



# St Mary's School

## Gerrards Cross



## Application Pack

Job Role: **Head of Sixth Form**

Start Date: September 2026

Closing Date: 13<sup>th</sup> March 2026

Interview Date: 19<sup>th</sup>/20<sup>th</sup> March 2026



# Welcome from the Head

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St Mary's is a truly special place to work — from the moment you step through our doors, you experience the warmth of the community and the clear sense that each individual student is at the heart of all that we do. Every member of staff plays a vital role in helping our girls flourish and achieve her dreams and ambitions.

Our motto, *Embrace – Empower – Excel*, reflects not only our approach to educating girls, but also the professional culture we foster. We value individuality, encourage ambition, and create space for both students and staff to grow and excel.

Working at St Mary's means joining a team where collaboration, kindness, and high expectations go hand in hand. We offer opportunities for professional development, leadership and innovation, and we welcome applications from those who are excited to contribute to the life of a forward-thinking, dynamic school.

If you are looking to make a meaningful impact in a school that is dedicated to developing our girls and young women, then we want to hear from you.

Lars Fox,  
Head

## About St Mary's School

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St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is a warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success — a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close-knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!





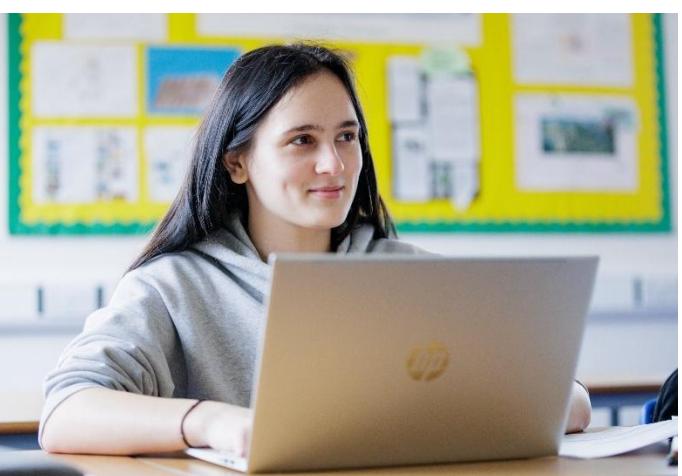
# St Mary's School Values

St Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

Both staff and students are inspired to discover their own SMS Spirit through a wide range of co-curricular activities, trying new skills, meeting new people, and exploring fresh approaches to learning and teaching in our small classes. Our House System and whole-school opportunities create a strong sense of community, fostering friendships from Nursery through to Sixth Form.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our Take Care acronym which ensures each individual reaches his or her potential in a supportive and challenging environment.



**T – Team Work** – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

**A – Ambition** – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

**K – Kindness** – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

**E – Enthusiasm** – staff and students alike bring the energy and desire to succeed.

**C – Curiosity** – we always ask why.

**A – Adventure** – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionate about.

**R – Resilience** – we carry on in the face of challenge, and come out stronger and wiser.

**E – Excellence** – aim for the highest quality in all that we do.



# Why Work at St Mary's?

- Competitive Salary
- Generous pension scheme
- Fee Remission at St Mary's
- Subsidised staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme

- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our students and must adhere to, and comply with, the school's safeguarding and Child Protection Policy at all times.



## The Role – Head of Sixth Form

The Head of Sixth Form will have specific responsibility for leading a vibrant and high-achieving Sixth Form, ensuring that every student flourishes academically and personally. They will be a strategic leader who plays a key role in shaping and delivering whole-school priorities. Line managed by the Head the postholder will report to the Deputy Head (Academic) for academic matters and jointly address and develop pastoral matters with the Assistant Head (Pastoral).





# Main Duties

<b>Leadership and Management of Others</b>	<p>Provide purposeful leadership of the Sixth Form team, ensuring that a robust programme of academic challenge and outstanding pastoral care is consistently implemented, reviewed, and refined.</p>
	<p>Maintain strong oversight of student engagement in the co-curricular life of the School, monitoring participation levels based on termly report from the Director of Co-Curricular.</p>
	<p>Ensure that the Sixth Form team actively attends and supports students at all key Sixth Form and co-curricular events.</p>
	<p>Foster positive, professional relationships with all members of the Sixth Form community, including students, parents, staff, and alumnae.</p>
	<p>Line Manage the Assistant Head of Sixth Form and Years 12 &amp; 13 Form Tutors supporting their development and effectiveness.</p>
	<p>Contribute to the leadership of whole-school initiatives and the implementation of operational priorities.</p>
	<p>Support key school events throughout the year, including after-school, evening, and weekend commitments where required.</p>
	<p>Play an active role in the day-to-day organisation and smooth running of the Sixth Form.</p>
	<p>Support the Head in ensuring that the School meets all legal, statutory, and inspection requirements, working collaboratively to prepare for inspections.</p>
	<p>Assist with student and parent complaints, grievances, and disciplinary matters as needed.</p>
	<p>Undertake after-hours on-call duties (if required) and organise and participate in Sixth Form socials as well as school trips such as the induction trip prior to start of the year.</p>
	<p>Champion and promote the School's through-school ethos, ensuring continuity and connection across all phases.</p>





## Main Duties

<b>Monitoring Academic Progress</b>	<p>Support the Deputy Head Academic and Assistant Head Teaching &amp; Learning in quality assuring Sixth Form academic provision and ensuring that quality first teaching is taking place in every lesson.</p> <p>Lead on the monitoring and analysis of student progress at key assessment points in Years 12 and 13, working closely with the Deputy Head Academic, Assistant Head (Teaching and Learning) and the Sixth Form team to identify individual students or groups who are not making expected progress, and explore potential solutions. Ensure that findings are shared half-termly with the Deputy Head Academic and the Assistant Head Teaching &amp; Learning.</p> <p>Devise, implement, and evaluate the impact of appropriate academic interventions to support students in Years 12 and 13 in reaching their full academic potential. This includes close liaison with the Head of Support for Learning.</p> <p>Work with the Deputy Head Academic and Assistant Head Teaching &amp; Learning to ensure that all students are taking full advantage of wider opportunities for stretch and challenge and take responsibility for the delivery of EPQ.</p> <p>Lead and oversee the Year 12 and Year 13 tutor teams, meeting formally with tutors at least fortnightly and remaining available for guidance and consultation to ensure the effective delivery of the Sixth Form tutorial programme.</p>
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# Main Duties

<b>Sixth Form Strategy, Marketing and Provision</b>	<p>Provide strategic leadership, oversight, and evaluation of all aspects of St Mary's Sixth Form provision, identifying priorities for development and ensuring that improvements are effectively implemented and reviewed.</p> <p>Ensure that Sixth Form students leave St Mary's equipped to make a meaningful contribution to their communities and to thrive in an interconnected, digital world.</p> <p>Strengthen opportunities for student voice within the Sixth Form and ensure their views contribute meaningfully to school development and improvement.</p> <p>Proactively stay abreast of curricular and pastoral issues that affect Sixth Form students, ensure that the SLT are fully briefed, and contribute fully to strategic decision-making in this area.</p> <p>Oversee the effective delivery of the Sixth Form reporting, including the reading and commentary of reports for all Sixth Form students.</p> <p>With SLT and Director of Marketing work on the marketing and recruitment of students into the Sixth Form, both from within St Mary's and externally.</p> <p>Work with SLT to develop and implement strategies that support strong retention of students from Year 11 into Year 12.</p> <p>In collaboration with the Deputy Head (Academic) and Director of Futures, lead and oversee transition events such as Year 10 Sixth Form Taster Day and Year 11 Sixth Form information and taster activities.</p> <p>Lead Sixth Form open events and attend prospective parent meetings and feeder-school events.</p>
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<b>Pastoral Responsibilities</b>	<p>Be responsible for the emotional wellbeing and pastoral care of all Sixth Form students, including liaising with colleagues and outside agencies, in conjunction with the Assistant Head Pastoral and Pastoral team.</p>
	<p>Be responsible for monitoring attendance, punctuality, dress, and behaviour within the Sixth Form, fostering a culture rooted in kindness, mutual respect, and personal responsibility. Lead on any disciplinary matters concerning students in Sixth Form, while also ensuring that students' achievements are regularly recognised and celebrated.</p>
	<p>Ensure that students and parents are informed appropriately and regularly about academic, pastoral and Higher Education issues and challenges, and respond to them as required, including during holiday periods for urgent concerns.</p>
	<p>Lead assemblies and celebrations including whole-school where appropriate.</p>
	<p>Hold regular meetings with the Assistant Head Pastoral, to ensure that good practice is shared and suitable innovations are discussed and implemented.</p>
	<p>Oversee the induction of all Year 12 students, ensuring that students new to the School are well-supported so that they can settle in as quickly as possible.</p>
	<p>In collaboration with the Head of PSHCEE, develop the Sixth Form PSCHEE, in line with statutory guidance and relevant topics in society. Lead on quality assurance and appropriate follow up of these areas.</p>
	<p>Ensure a wide range of Sixth Form positions of responsibility are available and that application processes are fair and transparent. In collaboration with SLT, oversee the appointment process for the Head Girl Team.</p>
	<p>Oversee and develop the Ignite programme, with its six elements, ensuring that students experience encompasses all that they need for success.</p>
	<p>Ensure that all intervention and support is recorded accurately in CPOMS.</p>

<b>Safeguarding Responsibilities</b>	<p>Fulfil the role of Deputy Designated Safeguarding Lead (DDSL) including liaising with Children's and Adult Services, making referrals and attending conferences.</p>
	<p>Assist the Deputy Head (Head of Prep &amp; DSL) in continuously reviewing and improving safeguarding processes and procedures.</p>
	<p>Stay abreast of all developments in Safeguarding and Child Protection through reading best-practice Safeguarding updates and attending the Local Authority DSL cluster meetings and internal DSL team meetings.</p>



# Main Duties

<b>Further Education</b>	<p>Work with the Director of Futures on the university preparation programme and oversee all applications. Develop an action plan to improve success with applications to highly competitive universities, including Oxbridge, and collaborate with the relevant colleagues.</p> <p>Liaise with the Director of Futures to ensure that an appropriate plan for university applicants is developed, including European and US applications.</p> <p>Support the Director of Futures with all aspects of the UCAS process and UCAS Reference compiling process (including training teachers and/or tutors as required, updating exemplars, etc.)</p> <p>Lead responsibility for preparing Sixth Form students for higher education, training, and careers, including advice on next steps, school references and students' personal statements.</p> <p>Support the Director of Futures in developing alternative pathways for Sixth Form leavers such as higher-level apprenticeships.</p> <p>Coordinate Sixth Form Transition events, including induction and Team-building Days at or prior to the start of Year 12, and Leavers events in Year 13.</p> <p>Support the Examinations Officer in the administration of results days, including attendance at School through this period, and before/afterwards as required</p> <p>Assist the Deputy Head (Academic) with the running of A Level Results Day as well as ensuring that students are supported through adjustment, clearing or reapplication as appropriate.</p> <p>Attend GCSE Results Day (and planning meeting on the preceding day) to ensure that all students are fully supported with their next steps, including any necessary meetings regarding Sixth Form and subject entry requirements, and subject changes.</p>
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<b>Training and Development</b>	<p>Keep abreast of relevant educational and other relevant initiatives and trends that relate to the Sixth Form, including retention and supporting students with future plans.</p> <p>Reflect regularly on professional practice, set meaningful development goals, and take responsibility for ongoing personal growth.</p> <p>Encourage and support colleagues in engaging actively with their own continuous professional development.</p> <p>Lead staff in collaborative developmental initiatives and evaluate the impact of these activities to ensure continued improvement.</p>
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# Main Duties

<b>General Requirements</b>	Work towards and support the School vision and the current School objectives outlined in the School Strategic Plan
	Work within the School's health and safety policy to ensure a safe working environment for staff, students, and visitors.
	Promote equality of opportunity for all students and staff.
	Help sustain a School culture and curriculum which promotes an ethical education for all, including promoting positive strategies for challenging discrimination of any kind.
	Maintain high professional standards of attendance, punctuality, appearance, conduct, confidentiality and positive, courteous relations with students, parents, and colleagues.
	Engage actively in the performance review process.
	Be an outstanding practitioner and role model for teaching and learning, displaying a deep understanding of how young people learn.
	Support the Head in ensuring legal, statutory and Independent Schools Inspectorate (ISI) compliance across the School and work with SLT to prepare for inspections.
	Support whole-school events, including after-school, evening, and weekend commitments.
	Teach an appropriate allocation of lessons.
	Undertake other reasonable duties related to the job purpose required from time to time as requested by the Head.





# Candidate Specification

<b>Qualifications</b>	Good honours graduate.
	Qualified Teacher status (QTS) or equivalent.
	Evidence of relevant continuing Professional Development and its successful application.
	Commitment to lifelong learning for self and others.
<b>Experience</b>	Proven track record of successful leadership, ideally 2-3 years.
	Successful leadership of people (Head of Section, Head of Department/ Faculty).
	Experience in teaching in all Key Stages 3, 4 and 5 (A Level) and across all ability ranges.
	Successful experience of raising standards for all with measurable outcomes.
	Experience of identifying and sharing strategies to promote progress for groups of students
	Pastoral experience as a 6th Form tutor, mentor or coach
	In-depth knowledge and experience of Child Protection and Safeguarding procedures.
	Confidence with IT and database technology.
	Experience supporting students with UCAS.





# Candidate Specification

<b>Knowledge and Skills</b>	Strong subject knowledge in chosen subject and familiarity with current examination specifications.
	Understanding of current educational developments, including creativity in the curriculum and cross-curricular opportunities.
	Ability to think creatively, anticipate challenges, and develop effective solutions.
	Ability to line manage Pastoral Team.
	Ability to work effectively with colleagues from all areas of the school.
	Commitment to supporting students with different learning and personal needs to fulfil their academic potential.
	Commitment to the development and maintenance of good relationships with staff, parents, students, governors and the community.
	Ability to establish and sustain appropriate structures and systems and monitor them.
	Knowledge of transition from Sixth Form to life after school (University, careers, apprenticeships)
<b>Attributes</b>	A passion for inspiring students in chosen field of teaching.
	Honest, reliable, energetic and possessing integrity.
	Effective problem solving, negotiation and mediation skills.
	Decisive and collaborative.
	Proven commitment to be fully involved in the life of the school, and to work unsocial hours when required, but understanding the importance of work / life balance.
	Able to delegate effectively, work to people's strengths and help them achieve their best.
	Excellent oral and written communication skills.
	Ability and willingness to support and challenge colleagues on a personal and professional level.
	Proactive and creative with a very keen eye to detail.
	Excellent organisational skills.
	A willingness to contribute fully to the co-curricular and pastoral life of a busy independent school.



# Safeguarding

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*St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.*



## How to Apply

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Please apply via mynewterm <https://mynewterm.com/> or complete an application form which can be obtained from the HR Officer at [hradmin@stmarysgx.co.uk](mailto:hradmin@stmarysgx.co.uk) or from our website [www.stmarysschool.co.uk](http://www.stmarysschool.co.uk)

Early applications are advised as the school reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be addressed to the Head and emailed to [applications@stmarysgx.co.uk](mailto:applications@stmarysgx.co.uk)

Interviews will take place over a day and a half. Day one will include teaching a lesson, delivering an assembly, meeting the Head Girl Team, Pastoral Team and SLT, touring the school, and meeting with HR. After shortlisting, selected candidates will return for day two to deliver a presentation and attend a panel interview. You will also be required to provide proof of identity and qualifications, and an online social media check may be carried out as part of our due diligence process. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

**Closing date for applications:** 13<sup>th</sup> March 2026

**Interview date:** 19<sup>th</sup> /20<sup>th</sup> March 2026

**Hours:** Full-time

**Salary:** Competitive