

A photograph of two students in a library. One student in the foreground is looking down at a Dell laptop. Another student is partially visible on the left. Bookshelves filled with books are in the background.

## Deputy Head of Sixth Form

Starting Summer Term or  
September 2026

Closing date: 23 February 2026, 9am  
Interviews: W/c 23 February 2026



John Hampden  
Grammar School

# Our School

Welcome to John Hampden Grammar School – a thriving, innovative boys Grammar School where everyone can **#BeMore**. We are a friendly and caring community of over 1200 boys and 125 staff who all support each other to be the best we can be.

John Hampden really is a special place to work and this was recognised in our Outstanding Ofsted report in September 2022. The report noted that our boys are **“ambitious, confident, happy and kind”** and **“they behave exceptionally well and display exemplary character”**. *In addition **“teachers challenge and nurture all pupils”** and **“Leaders have designed a rich and ambitious curriculum for all year groups and for all pupils, including for those with special educational needs and/or disabilities (SEND).”***

We are not an 'exam factory' and recognise that a student's mental wellbeing and happiness contributes to their overall success. The JHGS staff, parents/guardians and Governors are committed to ensuring that every student exceeds his potential whilst having the time of his life, making memories, and building skills to equip him to be successful through his future years.

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 allowing them to #BeMore in ways individual to them and their personal and department goals.

I look forward to receiving your application to join JHGS.

**Miss Tracey Hartley,**  
Headteacher



**#BeMore**



September 2022

Wellbeing Award  
for Schools

2023-2026

# The JHGS Sixth Form

John Hampden Grammar School has an outstanding and ever growing Sixth Form that delivers excellent academic results, an extensive range of A level courses, a super- curriculum programme that extends students way beyond the exam syllabus, a PSD programme devised with the students to ensure that they are well prepared for life after the Sixth Form and an extensive range of extra- curricular activities to develop the many soft skills employers will be looking for.

We know and support each of our young men as they complete their A level studies, grow and mature and prepare to embark on the next stage of their life. Teachers are friendly and approachable and as subject experts they help students adjust from GCSE to A level study and work habits. The JHGS #BeMore ethos permeates all that we do so that all staff and students make the most of every opportunity.

Our Sixth Form students participate in joint events with the students at the neighbouring outstanding girls grammar school, Wycombe High School. We have large numbers of Sixth Form students on both campuses each week for our very popular enrichment programme. In addition, we collaborate on extra curricular opportunities including career events, school productions and sporting opportunities, to name a few. Students get the best of both worlds coming to JHGS.

## The Sixth Form Team

The Sixth Form team are at the heart of Sixth Form life and are recognised as delivering outstanding pastoral care. The team consists of the Assistant Headteacher - Director of Sixth Form, two Deputy Heads of Sixth Form, the Sixth Form Pastoral Assistant & PA to the Director and the Sixth Form Admissions Lead. This team works closely with Form tutors, our counsellors and the highly experienced SEND department to support our students' individual needs enabling them to be happy and thrive at JHGS. Students leave the Sixth Form armed with the knowledge, independence and resilience, gained through valuable experiences and opportunities, which ensure that they have the confidence to be ambitious and reach their full potential.



# The Job Description

**Salary:** Teachers' Main Scale/Upper Pay Scale plus TLR 2.2 currently £5,871 per year. A relocation and/or recruitment allowance may be available for the right applicant.

**Reports to/ accountable to:** Assistant Headteacher - Director of Sixth Form

**Time:** 6 non-contact periods per fortnight

## **Key Functions:**

- To be responsible for creating and maintaining an outstanding Sixth Form experience in line with the school's strategic objectives.

## **Key Areas of Responsibility:**

- To play an integral role in developing and promoting the Sixth Form ethos and vision.
- To work with the other Deputy Head of Sixth to monitor standards of academic progress and develop effective intervention strategies for students who are not meeting their targets.
- To support with Sixth Form student recruitment and retention.
- To develop the support given to students transitioning from GCSE to A-level study.
- To manage the Sixth Form Induction programme.
- To support the Assistant Head - Director of Sixth Form with developing and improving the Sixth Form Enrichment programme to provide a wealth of opportunities for students.
- To prepare students for making key decisions about their future pathway - including both university and degree apprenticeship options.

## **Key Accountabilities:**

- To monitor and evaluate progress and achievement in the Sixth Form by all students, identifying clear targets for improvement.
- To work with teaching staff, Heads of Department, Learning Support team etc. to put in place intervention strategies for students who are at risk of not reaching their potential.
- To provide high quality pastoral care as a Head of Year for one of the Sixth Form year groups, leading, supporting, developing and holding accountable designated Sixth Form tutors.
- To set high expectations and maintain high standards of behaviour among students in the year groups, celebrating student success through formal and informal means.
- To undertake regular self-evaluation of the Sixth Form with the Director of Sixth Form.
- To be at school for Wednesday, Thursday and Friday of both GCSE and A-level results week to prepare for the distribution of GCSE and A level examination results and provide support for students during this time.



# The Job Description

## **Key Accountabilities continued:**

- To develop a strong relationship/partnership with parents.
- To support the UCAS process and ICAG in the Sixth Form, including Work Experience Week.
- To liaise with the PSD Lead/Coordinator to ensure an appropriate and engaging PSD curriculum.
- To facilitate the transition of students into the Sixth Form, including providing support to students who are new to the Sixth Form/ School.
- To liaise with the school's SWO, school counsellor and external agencies to promote student well-being.
- To liaise with the Assistant Head - Director of Sixth Form and the other Deputy Head of Sixth Form on the organisation of presentation and information evenings for Sixth Form parents.
- To attend Sixth Form evening events including (but not limited to) Post-JHGS Options evening, UCAS evening, Sixth Form Open Evening and Presentation Evening.
- To be aware of and to execute effectively the post holder's responsibility for promoting and safeguarding the welfare of young people with whom he/she is likely to come into contact.
- To support the preparations and maintain oversight of internal and external examinations.
- To liaise with the Assistant Head - Director of Sixth Form over registration in the event of evacuation of the school.
- To take responsibility for personal Health & Safety ensuring that all accidents and near misses are reported. Ensure that your team takes a responsible attitude to Health & Safety and that any hazards are reported to the School's Health & Safety Officer (Site Manager).
- To ensure the development and progression of equality within the sphere of responsibility of this post and the fair and equal treatment of all colleagues and clients.

## **General Responsibilities**

All staff employed by John Hampden Grammar School are expected to work within the following policies and procedures:

- Safeguarding
- Code of Conduct
- Equal Opportunities
- Health and Safety
- Security and Data Protection

## **Working with children and young people**

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 teenage boys can present
- Attitudes to the use of authority and maintaining discipline.

## PERSON SPECIFICATION

### Qualifications

- Degree (or equivalent) in specialist subject area
- QTS

### Knowledge & Experience

- Strong knowledge of the demands of a pastoral role.
- Understanding of self-evaluation.
- Ability to address and chair meetings/gatherings of students, staff and parents with confidence.
- Ability to command respect and be able to make decisions with firmness and certainty whilst motivating those around them.
- The ability to communicate clearly and articulately, particularly in challenging or sensitive situations.
- Evidence of sound skills in ICT and an awareness of how to maximise its use to aid learning

### Personal Qualities

- An outstanding teacher with a clear educational vision and a genuine interest in learning strategies.
- A positive role model with drive and energy to focus on the development of young people and their needs.
- Extremely strong interpersonal skills, enjoying good relationships with students, colleagues and parents.
- An ability to plan, monitor and evaluate effectively, including the capacity for self-evaluation and professional growth.
- A commitment to high standards in personal work.
- Good organisational and logistical skills; meeting deadlines and working under pressure.
- Willingness to be involved in extracurricular activities.

### Essential

### Desirable

- Understanding of Sixth Form processes - for example: the UCAS system.
- Ability to effect change and provide a strong vision for the leadership role.
- Evidence of relevant experience outside the classroom.
- Success and evidence of use of personalised learning approaches.

- Ability to remain calm under pressure
- Sense of proportion and humour.
- Innovative approaches to learning.
- An aptitude to be creative and original.
- Ability to see change as an opportunity

# #BeMore at JHGS!

When you join the JHGS team, you become part of a community with a long and proud history of educating able boys. Academic excellence pervades all that we do but JHGS offers far more: we encourage boys to enjoy as wide an experience as possible. A JHGS education is inspirational and we are proud of the young men who leave us to make their mark locally, nationally and internationally.

In addition to our hard working and rewarding students, by joining JHGS you can also look forward to:

## **Staff Development and Opportunities**

- Excellent induction programme including a buddy system.
- Professional support for ECTs provided by experienced teams of staff in school and out.
- Well designed, sequenced and resourced curricula developed collaboratively by creative and innovative department staff.
- Excellent in-house and external CPD opportunities.
- Positive Behaviour Policy and an outstanding Pastoral Team.
- Highly experienced SEND department to help and support you and the boys.
- The opportunity to go on or lead Educational Visits in Britain and abroad.
- Many staff have gained internal and external promotions.

## **Financial and Practical**

- Membership of the Teacher Pension Scheme with a generous employer contribution.
- Long service awards.
- Free parking on site.
- Good local transport connections; just off Junction 4 of the M40. The train takes 30 minutes to central London and 33 minutes to Oxford Parkway.
- Cycle to Work scheme.
- Staff accommodation may be available on site at below market rent.

## **Wellbeing and Social**

- Wellbeing Award for Schools accredited.
- Welcoming, friendly and supportive colleagues.
- Feedback and marking policies maximising student progress whilst managing staff workload.
- Additional non contact hours for all teachers.
- Supportive and appreciative parents.
- School canteen open from 7.30am serving a range of hot and cold food, salads, sandwiches, cakes/ desserts.
- 20% discount on membership to Wycombe Sports and Leisure Centre opposite the school.
- Access to an Employee Assistance Programme and wellbeing app.
- “Celebration” moments awarded termly.
- Regular Staff Social Events; book club, parties and meals, 5-a-side football, tea, coffee and cakes in the staffroom.



**...and don't forget our students!**

**They're the ones who will make you laugh every day and give you memories of JHGS that you'll treasure!**

# How to apply

## Safeguarding

JHGS is committed to safeguarding and promoting the welfare of children and young people. All staff are required, before taking up post, to undertake an enhanced criminal record check through the Disclosure and Barring Service (DBS). Candidates for teaching and support staff posts will be assessed at interview for their suitability to work with children. Appointment is conditional upon at least two satisfactory references which include specific comments on working with children and young people. All staff at the school have a responsibility to promote and safeguard the welfare of students at the school.

---

All Applicants must fully complete a JHGS Application Form to be considered for a role at our school, in line with our safeguarding protocols. CV's may be submitted in addition to the application form in order to supply any additional background information. All information within your application will be treated in confidence.

If you have any queries with regards to the role or recruitment process, please contact the HR Team on [recruitment@jhgs.bucks.sch.uk](mailto:recruitment@jhgs.bucks.sch.uk)



[Click here to apply now](#)

**Closing Date: 23 February 2026, 9am**

The school reserves the right to change these dates, and to close the vacancy at any time, so early application is advised.

## Equal Opportunities

JHGS is committed to equal opportunities for all its students and staff, irrespective of race, colour or nationality, gender, marital status, family circumstances, religion, sexual orientation, age or disability. There will be no discrimination on these grounds, or for any other reasons which cannot be shown to be justified. Students applying for admission to the school and candidates for posts at the school will be treated according to school policies on admission and recruitment and with regard to British and European legislation.

**Click on the text under the image to find out more!**



**Curriculum**



**Pastoral**



**Extra Curricular**