



# OLDHAM SIXTH FORM COLLEGE

## Assistant Principal Recruitment Pack



# Welcome from The Principal

**Suzannah Reeves**  
Principal

Thank you for your interest in the role of Assistant Principal: Student Participation and Progression. The role comes as a result of one of our team retiring this summer. We have taken this opportunity to make some changes in roles within the team.

Oldham Sixth Form College is a community dedicated to excellence, and we are looking to recruit someone who shares our passion for providing transformative educational opportunities.

You will be joining a senior leadership team which is a dynamic and collaborative team of 7, that has established an ambitious direction of travel for the college and as a team reflect the culture and values of the college through industry and mutual respect.

This has been a record year for Oldham Sixth Form College. Our mission, simple but powerful: to transform the lives of young people through academic excellence and outstanding support, continues to drive us. As a founding partner of The Pinnacle Learning Trust and a nationally recognised Research School, we are proud to serve over 2,300 students in the heart of Oldham. This year, we celebrated our best ever results and record student recruitment. Our culture is one of our greatest strengths; for the second year running, we received the National Edurio Staff Choice Award, with 94% of our staff recommending OSFC as a fantastic place to work. Whether we are focusing on student wellbeing or creating a more sustainable campus, our students' aspirations remain at the center of everything we do.

In this pack, you will find:

- A formal introduction to the college and our mission;
- Specific details regarding the SLT roles available for the upcoming year;
- The Job Description and Person Specification to help you understand the requirements of the role;
- An Executive Summary of our 2025-26 Self Assessment Report (separate attachment);
- Clear instructions on the application process.

We pride ourselves on being a forward-thinking institution, and we are eager to meet candidates who bring fresh perspectives, leadership expertise, and a commitment to our college values.  
I look forward to receiving your application and potentially welcoming you to our team.  
Best wishes,

Suzannah Reeves



Principal

**OLDHAM SIXTH**  
**OSFC**  
**FORM COLLEGE**

PROUD  
TO BE  
PART OF



THE  
**Pinnacle**  
LEARNING TRUST

# About Oldham Sixth Form College

***'Transforming the lives of young people through academic excellence and outstanding support'***

Situated in the heart of the town, Oldham Sixth Form College is the bespoke provider of A Levels, T Levels and vocational courses for 16-18 year olds for the area. Opening in 1992, the college is proud of its heritage of transforming the lives of young people and celebrating their progress towards exciting and fulfilling futures. With over 2300 students across two year groups we offer 60 level 3 courses, from Ancient History to Travel and Tourism, and a similar number of enrichment activities for students to engage with. Uniquely, students study a 4 AS subject programme to capitalise on broadening horizons and creating opportunities. Each year over 85% of Year 13 students progress to university degrees and degree apprenticeships having excelled in their subjects.

We offer our students exceptional pastoral care, extensive enrichment activities and support from a team of Progress Tutors. In 2020, we were delighted to be recognised by Educate North's Community Engagement Award for our Essential Life Skills programme.

Described by Ofsted as 'outstanding' for leadership, students behavior and attitudes, and student personal development , the college's 'calm focused environment' and 'positive, mature attitude to learning' struck a chord with inspectors. They said our students 'enjoy sharing their knowledge and working with their peers' and recognised how confident students are, by being taught critical thinking skills, to ask questions and make evidence-based judgements.

We have been at the forefront of using technology within teaching and learning, supporting our own staff and other schools/colleges through an effective suite of CPD opportunities and training. In 2022, the college was awarded Google Reference College status, the first sixth form college in the North of England to be recognised with the prestigious status, and one of only three sixth form colleges in the UK. 'Google Reference status' is awarded for the outstanding use of technology to drive positive learning outcomes and recognises the College's use of G Suite for Education in innovative ways. In addition, all students are issued with a Chromebook at the start of the year which contributes significantly to preparing students for their next steps in education or employment.

We are very proud of the fact that OSFC is the only sixth form college nationally to be awarded Research School status . We are also the Delivery Lead for NPQs on behalf of East Manchester Teaching School Hub, a Science Learning Partnership Hub and a winner of a Curriculum Innovation Award for our work in delivering digital education.

We have a team of dedicated and supportive colleagues who share our high expectations and underpin our mission and values. We genuinely care about each other and the real difference we can make to students' futures. . We are delighted that the Pinnacle Learning Trust was winner of the MAT Excellence Award for Wellbeing Trust of the Year 2025, and has been recognised by Edurio for a Trust Value Award in 2025 for the second year running.

At Oldham Sixth Form College we recognise the part we all play, and the contributions we make, in realising the success of our students within our community (please see our history overleaf).

**1992**

*Our first Principal, Nick Brown is appointed.*

**1993**

*OSFC opens on the site of the Royal Infirmary, as the town's primary A level provider. Initial intake is 600 students. Today we have 2350 across years 12 and 13*

**2010**

*Our second Principal, Jayne Clarke is appointed*

**2000**

*Curriculum 2000 is launched - 4 AS subjects introduces a widening choice of subjects, a tradition we have maintained*

**2011**

*The Regional Science Centre opens to support science work in schools across the borough*

**2017**

- Oldham is declared an 'Opportunity Area' and OSFC is awarded Teaching School status
- OSFC sets up, with Hathershaw College, the Pinnacle Learning Trust

**2020**

*OSFC is awarded the pilot programme for the new T level pathways, and wins 'EdTech Demonstrator School' status*

**2022**

- Our third Principal, Suzannah Reeves is appointed
- OSFC is the first Sixth Form College to be awarded 'Google Reference College' status

**2021**

- 'Associate Research School' status is awarded, the first sixth form college to achieve this.
- The Sixth Form Colleges Association awards OSFC the Curriculum Innovation Award

**2023**

*Full 'Research School' status awarded*

**2024**

*OSFC is the 'Social Mobility Award' winner, recognised by the Sixth Form Colleges Association*

**2025**

*Record high results attained*

# About The Role

## Main Purpose of the Job

- To play a key role as part of the College's Senior Leadership Team in the College achieving its mission and strategic aims and objectives.
- To develop strategies to support the College's Improvement Plan and implement systems to review and monitor progress.
- To ensure that students have an excellent experience at College, make strong progress and achieve excellent outcomes.
- To provide positive and supportive leadership and effective communication.
- To take a lead responsibility and be accountable for specific areas within the remit of the job.

## Specific Responsibilities:

- To have strategic leadership of Tutorial provision, working with Student Support Leaders and Tutorial Leads on the planning and delivery of the Personal Development Curriculum.
- To lead on strategies to support high levels of attendance and punctuality.
- To lead on strategies to monitor and support student performance and behaviour.
- Oversee the Pastoral Area Review Process.
- To take a lead and be accountable for specific key areas of responsibility as determined by the Principal. (The specific nature of these responsibilities will vary from time to time to meet the needs of the College).

## Generic Responsibilities:

- To work as a leader of the College to ensure the highest quality experience for all students.
- To assist in the strategic development of the College.
- To support and where necessary deputise for other members of the Senior Leadership Team.
- To support and develop College policies and systems to promote the highest quality teaching, learning and assessment and ensure robust quality assurance, evaluation and monitoring systems are in place to ensure the highest outcomes.
- To assist in the financial management of the College to ensure financial security and get best value from all available resources.
- To lead and develop staff, creating a culture of high expectation, self-review and continuous improvement to enable them to fulfill their potential.
- To be an SLT link for a curriculum area.
- To promote equality and diversity to maximise the life chances of everyone that attends the College.
- To promote a positive culture in College, conducive to effective study and learning.
- To support the progress and well-being of students, including having a caseload of referrals/contracts, one-to-one progress meetings and assuming responsibility for student behaviour and welfare issues as and when required.
- To promote the College as a healthy and safe environment that is an attractive place for everyone that uses it.
- To organise or support the organisation of College events and attend such events as required.
- If a teacher, to retain a teaching workload (to be determined depending on College need).
- To be involved in school partnership events as required.

## Requirements of all Staff

- To promote and uphold the College's Mission Statement, values and strategic aims and objectives.
- To comply with College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively with colleagues, students, parents and other partners, regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the College Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and to take responsibility for promoting good standards of behaviour and conduct.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal.

## Line management of:

- Student Support Leaders
- Varsity Plus Co-ordinator
- One Curriculum Area Leader

## Line managed by:

- Vice Principal - Students

# Person Specification

<b>Experience</b>	<b>Essential (E) Desirable (D)</b>	<b>Method of Assessment</b>
Extensive experience and proven success in leading a curriculum area/department/team	E	A/I
Successful experience of working on cross-college initiatives	E	A/I
Experience of analysing data to monitor and report on student and staff performance	E	A/I
Experience of managing a budget	D	A/I
Successful experience of managing change	E	A/I
Experience of delivering a creative and effective curriculum that is appropriate to the needs and interest of students, the local area and the national agenda	D	A/I
Experience of building partnerships with other educational institutions and/or industry professionals	E	A/I
<b>Skills and Knowledge</b>		
Proven Leadership and Management skills and ability to inspire, challenge and empower others	E	A/I
Effective communication and well developed written and oral skills	E	A/I
Sound organisational skills and ability to prioritise own work and the work of others	E	A/I
Ability to teach more than one subject on the College curriculum offer	D	A/I
Up to date knowledge and understanding of educational developments relevant to the curriculum area, including 14-19 and HE	E	A/I
<b>Education and Qualifications</b>		
Strong academic background in specialist subject(s)	D	A
Good Honours Degree	E	A
Qualified Teacher Status	D	A

## Attitudes and Personal Qualities

Essential (E)      Desirable (D)      Method of Assessment

Commitment to the College's Mission, culture and ethos	E	A/I/R
Willingness to support the SLT in the management of the College	E	A/I/R
Ability to think creatively and respond flexibly to new challenges and opportunities	E	A/I/R
Excellent interpersonal skills and ability to establish and maintain good working relationships with others	E	A/I/R
Confidence in ability to deal with problems as they arise in a professional manner	E	A/I/R
Ability to take difficult decisions and present these openly and honestly to staff	E	A/I
A proactive approach and willingness to contribute to College improvements/initiatives	E	A/I/R
Ability to multi-task, work under pressure and meet deadlines	E	A/I/R
Active participation in continuous professional training and development	E	A/I
Commitment to the College's Teaching and Learning Strategy	E	A/I/R
Patience and ability to remain calm	E	A/I/R
Suitability to work with children	E	DBS/R
Commitment to equality of opportunity and anti-discriminatory practice	E	A/I
Sensitivity to community issues	E	A/I
Empathy with the 16-19 year age group and the provision of a quality service for young people	E	A/I



# Current Senior Leadership Team



**Principal  
Suzannah Reeves**

Leadership and Governance, Complaints, External links, Finance, Estates, Risk, HR and IT  
**SLT link:** Sport Performing and Exp Arts



**Vice Principal  
Chris Arnold  
*Curriculum***

Curriculum Leadership including leadership of CLT, BTEC quality nominee, Timetabling, Performance Management, Digital Strategy, Careers and employability skills

**SLT Link:** Business, Law and Economics

**Line Management:** CALs



**Vice Principal  
Mark Crilly  
*Quality***

Nominee, Quality lead, college performance and quality assurance, Assessment, data and intervention, Teaching and learning CPD, Curriculum support including The Know, Literacy and Numeracy, Examinations, Cross College Managers

**SLT Link:** Maths, Computing, ICT

**Line Management:** EHA, JCU, CWR



## **Vice Principal Doug King Students**

Strategic leadership of Student Services and School Partnership, Student recruitment, Enrolment, Student behaviour and attitudes, UCAS and University applications, College security

**SLT Link:** Psychology and Health

**Line Management:** LEE, AP (SPP), MCH



## **Assistant Principal Emma Hart *Student safeguarding, SEND and wellbeing***

Designated Safeguarding Lead and strategic lead for Safeguarding, Strategic lead for SEND, learning differences and difficulties and assessment, Wellbeing and mental health of staff and students

**SLT Link:** Humanities

**Line Management:** SENDCO, DDSL



## **Assistant Principal Lewis Entwistle *Student experience and engagement***

Student experience and engagement, Marketing and communication, Equality, diversity and inclusion, Parent engagement, Staff engagement

**SLT Link:** English, Media and MfL

**Line Management:** Marketing



## **Assistant Principal Richard Lee *Student Participation and Progression***

Pastoral provision including monitoring, intervention and support, Attendance and punctuality, Pastoral Area Review (PAR)

**SLT Link:** Science

**Line Management:** SSLs, Varsity Plus coordinator

# How To Apply

Thank you for your interest in OSFC. We really look forward to receiving your application.

All applicants are requested to submit an application form and provide a supporting statement via MyNewTerm. Applicants must:

- Complete all sections of the MyNewTerm application form in full
- Use the supporting statement to show us how your knowledge, skills and experiences align with the person specification

MyNewTerm be accessed through our website <http://www.pinnaclelearningtrust.org.uk/vacancies/>

**The application deadline is 1.00pm Monday 2nd February**

References will be obtained after shortlisting and prior to the interview where it has been indicated that it is acceptable to do so. Please ensure that the contact details provided on your application form are correct.

**Shortlisting will take place on Wednesday 3rd February**

**Interviews will take place on Monday 9th February**

We welcome and encourage you to visit Oldham Sixth Form College prior to application. If you wish to do so, please contact Suzannah Reeves, Principal, by email: [srs@osfc.ac.uk](mailto:srs@osfc.ac.uk).

## **Commitment to Safeguarding**

As part of our safeguarding commitment and promoting the welfare of children, any offers of employment will be subject to satisfactory DBS checks as part of the pre-employment procedures on all potential new employees. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

