



Post Title	Assistant Principal (Director of Sixth Form)
School / Organisation	Avanti House Secondary School
Location	Harrow
Grade	L13 - L17
Hours	Full-time
Contract Type	Permanent
Reports to	Principal
Preferred Start Date	September 2024

MAIN PURPOSES OF THE JOB

This role will play a pivotal role in providing exceptional leadership and guidance to our sixth form students, fostering an environment of academic excellence, personal growth, and holistic development

The Assistant Principal (Director of Sixth Form) works in partnership with the Principal and other leaders to create and maintain a positive, enthusiastic and challenging environment, dedicated to the well-being of pupils, resulting in excellent progress, high attainment and a positive learning climate for all.

The Assistant Principal (Director of Sixth Form) will have leadership and management responsibilities. They will make a significant contribution to the formation and implementation of values and policies and will demonstrate the capacity and expertise necessary to lead and manage a wide range of aspects of school life.

RESPONSIBILITIES OF THE JOB

Educational Leadership

- Provide strategic direction and leadership for the sixth form, ensuring alignment with the overall school vision and educational goals.
- Develop and implement policies, programmes, and initiatives that promote academic excellence, student engagement, and a positive learning experience.

Student Support and Wellbeing

- Create a supportive and nurturing environment that addresses the unique needs of sixth form students.
- Collaborate with the pastoral team to provide effective support systems for students' emotional, social, and mental well-being.
- Oversee the implementation of academic and personal guidance programmes to assist students in making informed decisions about their future pathways.

Curriculum Development and Management

- Work closely with curriculum leaders and subject teachers to ensure the curriculum meets the needs of sixth form students, fostering a balanced and comprehensive educational experience.
- Monitor the delivery of courses, ensuring high standards of teaching and learning are maintained.
- Explore opportunities for innovative and interdisciplinary learning experiences.

University and Career Guidance

- Coordinate university and career guidance programmes to support students in their higher education and career aspirations.
- Develop relationships with universities, colleges, employers, and other relevant stakeholders to facilitate opportunities for students' future pathways.

Student Engagement and Enrichment

- Plan and oversee a range of extracurricular activities, events, and initiatives that enhance students' personal development, leadership skills, and community engagement.



- Foster a culture of active participation, social responsibility, and cultural awareness among sixth form students.

Staff Management and Development

- Lead, motivate, and support the sixth form teaching and support staff, fostering a collaborative and high-performance team culture.
- Provide opportunities for professional development and continuous improvement for staff within the sixth form.

Reporting and Communication

- Maintain regular and transparent communication with parents/guardians regarding students' progress, achievements, and any concerns.
- Produce accurate and comprehensive reports on sixth form performance, attendance, and other relevant data

PERSON SPECIFICATION

Criteria		Requirement	
		Essential	Desirable
1.	Qualified Teaching Status or equivalent	X	
2.	Proven experience in a leadership role within a sixth form or similar educational context	X	
3.	Strong understanding of curriculum development, teaching methodologies, and assessment practices	X	
4.	Excellent communication, interpersonal, and organisational skills	X	
5.	Ability to inspire, motivate, and lead a diverse group of students and staff	X	
6.	A passion for student well-being, academic success, and holistic development	X	
7.	Experience in managing staff and supporting their professional development		
8.	Managing a range of diverse resources for best learner outcomes	X	
9.	Experience in building effective relationships with staff, parents and carers, governors, and the wider school community	X	
10.	Knowledge of how the needs of all students can be met through high-quality teaching	X	
11.	Knowledge of up-to-date pedagogy and research	X	
12.	Creative thinking, problem-solving and identifying opportunities	X	
13.	Skills to develop and implement strategy	X	
14.	Ability to innovate, manage and respond to change	X	
15.	In-depth knowledge and understanding of wider educational social issues	X	
16.	Strong analytical and decision-making skills	X	
17.	Inspirational leader and manager	X	
18.	Self-motivated, resilient and proactive	X	
19.	Synergy with the school's traditions, ethos and values	X	



20.	Commitment to the safeguarding and welfare of all students	X	
21.	A postgraduate degree in education or a relevant field		X

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.

For further information - <https://avanti.org.uk/wp-content/uploads/2023/08/Child-Protection-and-Safeguarding-Policy.Summer-23.pdf>