



**Trinity Academy**

**Head of 6th Form, Associate Assistant Headteacher**

**Job description**

<b>Job title</b>	Head of 6th Form, Associate Assistant Headteacher
<b>Location</b>	Trinity Academy
<b>Salary</b>	Leadership 7 - 11 (Before Sept '25 uplift £57,831 (L7) - £63,815 (L11) )
<b>Role Summary</b>	To embrace the mission and values of Trinity Academy, ensuring that every child achieves their absolute best by delivering outstanding teaching and strategic leadership of the 6th Form as part of the Senior Leadership Team.
<b>Working pattern</b>	Full time
<b>Responsibilities</b>	<p>Key responsibilities for the Head of 6th Form:</p> <ul style="list-style-type: none"> <li>• Lead on the continued establishment of a world class 6th Form.</li> <li>• To create and maintain a student culture of academic excellence, care and respect, and full participation in the wider life of the school and community</li> <li>• Liaise closely with other senior leaders to ensure sixth form teaching is world class and progress for <b>all</b> students is exceptional</li> <li>• Recruit and retain students ensuring they are studying the right courses</li> <li>• Ensure all students have ambitious destinations including facilitating UCAS</li> <li>• Lead on a personal development programme for our young people such that they succeed whilst with us and after they leave.</li> <li>• Build partnerships with the leading educational institutions to enrich the educational provision within the 6th Form.</li> <li>• Develop efficient monitoring systems for all aspects of 6th form life allowing for early intervention and support</li> <li>• Oversee the continued development of the 'Soul' element of the 6th Form provision including co-curricular clubs, soft skills development and a mature programme of educational visits.</li> </ul>



Whilst this is the outline of the role we are looking to fill, fundamentally we are looking for the right person. This means there is flexibility in the responsibilities.

Every teaching post at Trinity must also embrace the following, structured into our three foci; Head, Heart and Soul with a forth area of responsibility for leadership and management:

**Head: a place of learning**

The role requires you to:

- plan and deliver and quality assure highly academic lessons which implement curriculum intent and deliver excellent outcomes (both academic and pastoral) for all learners
- treat time as precious, ensuring that all tasks and activities are clearly linked to intended learning – everything with a purpose, empowering those most in need
- lead teaching and non teaching staff to ensure that underachievement is addressed quickly and effectively
- prepare appropriately for, and contribute to or lead, all co-planning sessions and curriculum development discussions
- regularly mark student work in line with your department making policy and give feedback that stimulates improved learning
- engage fully in our culture of continual professional development and coaching, in which we encourage and challenge each other to be the best we can be.

**Heart: a place of care and respect**

The role requires you to:

- care deeply for our young people and for everyone who makes up the Trinity community
- be mindful of your own wellbeing and that of your colleagues
- be a pastoral leader in any and every school context
- be an agent of character development for all our young people
- follow, support and model the implementation of the school's behaviour policy, including systems, routines and duties
- care for our environments.

**Soul: a place of engagement**

The role requires you to:

- commit to the vision for the school and be proactive in



	<p>contributing to our team in building a world class organisation for students, staff and our community.</p> <ul style="list-style-type: none"> <li>• be involved in the co-curricular offer at Trinity by either leading or supporting after school clubs that offer breadth and depth</li> <li>• be active in pursuing personal and professional development beyond your immediate role, seeking breadth of knowledge and experience, as well as depth.</li> </ul> <p><b>Leadership and management</b> This role requires you to:</p> <ul style="list-style-type: none"> <li>• Communicate the joy and wonder of teaching and learning</li> <li>• Lead with integrity and by example with an unshakeable belief in the power of education to transform lives</li> <li>• Be willing to engage with and contribute to our culture of high challenge and high support, in order to develop yourself as a leader and colleagues across our community.</li> <li>• Be highly organised and efficient with all resources (time, money, people, systems and equipment), striving to continually improve your department and the Academy as a whole.</li> </ul> <ul style="list-style-type: none"> <li>• Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> </ul> <p>Note: The duties outlined in this job description may be modified, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title. This document does not form part of your contract of employment with the school.</p>
<p><b>Reporting to</b></p>	<p>Deputy Head Teacher, Teaching and Learning</p>
<p><b>Safeguarding</b></p>	<p><i>We are committed to safeguarding and promoting the welfare of children, young people and adults and expect all staff and volunteers to share this commitment. All posts at Cathedral Schools Trust are subject to pre-employment checks including, but not limited to, initial and periodic enhanced level checks with the Disclosure and Barring Service.</i></p>



**TRINITY  
ACADEMY**

**Trinity Academy**

**Head of 6th Form**

## **Person Specification**

We are committed to creating an inclusive working environment. If you are excited about this role and can demonstrate many but not all of the areas below, we would encourage you to apply as you may just be the person we are looking for.

The listed criteria will be reviewed across the stages of our recruitment process, including application form, personal statement (within the application form), interview, references and certificates.

### **Skills and personal attributes:**

*(Personal competencies, qualities, attitude and behaviours that will allow you to perform effectively in the role, ensuring the safeguarding and welfare of children and young people)*

#### **Essential for this role:**

- Commitment to safeguarding and promoting the welfare of children, young people and adults.
- Fully embrace the mission and values of Trinity Academy
- Have a clear vision for your area of responsibility and an understanding of the role of a senior leader in a school
- Maintain the highest expectations of **all** students and all staff
- The ability to strategically plan and implement improvement such that we achieve our goal of being a +1 school for progress
- Ability to lead on research informed practice across the Academy
- Ability to quality assure implementation and impact of a department or area and strategically address areas of concern or development
- Outstanding teaching, can coach and be coached
- Maintain the highest expectations of all students and all staff
- Communicate effectively with your team and with the leadership team
- A dynamic leader and a teamplayer
- A genuine care and respect of students and colleagues
- Integrity

#### **You are likely to have:**

- Communicate effectively with all stakeholders
- Values based but outcomes driven for Head, Heart and Soul
- Sense of humour



- Ability to work well under pressure
- 'Can do attitude' willing to engage in the whole of the new Academy's life.

**You may have:**

- Aiming for Headship
- Evidence of impact across a number of schools ie within a MAT

**Knowledge and qualifications:**

*(Professional, technical or academic qualifications that you have achieved relevant to this role)*

**Essential for this role:**

- Good Degree
- QTS

**You are likely to have:**

- Further professional qualifications MA Ed
- NPQSL

**You may have:**

- NPQ ML or SL
- Leadership experience

**Experience:**

*(Please draw upon experience and achievements gained through paid employment, voluntary work or personal life experience relevant to this role)*

**Essential for this role:**

- Proven track record of outstanding teaching
- Substantial experience of middle leadership
- Evidence of high impact

**You are likely to have:**

- Experience of delivering high quality whole school CPD

*Cathedral Schools Trust is an equal opportunities employer and recognises the strength in diversity. Our schools have a wide range of cultural, socio economic and religious influences and we use this to ensure that we broaden our understanding of each other and the world. Applications are welcome from all suitably qualified candidates regardless of race, colour, nationality, ethnic or national origin, religion or religious belief, sex or sexual orientation, gender reassignment, disability or age, and maternity, marital or civil partner status. We particularly encourage applications from under-represented groups.*

*As part of our commitment to equal opportunities, we ask that all applications are made using our application form and are accompanied by an equal opportunities form. The equal opportunities form is anonymous and is not shared with the shortlisting panel.*