



**RMS  
FOR GIRLS**

## **Head of Sixth Form JOB DESCRIPTION**

### **THE SCHOOL**

RMS is a leading independent girls' day/boarding school with circa 900 pupils aged 2 to 18, including 200 pupils in the Sixth Form, and over 250 teaching and support staff. The school is situated on a stunningly beautiful 300-acre parkland estate near Rickmansworth in Hertfordshire.

RMS is a distinctive and thriving school, values-led at heart and attaining exceptional outcomes through living our Mission that "Every pupil thrives and is prepared to shape their future". Potential candidates are strongly encouraged to visit the school website [www.rmsforgirls.com](http://www.rmsforgirls.com) for more information.

### **THE ROLE**

Dynamic, ambitious for our pupils, and possessing strong leadership and organisational management skills alongside a collaborative style, the Head of Sixth Form will ensure that learning and pastoral care for Years 12-13 are at the heart of all decision-making. The role is one of three stand-alone Heads of School that each sit on Whole School SLT and report to the Head of RMS. The Head of Sixth Form line-manages the Sixth Form team in Hind House and will inspire pupils, staff and parents alike in the pursuit of excellence.

We are a school that prioritises personalisation, and our culture is to ensure that every pupil thrives and is prepared to shape their future. We are seeking values-driven leadership from a Head of Sixth Form who possesses integrity, who is dedicated and driven, approachable and compassionate, a leader who recognises that clarity of vision and strong team skills are key to being a successful leader.

### **JOB SPECIFICATION**

The Head of Sixth Form is a member of the Whole School Leadership Team. The main areas of responsibility are set out below, although this list is not exhaustive. The successful applicant may be expected to assume additional responsibilities as reasonably requested by the Head of RMS. The Head of Sixth Form and Deputy Head of Sixth Form work together to ensure that between them there are the highest possible levels of visibility with staff, pupils, parents and prospective families.

## **MAIN RESPONSIBILITIES/ACCOUNTABILITIES:**

### **Pupil Support, Pastoral Care, Safeguarding**

**Create a culture of challenge and support to ensure all Sixth Form pupils can thrive and succeed**

- Overall responsibility for pastoral care, pupil well-being and student conduct for Years 12-13
- Serve as a Deputy Designated Safeguarding Lead (DDSL), taking responsibility for the day-to-day safeguarding and child protection concerns within the Sixth Form, and working closely with the Deputy Head (Pastoral) regarding significant concerns.
- Whole-hearted connection with the daily life and activities of pupils, knowing the pupils in Years 12-13, their interests, and their home context
- Promote an ethos that values belonging, celebrates difference, and enables pupils' wellbeing and moral growth.

### **Teaching and Learning**

**Create a healthy culture of high aspirations and engagement in learning for all pupils**

- Overall responsibility for ensuring a love of learning and commitment to self-improvement that gives rise to academic progress with an intent to achieve exceptional academic value-added for Years 12-13
- Ensure that there is a broad and balanced Sixth Form curriculum that is appropriate to all RMS pupils
- Monitor the teaching, learning, and co-curricular life in Sixth Form, and ensure the highest standards are championed and met
- Work closely with the Deputy Head (Academic) to ensure a consistent focus on a healthy sixth-form mindset that promotes pupils' progress and attainment in Years 12-13
- Work with the Deputy Head (Co-Curricular) to ensure that there is a broad programme of co-curricular opportunities for pupils

### **Organisation and Management**

**Ensure high standards of operational excellence in a culture where teamwork and problem-solving thrive**

- Effectively manage the Sixth Form on a day-to-day basis, and oversee the annual cycle of Sixth Form operations and events, ensuring efficient functioning.
- Effectively implement RMS policies, and collaboratively review and make recommendations for policy changes to the Head and governing body where appropriate.
- Ensure that all requirements are met for Sixth Form ahead of ISI inspections.
- Oversight of health and safety in Hind House, and overall responsibility for the effective operation of Hind House IT systems, school premises and facilities, and health and safety.

## **Leadership and Management**

**Inspire, lead and develop the Sixth Form team, including tutors and key support staff, ensuring they work together to successfully serve the Hind House community**

- Quality assure the performance of Sixth Form staff, praising excellent practice, and ensuring a commitment to self-improvement and growth mindset is modelled
- Set and maintain the highest professional standards, ensuring policies and systems are in place and are consistently applied
- Build and sustain clear communication pathways and methods across the Sixth Form to share information successfully
- Maintain a strong awareness in colleagues regarding the impact of their actions on pupils' lives

## **Leadership of the RMS Edge Programme and Futures Curriculum**

**In line with our Mission statement, ensure that every pupil is prepared to shape their future**

- Lead the strategic development, delivery and ongoing review of the RMS Edge programme, ensuring it successfully broadens the students' curriculum and develops essential life skills
- Manage all logistics associated with the programme, including scheduling, resource allocation, and student participation
- Strategically lead and oversee the development of the 'Futures' program within the Sixth Form curriculum, ensuring its relevance and effectiveness in preparing students for life beyond school
- Ensure the 'Futures' lessons/programmes are current, engaging, and comprehensive, covering essential skills, financial literacy, well-being, and global awareness.

## **Higher Education and Career Pathways**

**In line with our Mission statement, ensure that every pupil is prepared to shape their future**

- Lead and manage the university and career guidance programme
- Work with the Head of Futures to ensure comprehensive support for all post-18 pathways (Higher Education, apprenticeships, and employment)
- Oversight of the creation and submission of all student applications and references, including specialised (e.g. medical, Oxbridge, creative and performing arts) and international applications
- Direct the planning and delivery of all examination results day processes and manage the subsequent reporting on student destinations

## **Strategic Vision**

**Contribute to the future strategic direction and governance of the Sixth Form and of RMS**

- Demonstrate the School's mission and values in all decisions and actions
- Provide inspirational leadership and strategic vision, independence, and personal responsibility
- Contribute at the highest level to the Whole School Leadership Team, shaping the educational and pastoral direction of the Sixth Form and representing the Sixth Form to the wider school community
- Understand key national developments in further and higher education, prioritising their significance for the School and using this to inform future strategic direction of RMS

## **Marketing and Admissions**

### **Contribute to the development of a cohesive Marketing and Admissions process for the Sixth Form**

- Work closely with the Director of Marketing and Admissions to ensure the successful marketing of Hind House
- Work closely with the Director of Marketing and Admissions to ensure a smooth admissions process and onboarding experience for all Hind House students

## PERSON PROFILE

The Head of Sixth Form will possess integrity, reliability, discretion, and resilience. They will demonstrate high levels of proactivity and will enjoy working within teams across the School community. The postholder will actively promote the school values and ethos, and will possess the ability to praise, support and inspire colleagues. They will be calm under pressure, tenacious as required, and possess a Shakespearean measure of warmth and wit. A solid background of working well in a collaborative environment with excellent personal skills is essential, as is the ability to demonstrate success in creating strong relationships with colleagues, teachers, pupils, and parents. The Head of Sixth Form will not have a large timetable allocation but will be a first-rate classroom practitioner.

## PERSON SPECIFICATION

### Essential qualifications and attainments

- A good honours degree and Qualified Teacher Status (QTS) or equivalent
- Evidence of ongoing professional development and a commitment to self-improvement

### Experience and Knowledge

- Significant experience as a Middle Leader or Senior Leader
- Significant experience of leading and managing teams successfully
- A proven track record of driving academic results and/or implementing effective pastoral systems
- An excellent understanding of current educational issues, inspection frameworks, and safeguarding legislation, particularly as it pertains to students aged 16-18
- Experience of successfully managing challenging situations

### Personal Attributes

The successful postholder will possess/be:

- Professional integrity. Wholly trustworthy, and able to handle confidential matters with the utmost professionalism.
- Passionate about the potential of young people, the life-changing impact of education, and the excellence of the teaching profession and school support staff.
- Committed to child protection and the promotion of a safe environment for children and young people.
- A highly effective communicator and public speaker: persuasive, credible, engaging, clear and empathetic in the written and spoken word.
- Committed to building strong and diverse teams who feel valued and professionally challenged
- Able to demonstrate exceptional interpersonal skills with all: pupils, parents, colleagues, governors and external bodies
- Able to work at a high strategic level, creating a vision for the school and for future developments
- Able to work collaboratively across the school, showing care and compassion, and also able to lead decisively

- Highly organised and able to manage a demanding workload, whilst remaining professional and calm under pressure
- Able to problem solve and make robust decisions, demonstrating a high level of initiative and the ability to manage risk
- An innovative thinker who can promote and implement new ideas and initiate change by influencing and motivating others
- Enthusiastic, with stamina and resilience, sound judgement, and a positive outlook and approach
- Capable of managing the technical requirements of the role, with strong IT skills
- Committed to the school's Values and support and promotion of equality and diversity
- Committed to continuous self-development and a willingness to keep learning
- Able to work flexibly, calmly, and with a sense of humour to meet the requirements and demands of the post

## **TERMS OF EMPLOYMENT**

The terms of employment include:

- School fee discount – subject to terms and conditions of the policy.
- Pension scheme with salary exchange and cash allowance options
- Accommodation on site at discounted rates (subject to the terms and conditions of the policy)
- Access to an Employee Assistance Programme offering easily available digital GP appointments for you and your family, Annual Health check, Mental Health consultation and access to a range of wellbeing information.
- Wellbeing
  - Use of our fitness suite facilities is available free of charge to staff
  - Weekly programme of staff activities free of charge (e.g. yoga, swimming, knitting)
  - Other RMS sports facilities can be hired at a discounted rate for personal use
- Cycle to work scheme - providing a tax-free salary sacrifice scheme.
- Free lunch when the School's catering facilities are open, access to free coffee machines.
- Free onsite parking.
- The School places great value on continuous professional development.
- Library - the school allows all staff to become full borrowing members on joining.
- Events: Access to School concerts and performances at no cost.

## **DISCLOSURE AND BARRING SERVICE**

The School is a "Registered Body" under the provisions of the Police Act 1997 because employment at the School involves access to children under the age of 18. This post shall be subject to the receipt of overseas criminal records check (where appropriate) and will require an Enhanced Disclosure Certificate (with barred list) from the Disclosure and Barring Service (DBS) before an offer of employment can be confirmed.

## **SAFEGUARDING CHILDREN**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and ensure compliance with the School's Safeguarding Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the Head.

In addition to the candidate's ability to perform the duties of the post, the interview will explore issues relating to safeguarding and promoting the welfare of children, including;

- Motivation to work with young people
- Ability to form and maintain relationships and personal boundaries with young people
- Emotional resilience in working with the challenges that young people present
- Approach to the use of authority and maintaining discipline

**Revision of Job Description**

According to the development and requirements of the School, Job Specifications will need to be reviewed and updated periodically, after consultation with the Job Holder.