigorous, academic Sixth Form experience.

Pastoral Care, Personal Development and Student Experience

- Oversee the pastoral care of all Sixth Form students, ensuring that each student is known, supported and challenged.
- Line manage the Heads of Year 12 and 13 (or equivalent pastoral leads) and Form Tutors, ensuring highly effective pastoral systems and a consistent, high-quality student experience.
- Lead the design and delivery of a high-quality PSHE and personal development programme for the Sixth Form, supporting students' wellbeing, character, citizenship and readiness for adult life.
- Monitor and improve attendance, punctuality, behaviour, dress code and academic engagement, ensuring that consistently high expectations are maintained and modelled.
- Lead Sixth Form assemblies, events and wider enrichment, ensuring that the spiritual, ethical and cultural dimensions of The Avanti Way are evident throughout the student experience.
- Maintain effective communication with parents and carers regarding student progress, behaviour and welfare, including arranging meetings on matters of concern.

Recruitment, Marketing and External Engagement

- Lead on Sixth Form recruitment, promotion and external engagement, ensuring that Avanti Grange Sixth Form is highly regarded within the local and regional community and meets its recruitment targets year on year.
- Work closely with the Head of Year 11 and the Senior Leadership Team to secure strong internal progression from Year 11 into Year 12, alongside ambitious external recruitment.
- Plan and lead Sixth Form open events, taster days, induction programmes and admissions interviews.
- Develop and maintain effective links with local feeder schools, universities, employers, alumni and other external partners to enrich the student experience and broaden progression opportunities.



Leadership and Management

- As a member of the Senior Leadership Team, support the Head of School and Executive Principal in the strategic leadership, management and development of the school.
- Contribute to the formulation and delivery of the school's vision, ethos and strategic priorities, and play a key role in establishing policies and monitoring progress towards whole-school objectives.
- Lead on designated whole-school priorities as agreed with the Head of School, ensuring robust systems, effective implementation and rigorous evaluation of impact.
- Provide effective leadership and line management of the Sixth Form team, including the UCAS and Careers Coordinator, Heads of Year and Form Tutors, undertaking performance review and appraisal in line with the school's policy.
- Identify training needs and lead professional development for staff working within the Sixth Form, including the induction of new Form Tutors.
- Manage delegated budgets efficiently and effectively in accordance with the school's financial regulations, evaluating the impact of expenditure on student outcomes.
- Undertake the role of Duty Member of SLT on a rota basis, taking responsibility for the safe, calm and effective running of the school on that day.
- Ensure a consistent, visible senior leadership presence across the school, modelling the highest standards of professional conduct.

Teaching

- Undertake a teaching commitment as agreed with the Head of School, determined in line with the needs of the school and balanced appropriately to support the responsibilities of the Assistant Principal: Director of Sixth Form role.
- Deliver high-quality teaching in line with the school's curriculum and the Teachers' Standards.
- Plan and deliver lessons that meet the needs of all learners, including those with SEND, EAL and high prior attainment.
- Be accountable for the progress and attainment of students taught, using assessment effectively to inform teaching and support student progress.
- Use a range of assessment, monitoring and feedback strategies to support learning and ensure students understand how to improve.
- Promote high standards of literacy, behaviour and engagement within the classroom, and act as a role model for outstanding teaching, learning and assessment across the school.

Safeguarding and Statutory Responsibilities

- Promote and uphold the highest standards of safeguarding and child protection across the Sixth Form, in line with Keeping Children Safe in Education and the trust's safeguarding policies.
- Work closely with the Designated Safeguarding Lead to ensure that Sixth Form students, including those over 18, receive appropriate safeguarding support.
- Ensure that the school meets its responsibilities under the Equality Act 2010 in relation to Sixth Form provision, including reasonable adjustments and access arrangements.
- Promote equality of opportunity, celebrate diversity and ensure that all Sixth Form students have equitable access to the curriculum and wider opportunities.

All teachers are required to carry out the duties of a schoolteacher as set out in the current *School Teachers' Pay and Conditions Document* (STPCD) and have due regard to the *Teachers' Standards*. Performance will be assessed against the standards as part of the annual appraisal process.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the postholder will carry out. The postholder may be required to undertake other duties appropriate to the level of the role, as directed by the Head of School.



Person specification			
Criteria		Requirement	
		Essential	Desirable
1.	Qualified Teacher Status	✓	
2.	Degree or equivalent qualification	✓	
3.	Further degree, postgraduate qualification or substantial subject specialism at post-16 level		✓
4.	Leadership qualification (NPQSL, NPQH or equivalent), achieved or in progress		✓
5.	Evidence of sustained and relevant professional development, particularly in teaching, learning and leadership	✓	
6.	Significant successful teaching experience, including at Key Stage 5	✓	
7.	Proven track record of raising student achievement and aspirations	✓	
8.	Experience of senior or middle leadership with evidence of securing strong outcomes for students	✓	
9.	Experience of leading or contributing significantly to Sixth Form provision, including curriculum, pastoral systems or student outcomes	✓	
10.	Experience of leading a Sixth Form or significant aspect of post-16 provision		✓
11.	Experience of supporting students through post-18 pathways, including UCAS or equivalent application processes	✓	
12.	Experience of preparing students for highly competitive progression routes, including Oxbridge, medicine or specialist providers		✓
13.	Experience of leading a More Able or High Prior Attaining students programme		✓
14.	Experience of leading, managing and developing staff and teams to secure high performance	✓	
15.	Experience of monitoring teaching and learning through quality assurance processes	✓	
16.	Experience of using data effectively to monitor progress, identify underachievement and implement impactful interventions	✓	
17.	Experience of contributing to school self-evaluation, improvement planning and whole-school change initiatives	✓	
18.	Experience of working with governors, trustees or external stakeholders		✓
19.	Strong knowledge of the post-16 curriculum landscape, including A Level, T Levels, V Levels and the Extended Project Qualification	✓	
20.	Sound knowledge of UCAS processes, post-18 progression routes and current trends in higher education and apprenticeships	✓	
21.	Excellent leadership skills, with the ability to influence, challenge and support staff at all levels	✓	
22.	Highly effective organisational and time management skills, with the ability to manage competing priorities	✓	
23.	Excellent written and verbal communication skills, including with students, staff, parents and external partners	✓	
24.	Ability to inspire high aspirations and motivate students to achieve ambitious outcomes	✓	
25.	Strong commitment to the ethos and values of Avanti Schools Trust and a willingness to lead within the framework of The Avanti Way	✓	



FURTHER INFORMATION

Due to the nature of this role, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Further information can be found in the *Child Protection and Safeguarding Policy* on the Avanti Schools Trust website.