


St Helen's School

Director of Sixth Form - Maternity Cover
Start Date: As Soon as Possible



A photograph of St Helen's School, a two-story brick building with large windows and a chimney. The school's name is visible on the upper right facade. In the foreground, a green lawn is separated from the building by a low, well-manicured hedge. Several students in school uniforms are walking along a path. The entire image has a semi-transparent green overlay.

Thank you for your considering St Helen's
School in the next step of your career. We're
excited to share this role with you.

WELCOME TO ST HELEN'S

St Helen's School is a large, thriving all-through school and many of the girls who leave us at the end of Year 13 have been with us since Nursery or Reception. We are ambitious for every single girl: that she achieves her potential; that she leaves us to embark upon an exciting and fulfilling future, able to deal with whatever life throws at her with resilience and courage; that she possesses inner confidence, strong personal integrity, and a sense of fun; that she is ready to go out into the world and make a difference.

St Helen's has a long tradition of academic excellence which encourages girls to pursue intellectual curiosity beyond the curriculum. We are exceptionally proud of our 2025 results where 85% of A Level students obtained A*-B grades and 80% of GCSE awards were graded 9-7. Sixth Formers go on to established, high-ranking universities including Oxford and Cambridge, with more than a third studying STEM subjects. However, we give our girls much more than just academic success; our Co-Curricular programme is rich and varied, and our pastoral care ensures that every girl is known, valued, and cared for.

Within easy reach of central London, our school is set in 21 acres of grounds and, just as we are proud of our students' academic achievements and their personal development, we are also proud of our facilities and buildings. We have invested significantly in developing our facilities over the last ten years.

St Helen's has a warm and lively atmosphere that makes it a rewarding and exciting place to work. Our staff and our pupils look out for each other and encourage each other to be the best possible version of themselves. As such, you will play a vital role in supporting the school in the next stage of its journey. We look forward to receiving your application.

Bridget Ward
Head



THE SCHOOL

St Helen's is an academically selective independent girls' day school for over 1100 students aged 3-18, set in beautiful green space in Northwood, London.

It draws pupils from a wide area of north-west London, Buckinghamshire, and Hertfordshire with easy access by Underground from central London.

We want our students to be ever intellectually curious. They will believe they can do anything. They will want to explore how they can best interact with the world around them and make a difference for the better in their own way. They will be ready for whatever the future brings.

Our aims are:

- To provide each and every girl with the opportunity and means to achieve academic excellence.
- To provide our students with the personal skills, emotional resilience, and the confidence to achieve their full potential through a varied, rich and challenging Co-Curricular programme.
- To know, value and respect all girls as individuals so as to best support them on their journey through the school.
- To ensure that the girls are ready to play a full and active part in their communities and in an interconnected digital world.

Our students achieve high academic standards, and we encourage them to develop lifelong skills in a diverse range of areas, both within and outside the curriculum, and to pursue their individual ambitions. The school is proud of its tradition of providing a balanced and forward-looking education through which its pupils can become confident, independent learners and leaders in their fields, their professions, and their communities. Attention to the individual child is at the heart of everything we do and shapes the pastoral care, teaching and learning and the co-curricular opportunities on offer at St Helen's.





The Post - Director of Sixth Form, Maternity Cover

St Helen's is looking to appoint a Director of Sixth Form to cover a one-year maternity leave, offering an exciting opportunity to lead and develop our Sixth Form provision. Teaching Allowance is 14 periods per fortnight.

Core Information

Contract Type:

Full time, Maternity Cover.

Salary: Competitive

The Director of Sixth Form (Maternity cover) will have specific responsibility for leading a vibrant and high-achieving Sixth Form and ensuring that every student flourishes academically and personally. They will be a strategic leader who contributes to whole school leadership and management as part of the School's Senior Leadership Team (SLT). The postholder will report to the Deputy Head Academic for academic matters and to the Deputy Head Pastoral for pastoral matters.

Benefits

- 50% fee remission for staff children subject to spaces and entry examinations (pro rata for part time staff)
- A strong culture of professional development
- Access to the School's swimming pool and fitness suite
- Free on-site parking and excellent public transport links
- Free lunch and refreshments
- Generous occupational sick pay
- A beautiful working environment – the school is set in a conservation site in excess of 20 acres.



Key Responsibilities

Main Objectives:

Leadership and Management of Others

- Lead the Sixth Form team in ensuring that an effective programme of academic challenge and pastoral care and support is implemented, embedded, reviewed, and updated regularly.
- Maintain clear oversight of the participation levels of all students in the Sixth Form in Co-curricular events and provide a termly report on engagement.
- Ensure the Sixth Form team attend and support the students in all key events including Co-Curricular events.
- Develop positive working relationships with and between all stakeholders within the Sixth Form (pupils, parents, staff, alumnae).
- Line manage the Deputy Heads of Sixth Form, Extended Project Qualification (EPQ) Lead, and Sixth Form Administrator.
- Contribute to the leadership of the School and the School's operational plans as part of the SLT
- Contribute to the general management and day-to-day running of the School
- Support whole-school events, including after-school, evening, and weekend commitments.
- Support the Head in ensuring legal, statutory and ISI compliance across the School and work with SLT to prepare for inspections.
- Assist in complaints, grievance and disciplinary procedures (pupils and parents) as required.
- Undertake after-hours SLT on-call (until 6.15pm) and school trip duties according to the rota.
- Play a vital role in the promotion of the through-school ethos.



Sixth Form Strategy, Marketing and Admissions

- Provide strategic direction, monitoring, and evaluation for all aspects of St Helen's Sixth Form provision, identifying, implementing, and evaluating areas for change.
- Ensure that Sixth Form students leave school fully prepared to play a full and active part in their communities and in an interconnected digital world.
- Develop opportunities for Sixth Form pupil voice and ensure this is an integral part of school improvement.
- 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.
- Oversee the implementation of the reporting schedule for the Sixth Form, including reading and commenting on Sixth Form reports
- Take lead responsibility for ensuring effective marketing and recruitment to the Sixth Form internally and externally.
- Develop and lead on strategies, with the Director of Transition and Communications, to improve retention of students into the Sixth Form.
- In collaboration with the Director of KS4 and the Director of Transition and Communications, lead and oversee transition events such as the Year 10 Sixth Form Taster Day and Year 11 Welcome to Sixth Form Day.
- Manage the Sixth Form Entrance and Scholarship processes, including examinations and interviews, ensuring that all due diligence has been carried out prior to making clear recommendations to the Head.
- Work with the Head of Marketing and Admissions to support the assessment and interview process for 16+ admission at both traditional and non-traditional entry points. Lead open events for the Sixth Form and attend prospective parents' meetings and feeder-school events.

Monitoring academic progress

- Support the Deputy Head Academic and Deputy Head Teaching & Learning in quality assuring Sixth Form academic provision and ensuring that quality first teaching is taking place in every lesson.
- Lead on the monitoring and analysis of student progress at key data points in Lower and Upper Sixth, working with the Director of Data and Pupil Progress, and the Sixth Form team, to identify students and groups of students who are making less progress than expected, and the possible reasons for this. Ensure that this is reported half-termly to the Deputy Head Academic and Deputy Head Teaching and Learning and Pupil Progress.
- Devise and monitor the impact of appropriate interventions (such as Action Plans) to fully support Sixth Form students to fulfil their academic potential. This includes liaising with the Head of Individual Learning Needs (ILN) and Bursary Engagement Lead

- Work with the Deputy Head Academic and Deputy Head Teaching and Learning to ensure that all students are taking full advantage of Academic Challenges, the Academic Enrichment programme and wider opportunities for stretch and challenge.
- Lead and oversee the teams of Upper Sixth and Lower Sixth form tutors, meeting formally with them at least every two weeks and being available to them for consultation at other times to ensure that they are implementing the prescribed programme for Sixth Form.

Ensuring outstanding pastoral care

- Be responsible for the emotional wellbeing and pastoral care of all Sixth Form pupils, including liaising with colleagues and outside agencies, in conjunction with the Deputy Head Pastoral and Senior Deputy Head Pastoral and Wellbeing
- Be responsible for and monitor attendance, punctuality, dress and behaviour. Ensure a culture of kindness, mutual respect, and responsibility. Lead on any disciplinary matters in the Sixth Form, whilst also providing regular recognition for pupils' achievements.
- Ensure that pupils 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.
- Lead assemblies, celebrations and annual visits/residentials for team-building purposes.
- Hold regular meetings with the Sixth Form pastoral team, to ensure that good practice is shared and suitable innovations are discussed and implemented.
- Oversee the induction of all Lower Sixth students, ensuring that pupils new to the School are well-supported so that they can settle in as quickly as possible.
- Continually develop the Sixth Form PSHCE and tutoring programme, in line with statutory guidance and relevant topics in society. Lead on quality assurance and appropriate follow up of these areas.
- Ensure a wide range of Sixth Form positions of responsibility are available and that application processes are fair and transparent. Oversee the appointment process for the Head Girls' Team and Prefects.
- Oversee and develop the Sixth Form GROW coaching cycle, providing resources for tutors where appropriate.
- Ensure that all intervention and support is recorded accurately in CPOMS and other systems as appropriate.

Safeguarding

- Fulfil the role of Deputy Designated Safeguarding Lead (DDSL) for the whole School, including liaising with Children's and Adult Services, making referrals, attending conferences, and providing 1:1 safeguarding induction for new staff.
- Assist the Deputy Head Pastoral in continuously reviewing and improving safeguarding processes and procedures.
- 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.

Higher Education

- Lead on the university preparation programme and oversee all applications in conjunction with the Director of Futures, taking particular responsibility for Oxbridge applications. Develop an action plan to improve success with applications to Oxbridge and global competitive universities, collaborating with the relevant colleagues.
- Liaise with the Director of Futures to ensure that an appropriate plan for university applicants is developed, including European and US applications.
- Support the Futures team with the Higher Education programme as agreed with the Director of Futures and, in particular, all aspects of the UCAS process and UCAS Reference compiling process (including training teachers and/or tutors as required, updating exemplars, etc.)
- Lead responsibility for preparing Sixth Form students for higher education, training, and careers, including management of next-steps advice, Considered Grades, school references and pupils' personal statements.
- Support the Futures team in developing alternative pathways for Sixth Form leavers such as higher-level apprenticeships.
- Coordinate Sixth Form Transition events, including Transition and Induction Days at the start of Lower Sixth, and Leavers events in Upper Sixth
- Support the Examinations Officer in the administration of results days, including attendance at School through this period, and before/afterwards as required
- Organise A Level Results Day (and the planning meeting on the preceding day) and have lead responsibility for ensuring that students are supported through adjustment, clearing or reapplication as appropriate.
- 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.

Training and Development of Self and Others

- Develop and maintain a culture of high expectations for self and others.
- Regularly review own practice, set personal targets, and take responsibility for own development.
- Encourage all staff to be similarly active in their personal and continuous professional development.
- Lead groups of staff in developmental activities and evaluate outcomes.

General Requirements

- 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, pupils, 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 pupils, 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 (14 teaching periods per fortnight)
- Undertake other reasonable duties related to the job purpose required from time to time as requested by the Head, Senior Deputy Heads or Deputy Heads.

This list is not exhaustive and may change over time as new initiatives evolve and at the discretion of the Head.

The Person

Essential:

It is essential for the successful candidate to have the following qualifications, experience, and personal attributes:

- Qualified Teacher Status
- Educated to degree level
- Excellent classroom practitioner with a wide range of teaching skills
- Experience of achieving and maintaining very high standards and challenging existing practices and levels of performance
- Experience of establishing, reviewing and monitoring progress and achievement
- Able to contribute to the development, communication and implementation of a shared vision and values within the Sixth Form
- Presentation skills – assemblies, parents etc
- Knowledge and understanding of Sixth Form specific pastoral issues
- Strong written and verbal communication skills, with the ability to successfully engage with people at all levels
- Ability and willingness to support and challenge colleagues on a personal and professional level
- Experience of teaching A Level students
- Experience as a Sixth Form Tutor or similar Experience of identifying and sharing strategies to promote progress for groups of students
- Pastoral experience as a 6th Form tutor, mentor or coach
- Managing others or leading a team
- Experience of managing a complex workload of competing demands
- Building effective parental/carers relationships
- A commitment to promoting and maintaining the highest standards of student well being
- Attention to detail, excellent organisational and time management skills
- Self-motivated, innovative, proactive, flexible and resilient
- Strong team player with well-developed communication and relationship skills
- Creativity with a desire to be innovative High level of integrity and discretion
Commitment to the school's safeguarding policies.

Desirable:

- Knowledge of transition from Sixth Form to life after school (University, careers, apprenticeships)
- Safeguarding experience
- Experience in creating/delivering tutor time/PSHCE resources
- Experience in Prefect selection
- Experience of coaching

Application Process

Closing date: Midnight 1st February

To apply: please complete our online application form found on our School Website: [Work for Us - St Helen's School \(sthelens.london\)](https://sthelens.london)

Please apply as soon as possible as shortlisting/interviews will progress up until the closing date. Should a suitable candidate be appointed, we reserve the right to close the advert early.

Due to the volume of applicants, we receive, if you do not hear from us within 4 weeks of the closing date, please assume we will not be progressing your application further on this occasion.

THE SELECTION PROCESS

Shortlisted candidates will be invited to the school where they will be interviewed by the Operations and Events Manager and Senior Site Officer.

St Helen's school is committed to safeguarding and promoting the welfare of children and young people, as detailed in Part 3 (Safer Recruitment) of the KCSIE 2022 guidance document. Applicants will be asked for proof of right to work in the UK and undergo child protection screening, including checks with past employers and the disclosure and barring service.

If you have any queries about this position, please contact the school at recruitment@sthelens.london



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