



# Deputy Head of Sixth Form

Candidate Information Pack



**Sackville School**

TOGETHER WE ACHIEVE

Dear Applicant,

We are delighted that you are looking to join our team.

Sackville is a vibrant school, with supportive families, colleagues and students who behave well and are a genuine delight to be around. This is a harmonious and happy place to work, with colleagues who want the very best for our students and work hard to achieve it. Our motto of 'Together We Achieve' very much resonates throughout the school.

Our academic standards are high, and our students make very good progress at Key stage 4 and in our Sixth Form. We regularly have students achieve places at Oxbridge, with many more going on to Russell Group and other universities. However, as a truly inclusive and comprehensive school, we are equally proud of the students who successfully move on to apprenticeships, and into employment or training to meet their personal ambitions.

Pastoral care and the support we give students to achieve in life and in learning is of paramount importance to us. We believe that every member of our team has a part to play in this and is central to the success of our smaller Communities system, putting student belonging, wellbeing and success at the heart of all that we do and aspire to.

We believe in offering a broad and balanced curriculum in which trips, visits, clubs, charity work and competitions play a vital part. Our ambition is for our students to leave us with the best grades possible to support the next step of their journey, but we will only have fully achieved our vision if they also leave as well rounded, confident and curious young adults who believe in themselves, that anything is possible and go on to achieve great things in their future.

We offer a wide variety of extra-curricular provision. Art, drama, music, sport and debating are all very strong at Sackville and we are very proud of the level of success that has been achieved in these valuable curriculum areas, as well as the opportunities given to provide inclusive and enriching activities for all.

We are a 'Leading Edge' school, with awards from the SSAT for our work on Professional Learning, Principled Curriculum Design, Engaging with Evidence and Research and Leadership Through Moral Purpose. The provision of high quality teaching and learning is fundamental to our success and staff really value the collaborative opportunities for professional dialogue and training, both within our own school, across our Federation of schools and through national networks such as the SSAT, Challenge Partners and PiXL.

"Our vision is for a safe and inclusive community that enables every student to reach their full potential and develop a love of learning, by living our values every day".

Our fundamental belief is that every student has potential, gifts, and talents. It is our job, no matter what role we have in school, to provide the opportunities, challenge, guidance, and support that enables them to truly flourish. We have high expectations of our students who we expect to work hard, live our values and fully engage in school life every day.

- Are you an inspirational teacher and leader with the ability to inspire young people and colleagues alike?
- Do you share our philosophy of high aspiration and expectations for all students?
- Are you someone who believes that by fostering positive and collaborative relationships between students, families and school, there are no barriers to learning that cannot be overcome?

If so, then we would love to hear from you.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us. Visits can be arranged by contacting [kdawson@sackvilleschool.org.uk](mailto:kdawson@sackvilleschool.org.uk) or telephoning 01342 414900. An application pack is available from our school website at [www.sackvilleschool.org.uk](http://www.sackvilleschool.org.uk).

Yours faithfully



Jo Meloni  
Headteacher

## Deputy Head of Sixth Form

MPS/UPS plus TLR 2a

Full time, permanent for January 2026 (or earlier)

This is an exciting opportunity to play a significant role in leading our Sixth Form at this vibrant, high achieving 11-18 school. As the Deputy Head of Sixth Form you would play a pivotal role in the school, and make a positive impact on the lives of young people and our wider community.

You will form part of the team who lead and manage a Sixth Form of approximately 300 students. We have a dedicated sixth form pastoral team focused on areas such as attendance, mentoring, UCAS and Careers, plus a team of tutors, all ensuring high standards of pastoral support, student achievement and progress and transition to further education, employment and training. You will help oversee student engagement, success, pastoral care, and personal development, while fostering strong relationships with students, colleagues, parents and carers, as well as external partners.

We are looking to appoint a colleague who has a proven track record of working in pastoral care, ideally with experience in the sixth form. You will bring energy, enthusiasm and commitment to work as part of a team with a genuine belief in 'fighting for every child', and to help our young people be the very best they can be, and to thrive in all that they do. In return you will work in an exceptionally supportive environment that will further develop your professional skills and ambitions.

The ability to teach either Business Studies, Economics or Maths would be an advantage but not essential, so don't let this put you off applying!

### What we can offer you:

- Great students who want to learn and supportive families
- An exceptionally strong team ethos, with caring colleagues
- A school that genuinely believes in supporting staff and student wellbeing
- Access to excellent professional learning and leadership coaching
- Being part of a Leading Edge school recognised by the SSAT for our professional learning and principled curriculum

We are situated in East Grinstead within easy reach of London, Brighton and Tunbridge Wells. We are a harmonious, ambitious, outward looking, and inclusive school, with fantastic students and great staff. However, we are not complacent and are looking for an exceptional teacher and leader to join our team.

If you think this could be the role for you, we encourage you to come and visit to see for yourself or arrange to have an informal conversation with us.

**Closing Date:** 9:00 am Wednesday 18th June **Interviews:** Tuesday 24th June

We reserve the right to shortlist and interview prior to the closing date, so early applications are very much encouraged.

Further details about our Sixth Form can be seen via the dedicated pages on our website <https://sackvilleschool.org.uk/#>. Application packs can also be accessed via our website or you can contact the Headteacher via Mrs K Dawson, PA to the Headteacher, on 01342 414900 / [kdawson@sackvilleschool.org.uk](mailto:kdawson@sackvilleschool.org.uk) for further information or to arrange a visit.

Applications should be completed using the teacher application form along with our recruitment monitoring form (both available on our website) and supporting statement (no more than two sides of A4).

Your supporting statement should demonstrate how you would fulfil the job description and the degree to which you meet the person specification. Address all correspondence to the Headteacher and send to [hr@sackvilleschool.org.uk](mailto:hr@sackvilleschool.org.uk)

Sackville School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The post is covered by the Protection of Children Act and any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service. It should be noted that it is a requirement of the Governors of Sackville School that candidates should, whenever possible, name as referees current and former employers (via Heads or Principals where employment at educational institutions is concerned).

Appointment to the post is subject to a satisfactory enhanced DBS check. The post is exempt from section 4(2) of the Rehabilitation of Offenders Act 1974, as the duties give access to persons who are under the age of 18. Applicants are not entitled to withhold information about convictions, which would be regarded as spent for other purposes.

# JOB DESCRIPTION

## Deputy Head of Sixth Form

You are required to carry out the duties of a school teacher as set out in the School Teachers' Pay and Conditions Document.

### Main Purpose of the Role:

To collaborate and support the Head of Sixth Form to:

- Lead and manage the Sixth Form, ensuring high standards of teaching, learning, and student achievement.
- Develop and implement strategies to enhance student engagement and success.
- Oversee the pastoral care of Sixth Form students, ensuring their well-being and personal development.
- Foster strong relationships with students, staff, parents, and external partners.
- Manage the Sixth Form budget and resources effectively.
- Ensuring effective engagement with families to help maximise student progress.
- Effectively select and deploy a student leadership team in line with our whole school vision and Community system, liaising effectively with the post holder responsible for student leadership.
- Encourage participation of students in school competitions and extra-curricular opportunities.
- Attend all relevant family consultation meetings.
- Develop appropriate links with other outside agencies as appropriate for individuals and groups of learners.
- Liaise with the Designated Safeguarding Officer and Safeguarding team on issues connected with safeguarding and child protection.
- Undertake DSL training and keep up to date with regular safeguarding CPD.
- To undertake walkabout duty in accordance with the whole school rota

### KEY RESPONSIBILITIES

To collaborate and support the Head of Sixth Form to:

- Lead and manage the Sixth Form team, including tutors and other staff.
- Provide strategic direction for the Sixth Form, ensuring effective recruitment, attendance, and performance monitoring.
- Oversee the pastoral care of students, promoting their well-being and personal development.
- Organize and lead Sixth Form events, including open evenings, consultation evenings, and taster sessions.
- Support students with university, apprenticeship, and career applications.
- Ensure the effective management of study areas, including the Sackville Centre, and work experience programmes.
- Develop and monitor a diverse Sixth Form curriculum, including Learning for Life, SMSC, and Citizenship.
- Lead the implementation of the UCAS application process, alongside the Sixth Form team.
- Analyze student performance data and implement interventions for underperformance.
- Collaborate with the SENDCo to address special educational needs for individuals or groups.
- Foster a strong student leadership team aligned with the school's values and community system.
- Support the implementation of school policies, including attendance, behaviour, and safeguarding procedures.

### LEADERSHIP AND MANAGEMENT

To collaborate and support the Head of Sixth Form to:

- Ensure robust systems for monitoring student progress and set high expectations for academic achievement, behaviour, and attendance.
- Lead and support tutors in setting goals for students, monitoring progress, and implementing interventions.
- Contribute to the development of a strategic Sixth Form plan linked to school development priorities.
- Ensure compliance with safeguarding policies and provide training for staff on safeguarding practices.
- Foster positive relationships with families, external agencies, and the wider community, contributing to the school's reputation.
- Lead regular year team meetings and ensure effective communication within the Sixth Form.

## **CURRICULUM AND TEACHING**

To collaborate and support the Head of Sixth Form to:

- Provide guidance to students on post-16 and post-18 options, including university, apprenticeships, and career planning.
- Support students in revision and exam preparation.
- Ensure that the Sixth Form curriculum meets the needs of all students and supports their academic development.
- Monitor student progress across subject areas and take appropriate action to support improvement.
- Implement the school's Culture for Learning policy and ensure that tutors set clear objectives for their sessions.
- Stay updated with national and regional educational developments, applying relevant changes to improve student outcomes.

## **COMMUNITY AND ENGAGEMENT**

To collaborate and support the Head of Sixth Form to:

- Promote a strong sense of community within the Sixth Form, fostering an ethos of responsibility, achievement, and personal growth.
- Actively support the school's extra-curricular programmes and community activities, including charity work, mentoring, and competitions.
- Build strong links with other schools, external agencies, and the local community.
- Regularly meet with SLT and share progress and areas for improvement within the Sixth Form.

## **SAFEGUARDING AND WELLBEING**

To collaborate and support the Head of Sixth Form to:

- Actively participate in the Safeguarding Team and follow up on concerns in line with school procedures.
- Ensure the highest standards of safeguarding and well-being for all Sixth Form students.
- Lead tutors in delivering a value-driven pastoral care programme that promotes personal and social development.

## **OTHER DUTIES**

- Participate in the school's performance management and professional development processes.
- Support the school's vision, policies, and objectives as outlined in the School Development Plan.
- Attend and contribute to relevant meetings, including those for family consultation and student progress.
- Engage with external agencies as necessary to support student outcomes.
- Undertake other reasonable duties as required.

## **HEALTH AND SAFETY**

- To ensure the health and safety of all students and to report concerns to the line manager promptly.

## **SAFEGUARDING**

- Follow all school safeguarding procedures and policies.
- To be alert to issues of safeguarding child protection ensuring that the welfare and safety of children attending School is promoted and safeguarded and to report any child protection concerns to the designated Child Protection Officer using safeguarding policies, procedures and practice.
- Prevent, identify and minimise risk of interpersonal abuse or violence, safeguarding children and other vulnerable people, initiating the management of cases involving actual or potential abuse or violence where needed.
- Be aware of and update colleagues, as appropriate to comply with current legislation and policies affecting practice, e.g. Children's Act, National Service Frameworks, Child Protection Procedures, Health and Safety and Data Protection.

## **NOTE**

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.
- This job description is current at the date below but may be reviewed regularly and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.
- Sackville School is committed to safeguarding and promoting the welfare of children and your people and expects all staff and volunteers to share this commitment. This role requires enhanced Disclosure and Barring Service clearance.

*This post is subject to the current conditions of employment for Class Teachers contained in the School Teachers' Pay and Conditions Document, the 1998 School Standards and Framework Act, the required standards for Qualified Teacher Status and Class Teachers and other current legislation. This job description should be read in conjunction with, 'Clarification notes on the exercise of professional duties for all teachers, other than head teachers'.*

# PERSON SPECIFICATION

## Deputy Head of Sixth Form

You will be required to have full commitment to all school policies and to safeguarding and protecting the welfare of children and young people.

<b>Education and Training</b>	<b>Essential</b>	<b>Desirable</b>
Graduate (with a good honours degree)	✓	
Qualified teacher status	✓	
Recent CPD in the fields of education leadership, management, pedagogy for example NPQSL (or working towards this or similar professional qualification)	✓	
Willingness to develop own expertise	✓	
Knowledge of all recent developments in your subject area	✓	
Evidence of wide-reading/CPD and a genuine interest in academic research in both pedagogy and school leadership	✓	
<b>Experience</b>		
Evidence of providing excellent pastoral support as a form tutor	✓	
Successful record of supporting young people with strategies and interventions that have had impacted their wellbeing, behaviour and educational outcomes	✓	
Very successful teaching record	✓	
Minimum of three years teaching experience in a secondary school	✓	
Successful leadership and management of a team		✓
Evidence of leading, supporting and managing others, both individuals and teams		✓
Successful participation in and understanding of curriculum development		✓
Involvement in extracurricular activities		✓
<b>Abilities and aptitudes</b>		
A high degree of personal and professional integrity, confidence, and loyalty	✓	
Clear communication skills (spoken, written and use of ICT) and able to present to a wide audience including staff, governors, parents/carers and students	✓	
Very good organisation and interpersonal skills	✓	
Ability to work well as part of a team	✓	
Ability to think creatively and to problem solve	✓	
Willingness to make a positive contribution to the wider life of the school	✓	
Flexible, adaptable and resilient under pressure	✓	
<b>Other requirements</b>		
Commitment to promoting our school vision and values	✓	
Commitment to the school and Local Authorities Equal Opportunities Policy and Practice	✓	
Excellent attendance and punctuality record	✓	
A commitment to ongoing personal development and willingness to undertake appropriate training	✓	

# Why Sackville?



## CONTINUED PROFESSIONAL DEVELOPMENT

- We are committed to developing all of our staff
- Comprehensive programme of CPD is available to all staff
- Tailored approach to fit the individual and their own needs and ambitions
- Membership of a number of external organisations designed to aid training and development across the school



## COMMUNITY

- A supportive and friendly staff group who will always go the extra mile for each other
- Weekly 'Staff tea' to bring colleagues from across the school together
- The school plays an important part in the local community, and is committed to working with local groups and charities



## STAFF WELFARE

- We subscribe to the Employee Assistance Programme
- Supportive community based on support and wellbeing
- Full free access to our fitness suite



## MID SUSSEX FEDERATION of SCHOOLS

- We work in close collaboration with our Federation schools including
  - Joint INSET
  - Cross federation coaching to support leaders & teachers



## LOCATION

- Beautiful historic town with a positive town identity
- Easy access to London, Brighton and Tunbridge Wells
- On the doorstep of the South Downs National Park and the Surrey hills
- A few minutes from the stunning Ashdown Forest, home of Winnie the Pooh and friends.



## FINANCIAL

- We offer competitive salaries at all levels
- Staff have access to the Teacher's pension or Local Government Pension Scheme
- Access to the West Sussex Choices platform with an array of discounts and savings across major brands





Sackville School

TOGETHER WE ACHIEVE

Our vision is for a **safe** and **inclusive community** which enables every student to reach their full **potential** and develop a **love of learning**, by living our **values** every day.

Our Vision

Our Purpose

- ✓ To ensure students develop a **lifelong love of learning**
- ✓ To provide an **engaging, broad, and knowledge-rich curriculum** through **high quality teaching and assessment**
- ✓ To ensure all students achieve their **potential** regardless of their ability, we **fight for every child**
- ✓ To plan an **ambitious programme of professional learning** for all staff, using **research and evidence** to guide their development
- ✓ To prepare students for the **world of work** and to live **fulfilling adult lives** as **global citizens**
- ✓ To work closely with other professionals and agencies to **serve the needs of our community**

Together We Achieve

Sackville Way

Our Values

#SWAY

- ✓ RESPECT
- ✓ KINDNESS
- ✓ PREPARED



CURIO **S** ITY  
**A** MBITION  
**C** OMMUNITY  
 TEAMWOR **K**  
 POSITI **V** ITY  
 INTEGR **I** TY  
 RESI **L** ENCE  
 EXCE **L** ENCE  
**E** QUITY

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**Sackville School**

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