



RECRUITMENT PACK

Assistant Director Of Sixth Form



ROUNDHAY
SCHOOL

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Job Application Pack

Assistant Director of Sixth Form

Secondary – Permanent – Full Time – Payscale L6 to L9 – Start September 2026

This is a fantastic opportunity for a highly motivated, ambitious, and reflective individual to inspire and contribute to the leadership of the Sixth Form at Roundhay School. We are looking for a strong and confident individual with high expectations of themselves and others, who is willing to do whatever it takes to ensure all pupils make excellent progress, demonstrate the highest standards of behaviour and receive a world class educational experience.

To apply, please click on the link below to be directed to our online recruitment system

[Vacancies At Roundhay All-Through School, Leeds](#)

Further guidance on making an application, as well as information on our school is provided at the end of this job pack and at our vacancies page using the link above.

Please remember to detail in your application your experience, the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate. All gaps in employment must be clearly accounted for. Please also be aware that we are not permitted to accept CVs.

The application deadline for this position is 23.59 on Wednesday 18 March 2026, interviews will take place the following week. Please note, we encourage early applications and reserve the right to close this vacancy at any time.

For our Ofsted Report:

[Roundhay School - Open - Find an Inspection Report - Ofsted](#)

Roundhay School Statutory Information (including our Safeguarding & Child Protection Policy):

[Statutory Information - Roundhay School](#)

To view our Sixth Form Prospectus:

[Admissions - Roundhay School](#)

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and other relevant checks in line with statutory guidance.

Welcome

Dear Prospective Applicant,

Thank you for expressing an interest in the advertised position at Roundhay School.

We are looking for an enthusiastic and committed colleague who is willing to do **'whatever it takes'** to ensure that our amazing pupils get the very best school experience. As one of the first all-through schools, educating children from 4 to 18 with an outstanding Sixth Form of 500+, we are absolutely dedicated to continuing to improve in all areas. Despite our impressive results and history of success, we continue to have unrelenting ambition for the young people we serve, and you will not find the slightest hint of complacency.

Our truly comprehensive community reflects the cosmopolitan nature of Leeds, which we see as a real strength of the school. We also pride ourselves on having a strong ethos and our work is centred around our core values of being **Responsible, Resilient and Ready to Learn** and what it means to **be Roundhay**. We place real emphasis on traditional values of being respectful, wearing uniform with pride, having good manners, and showing gratitude. As a result of this approach, you will find a school which has the highest standards of behaviour, a calm atmosphere, and very positive staff-pupil relationships. We see this as everyone's responsibility and all staff, including those who are not classroom based, help support and uphold these values with our pupils.

Any member of staff joining our school will be offered a very warm welcome and unwavering support in all that you do. We genuinely value our staff and place real emphasis on staff induction, continuing professional development and wellbeing. Despite our size, we have an incredibly low staff turnover, which is clear evidence that Roundhay School is a remarkable place to work and learn, where staff morale is incredibly high.

If you share our desire to make a difference to the life chances of our pupils and feel that Roundhay School is the right community for you, we would very much welcome your application!

Yours faithfully,



Matthew Partington
Executive Headteacher



Job Description - Assistant Director of Sixth Form

Secondary – Permanent – Full Time – Payscale L6 to 9 – Start September 2026

Purpose of the job:	To inspire and contribute to the leadership of the Sixth Form at Roundhay School to ensure <u>all</u> pupils make excellent progress, demonstrate the highest standards of behaviour and receive a world class educational experience.
Accountable to:	Assistant Headteacher (Director of Sixth Form)
Responsible for:	Form Tutors and any other personnel within the Sixth Form team

The responsibilities of the post are to be performed in accordance with the provision of the school teacher's pay and conditions document and within the range of the teachers' duties set out in the document

A. Core duties

- i. Lead a year group within the Sixth Form
- ii. To lead on a priority across the whole Sixth Form, in addition to the leadership of a year group. This will support the priorities of the Sixth Form and may change from year to year.
- iii. To be accountable for managing the highest standards of behaviour of Sixth Form students
- iv. Alongside the AHT and Achievement Manager: support the progress of students within a year group using relevant data
- v. To proactively liaise with subject teachers, parents/carers and relevant members of the Sixth Form Team of those students identified as not achieving their full potential.
- vi. To support the Sixth Form Attendance Policy and work proactively with the Sixth Form Attendance Officer to ensure the highest levels of attendance
- vii. To be responsible for the pastoral support and wellbeing of a year group and liaise with relevant members of the Inclusion and Safeguarding Team
- viii. To contribute to the development and delivery of the Sixth Form Enrichment Programme
- ix. To contribute to the leadership of the Sixth Form Tutor Team to ensure the effective delivery of the Enrichment Programme
- x. To actively support the UCAS process
- xi. To support the wider Sixth Form Curriculum including the Community Engagement Programme, participation in extra-curricular activities and in promoting opportunities for student leadership
- xii. To contribute to the Sixth Form recruitment process
- xiii. To support the examination process, including mocks and public exams
- xiv. To be available in the GCSE and A Level results weeks in the summer (usually Wednesday, Thursday and Friday of A level results week and Thursday of GCSE results week)
- xv. To support and attend Sixth Form events such as Parents Evenings, Presentation Evening and Prom
- xvi. To support the day to day running of the Sixth Form in any task as directed by the Director of Sixth Form

B. Personnel

- i. To participate in the recruitment of new staff and support the induction and continuous development of those colleagues
- ii. To take a shared responsibility for communication between Sixth Form team members to enhance shared commitment to whole school and specific Sixth Form goals.

C. Quality Assurance

- i. To contribute to the development, implementation and monitoring of the Sixth Form SEF and Development Plan, as required

D. Resources and Compliance

- i. To follow all Health and Safety requirements as directed by school policy and to ensure compliance with Data Protection legislation and to always operate within the school's Equal Opportunities policy.
- ii. To uphold school policy in respect to all Child Protection and Safeguarding matters.
- iii. To support the development of effective links with partner institutions and other relevant stakeholders as appropriate, e.g. F.E. and H.E providers, Red Kite Alliance, Leeds City Council, Leeds Learning Partnership and the Participation and Progression Working Team.

In addition to your responsibilities as Assistant Director of Sixth Form, you will also be expected to fulfil those of a teacher:

- i. To contribute, as directed, to the teaching of the department (with the flexibility to contribute to other areas of the curriculum as required).
- ii. To foster enthusiasm and enjoyment of the subjects for all students.
- iii. To contribute to the raising of standards of student attainment and achievement, with a particular focus on improving access and outcomes for our most vulnerable learners.
- iv. To contribute to the development of appropriate resources, materials and schemes of work in line with the school's curriculum and relevant specifications.
- v. To prepare and mark work, including internal examinations, and provide feedback in line with the school's marking policy.
- vi. To ensure all relevant external assessments (whether examination or controlled assessment) are conducted in line with the latest requirements.
- vii. To promote positive behaviour by consistently applying the school's behaviour policy and celebrating achievement.
- viii. To maintain student records and complete data collections and student reports according to the published assessment calendar.
- ix. To act on the information collected to raise achievement by setting appropriate targets and planning/delivering effective interventions for students (as required) in collaboration their parents and other colleagues.
- x. To keep up to date with developments within the relevant subject area(s) through reading and research, and actively engage in the continuing professional development opportunities offered by the school.
- xi. To actively participate in the appraisal and self-evaluation process, and regular review own practise to refine and improve.
- xii. To maintain an organised and purposeful teaching space, including maintaining the displays, to promote learning and engagement.
- xiii. To be an effective Form Tutor and mentor as appropriate.
- xiv. To actively contribute to the student personal development programme beyond the classroom.
- xv. To attend meetings with colleagues and parents as appropriate, within the school time budget and as set out in the school calendar.
- xvi. To carry out supervisory duties as required and other duties commensurate with the post.
- xvii. To vigorously support and exemplify the ethos and vision of our school, working collaboratively with colleagues and all members of our school community.
- xviii. To be aware of, and comply with, policies and procedures relating to child protection, safeguarding, data protection and health & safety ensuring all concerns are reported to a designated person in a timely manner

The job description and allocation of responsibilities may be amended through appropriate consultation from time to time.

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Person Specification- Assistant Director of Sixth Form

Secondary – Permanent – Full Time – Payscale L6 to 9 – Start September 2026

To effectively undertake the above role (see job description) the following attributes have been identified as important for the post holder to have. These attributes will be identified by means of the application, qualification certificates, interview and references as appropriate.

Required Attributes	Essential	Desir-able
Qualifications/Training		
Good honours degree or equivalent in a relevant subject area	X	
Recognised teaching qualification	X	
Experience/Knowledge		
Experience of teaching in more than one school.		X
Experience of teaching Key Stages 3 and 4		X
Experience of teaching Key Stage 5	X	
Successful experience of raising student attainment and standards at middle management level.	X	
Successful experience of managing school improvement in a secondary school/Sixth Form.	X	
Successful experience of leading, motivating and monitoring other members of staff.	X	
Experience of managing students with challenging behaviour.	X	
Experience of successfully leading training and development activities for school staff.	X	
Experience of leadership within Sixth Form		X
Up to date knowledge of education related issues 16 - 19	X	
Experience of the UCAS process	X	
Up to date knowledge of Ofsted evaluation criteria.	X	
Detailed knowledge of pedagogical practice in relation to Teaching and Learning.	X	
Knowledge of current guidance and regulations in relation to inclusion.	X	
Knowledge and understanding of requirements regarding safeguarding.	X	
Personal Skills/Qualities		
Excellent organisation, time management and communication skills	X	
A successful team player who leads by example, models excellent practise, promotes the values and ethos of the school and can motivate and inspire others.	X	
Ability to respond flexibly to situations, and cope with competing pressures	X	
Demonstrates a total commitment to the ongoing improvement of both self and others	X	

Demonstrates a total commitment to provide young people with the best possible experience, both inside and beyond the classroom	X	
Safeguarding Children		
Demonstrates a commitment to safeguarding, always maintaining appropriate relationships and personal boundaries with children/young people and demonstrating emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.	X	
Demonstrates a commitment to fundamental British values and an awareness of how these can be promoted in direct work with children and young people.	X	

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Department Overview

SIXTH FORM

At Roundhay, our Sixth Form experience aims to inspire students to be the best they can be.

As the largest school Sixth Form in Leeds, with students joining us from across the region, we offer a friendly, thriving and diverse community with something for everyone.

Our curriculum provides the academic challenge that you would expect from an “Outstanding” and “World Class School” along with the support to help students become independent learners who are responsible, resilient and ready to learn.

We provide an incredibly wide rich set of experiences to provide the inspiration, advice and guidance to help students make informed decisions on their future. The majority of our students will progress to Higher Education, where they graduate from universities across the country, in courses from medicine to law and social sciences to engineering. At the same time our students also secure fantastic apprenticeships, including degree level opportunities with global companies.

The Sixth Form Teams includes:

Sarah Billinge	Assistant Head / Director of Sixth Form
Rebecca Melville	Assistant Director of Sixth Form
Helen Van Norman	Sixth Form Manager, Recruitment & Admissions
Kat Robinson	UCAS & Competitive Admissions Lead
Nicola Gibbins	Sixth Form Achievement Manager
Catherine Currie	Sixth Form Achievement Leader
Yvonne Oldfield	Sixth Form Achievement Leader
Kelly Colea	Sixth Form Achievement Leader (Safeguarding)
Steph Metcalf	Sixth Form Careers & WEX Manager
Laura Williams	Sixth Form Attendance Officer
Sarah Williams	Assistant SENCO (Sixth Form)

Sarah Billinge

Assistant Headteacher: Director of Sixth Form

School Overview

Our Mission Statement

Roundhay School is all about its pupils and we will do **'whatever it takes'** to ensure that each one reaches their full potential. We will never put limits on what our pupils can achieve, regardless of background or circumstance. Our focus on developing character, instilling confidence and a love of learning whilst teaching the importance of kindness, manners, and respect. We want all our pupils to make a positive contribution to school life and society, continuing to learn and develop for the rest of their lives.

Always responsible. Always resilient. Always ready to learn. Always Roundhay.

Our Pupils

The school population reflects the cosmopolitan nature of modern Leeds. The pupils come from a very wide variety of socio-economic and ethnic backgrounds; more than 27 languages are represented, with around 60% of our pupils drawn from the black and ethnic minorities. This gives the school great strength in its many endeavours and relationships.

'Pupils thrive academically and personally at Roundhay School'. Ofsted

We currently have around 2500 pupils in this 4-18 co-educational community comprehensive school, making it one of the largest within Leeds. Our specialist Dyslexia Base, our SEN provision, and our 500+ strong and very successful Sixth Form (one of the biggest in the region) are just some of our many strengths.

'Pupils behave very well'. Ofsted

'Pupils show exceptional levels of respect for others'. Ofsted

In September 2012 we became one of the first 'all-through' schools in the region, growing with a new intake every year. Our first primary cohorts joined up with the secondary aged pupils in September 2019. We have a separate £4.8 million purpose built Primary Campus located just a mile away from the Secondary Campus.

We are proud of our examination success at all key stages. At our Sixth Form, over 35 qualifications (including A Levels, BTECs and Cambridge Technicals) are taught and with excellent achievement we find that the majority of our students are able to progress to higher education including students going to Oxford and Cambridge Universities.

We have the highest expectations of every pupil and strive to achieve high standards in all that we do, both academically and socially.

'The school aspires for all pupils to be 'Recognisably Roundhay – responsible, resilient, and ready to learn'. This is something that pupils live out daily.' Ofsted

Our Staff

'Staff know each pupil individually. They work tirelessly to provide exceptional support'. Ofsted

We are fortunate to have highly committed, professional, and friendly staff, who have worked hard and successfully to establish a thriving learning community. Many staff have sent, or currently send, their own children to Roundhay, which is a real vote of confidence.

We also have other pupils who come from families with parents professionally involved in education, which helps to keep us on our toes! We take seriously the professional development of all our staff. As a school, we are heavily involved in Initial Teacher Training and are a strategic partner within a Teaching School Alliance (Red Kite) which involves sharing outstanding practice across four local authorities. School improvement and self-review are central to our drive to raise standards. We have around 270 staff, both associate and teaching, who work very hard as a team to ensure they support both the pupils and each other.

'The school has a 'whatever it takes' approach'. Ofsted

Our Location

The school's two campuses are situated in north-east Leeds, adjacent to Roundhay Park, and are surrounded by highly sought-after owner-occupied houses. The settings can only be described as impressive. The schools' grounds are magnificent; the campuses cover over 30 acres of parkland combined. We also serve some of the most economically and socially deprived areas of the city, as well as more favoured wards, giving us the rich mix of pupils that makes us a 'true comprehensive'. Currently, around 21% of our pupils are classified as being Pupil Premium children with 15% currently entitled to free school meals.

'All adults have a relentless focus on identifying and addressing barriers to learning to help all children to succeed'. Ofsted

Our Facilities

We have very good facilities, and since our Secondary Campus was rebuilt in 2004, we continue to invest heavily in ICT and in improving facilities to enhance the learning and teaching experience of pupils and staff alike. We expanded with a £4.8 million purpose built Primary campus in 2012 and a £12 million Pavilion building and artificial pitch on the Secondary site in 2017.

'Across the school, teachers have a shared understanding of the high-quality teaching approaches that best support pupils learning'. Ofsted

Our School Organisation

Our separate Primary Campus introduces two forms each year and houses upwards of 420 children. The Primary school day starts at 8.55am and ends at 3.20pm.

At our Secondary site, pupils are grouped for registration and for Personal, Social, Health and Citizenship Education in mixed-ability form groups. For teaching purposes, pupils are placed in a variety of groupings as appropriate, including setting and some mixed-ability grouping. Lessons at the Secondary Campus are 50 minutes in length, six per day, although the vast majority are double lessons. The secondary school day commences at 8.20am and finishes at 3.00pm, followed by extra-curricular activities.

'The expectations for what pupils will know and be able to do at the end of each stage of education are exceptionally high'. Ofsted

Our Pastoral Organisation and Leadership

Each campus (Primary and Secondary) has a Head of School. At the Secondary Campus Years 7, 8, 9, 10 and 11 are led by Heads of Year, assisted by teams of tutors, and overseen by member of the Leadership Team. Our Assistant Headteacher: Director of Sixth Form and her team are supported by Academic Mentors.

There is a strong tradition of support for both pupils and colleagues. Our Academic Support Tutors, Mentors, Behaviour Support workers and Raising Achievement teams have had a powerful effect on the positive implementation of our social inclusion strategies.

'Leaders act with a relentless moral purpose. They are committed to supporting every pupil and member of the staff team. They actively seek ways to manage staff workload and well-being. Staff are proud to work in this exceptional school'. Ofsted

Our Extra-Curricular Activities

We have a thriving and exceptional programme of music, drama, sports teams, outdoor pursuits, residential, art events, enrichment days and charity events! Everyone contributes, as we feel that it is a vital part of our role in developing the potential of all our pupils and building a cohesive community.

Our Community Links

The school has excellent links with the communities it serves and actively seeks to widen these. We believe that this vital 'citizenship work' demonstrates our ethos as a school, where courtesy, co-operation and commitment are more than just words!

School Policies

Our school policies, are available on our website or from the school upon written request. Our Sixth Form Prospectus and Ofsted report are also available to download from our website.

Safeguarding and Child Protection

Roundhay School is committed to safeguarding and promoting the welfare of children and young people and we expect all staff, volunteers, visitors, and contractors to share this commitment. All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search, and other relevant checks in line with statutory guidance.

We have a designated senior member of the Leadership Team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our child protection policy.

Whistle Blowing

Our policy is to ensure that all staff are able to raise concerns about a danger, risk, malpractice or wrongdoing which is in the public interest in the knowledge that that they will be protected from any potential reprisals.

Code of Conduct and Personal Behaviour

The school believes that it is essential for standards of conduct at work to be maintained to ensure delivery of quality services and to protect the wellbeing of all its employees and pupils. The Headteacher and Governing Body regard everyone working at our school as a role model to our pupils. As such, employees should conduct themselves with integrity, impartiality, and honesty. Furthermore, everyone in the school has an absolute duty to promote and safeguard the welfare of children. Registered teachers are in addition bound by the codes and professional values of the Teaching Regulation Agency, and the school considers the principles to apply to all staff employed at the school.

Equality and Diversity

Roundhay school is committed to providing an environment free from discrimination, bullying, harassment, and victimisation where all members of its community are treated with respect and dignity. The school aims to create a culture of diversity within its community, providing a dynamic working and learning environment, where all members are valued for their contribution.

Smoking Policy

Roundhay School is a no smoking building and site and all staff must adhere to this policy.

Online Safety and Acceptable Use Policy

We encourage the use of ICT across the curriculum. On appointment, staff agree to abide by the above policy.

How To Apply

We have partnered with MyNewTerm for our online recruitment system. Further information on using the MyNewTerm system may be found here [Candidate FAQs | MyNewTerm](#)

1. To view our vacancies, please go to [Vacancies At Roundhay All-Through School, Leeds](#) where all our current vacancies are listed. Further detail on the role and our school is provided in the 'Job Pack'; a PDF attached to each vacancy. This sets out the full details of the position as well as the essential qualifications, skills and experience we require applicants to evidence in order to be successfully shortlisted for interview. Please note that we are not permitted to accept CVs.
2. Once you have clicked the link above (in step 1), to apply for one of our vacancies, simply click on the green 'Apply Now' button at the top of the job advert. This will then take you to log into your MyNewTerm job account (if you are not already logged in) and prompt you to complete your profile. Once your profile is complete, you will then continue to complete your application followed by declarations, before submitting your application to us.
3. We urge you to complete your application as fully as possible and submit this as soon as you can prior to the closing date please. We do sometimes close our vacancies early if we have had a good response, after which time we would not usually accept further applications.
4. Once you have submitted your application, you will receive an email acknowledgement, and you will be contacted in due course to let you know if you have been successfully shortlisted. The status of your application will be available to view on your MyNewTerm account.

Important notes:

Within your application, you should provide details of your education and your full employment history, including details of any unpaid or voluntary work. You should also evidence how your skills, knowledge and experience meet the person specification for the role you are applying for. Please also outline the impact your appointment will make in terms of raising standards at Roundhay School and why you are the ideal candidate.

All gaps in employment must be clearly accounted for, and where these do exist, you must clearly explain the reasons why and outline what you were doing during this time.

Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted. Details of the interview programme will be confirmed to shortlisted candidates after the closing date.

Whilst we aim to respond to all applications in a timely manner, if you have not been contacted within one month of the closing date, please assume you have not been shortlisted. Due to the volume of applicants, we regret that we do not give feedback to non-shortlisted candidates.

Use of Artificial Intelligence (AI) in applications: AI can be a useful tool to support your application, however, all examples and statements provided must be truthful, factually accurate and taken directly from your own experience. Where plagiarism has been identified (presenting the ideas and experiences of others or generated by AI as your own) applications will not be considered.

Maps are available to download for our Primary and Secondary sites from our website or by clicking on this link [Contact - Roundhay School](#) Please note the Secondary Campus entrance is on Old Park Road, and if you use Sat-Nav, please use the post code LS8 1JT.

If you have any questions, or require any adjustments to assist you with the recruitment process, please contact us at recruitment@roundhayschool.com and we will do our very best to assist you.