

Assistant Director of KS5

Allowance:	R&R (£3000)
Release time:	8 hrs per fortnight
Contract:	Permanent
Start date:	September 2026
Responsible to:	Director of KS5 Achievement

- Are you an aspiring leader who has the ability to inspire students in the post-16 phase of their education?
- Can you use data to identify barriers to learning and lead on appropriate interventions?
- Are you passionate about our post-16 students and able to inspire them to have a strong and positive impact in both the school and wider community?
- Can you support student wellbeing, promote effective learning, and ensure excellent attendance and punctuality?
- Are you able to support our Director of KS5 to oversee and monitor the overall academic progress and pastoral care of our sixth form students?

If so, the role of Assistant Director of KS5 is for you!

Role Purpose:

To lead the progress of students in the Sixth Form and support in raising high standards.

Role responsibilities and Accountability

Academic Support

- Ensure effective and personalised support for learning for all students in the Sixth Form via interventions, analysis of data, and monitoring systems.
- Elicit the support of all staff, tutors, parents and carers as active partners in Sixth Form students' learning
- Monitor Sixth Form attendance and punctuality and develop and implement appropriate intervention strategies at both general and individual levels to raise both
- Develop and implement strategies that enable all Sixth Form students to become effective and independent learners
- Promote the use of positive behaviour management strategies that directly support effective teaching and learning
- Promote effective learning, high achievement, and a sense of community across the Sixth Form
- Liaise with partner schools and ensure effective monitoring of their provision for Sixth Form students.

Pastoral Support

- Provide pastoral care in monitoring the personal well-being of Sixth Form students via an ambitious Life Skills programme
- Promote and celebrate the achievement of all Sixth Form students, both in their academic work and in their wider academy or personal lives
- Liaise with the appropriate external organisations to support students under the guidance of the Director of Achievement for KS5
- Be as visible and accessible as possible throughout the school day to provide encouragement and support for Sixth Form students' learning and an ongoing focus on the school's ethos and expectations

Sixth Form in the Tring School Community

- Promote the aims, objectives, ethos and public image of Tring School.
- Promote Sixth Form participation in extracurricular activities
- Ensure the smooth running of Sixth Form events, such as parents evenings and recruitment evenings, and to liaise with parents and carers as appropriate
- Promote student leadership and responsibility, ensuring all Sixth Formers act as role models to younger members of the academy community

The candidate should be happy to undertake any other task reasonably requested by the line manager.

Closing date: Monday 13th April 2026

Interview date: w/c 20th April 2026

Candidates should complete a letter of application which should detail your skills, personal attributes and suitability for the position on no more than two A4 pages. Please also explain how your vision for the Sixth Form will transpire into reality through the Tring School ethos.

Please submit application to Mel Hutchinson at hr@tring.school