



# Director of Sixth Form

## Candidate Information Pack



**FOREST  
SCHOOL**



# Welcome to Forest School

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Forest is an extraordinary school. Building on our long heritage, we are proudly ambitious, agile to change, and sufficiently forward thinking to enable us to be at the forefront of all that we do and offer.



With a strong community spirit and emphasis on service, joining Forest means becoming part of an inclusive, supportive and caring School. We want everyone to flourish, fulfil their potential, feel valued and have a sense of belonging. Happiness is positively correlated with motivation and achievement. The strength of the social connections which our pupils develop with their teachers and peers is a testament to this.

We believe that it is important to find the right level of challenge for each pupil so that they are engaged but not overwhelmed. Our focus on the holistic development of the individual ensures they recognise the importance of working hard, being part of a team, and being aspirational for themselves. Through our co-curricular and wellbeing programmes we place great emphasis on the development of soft skills such as problem-solving, resilience, flexibility and self-reflection.

Our academic ethos is simple – we want pupils to master their subjects, be intellectually curious, to think creatively and understand how they learn and subsequently grow into great life-long learners. We aim to ensure that when our pupils leave Forest to step into a world that is constantly changing, they are confident individuals who are willing to take responsibility and have the right mindset and skills to equip them for success at each stage of their lives. I very much look forward to welcoming you to the School so that you can experience the warmth and vibrancy of our community for yourself.

**Claire Tao** Warden

# Forest School

## History and Heritage

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The Forest family of schools is a leading provider of co-education for pupils from 4-18 years.

Founded in 1834, Forest is surrounded by green space and forest land. It has outstanding facilities across its two sites, sitting within the diverse, dynamic community of Waltham Forest. With central London just half an hour away, Forest benefits from the rich cultural life and facilities on offer. With 1,600 pupils across the two Prep and one Senior Schools, pupils are drawn from a broad range of social and ethnic backgrounds, reflecting the demographic compositions of Central, North and East London, some travelling long distances each day to each respective school.

Forest is a busy, happy and inclusive learning environment which knows its pupils and knows itself, and which puts the individual child at the centre of all it does, promoting a clear set of values which underpin the Forest culture.

Forest understands and nurtures the powerful relationship between the academic, the co-curricular and the pastoral as central to pupils' all-round personal development. Forest pupils are academically aspirational but unpretentious, understanding that success is the consequence of hard work rather than a right.

Our Sixth Form is the pinnacle of our Forest years and we are moving to a new area, with a curriculum review designed to promote skills based learning in a rapidly developing world.



- In 1830 the School was originally opened as Exeter College but was re-established as Forest Proprietary Grammar School by a new group of founders in 1834, which included William Morris' father
- The first new addition was the Chapel of St John Baptist, built in 1857 along with the adjoining Cloisters. Inside there is 17th Century panelling from Jesus College, Oxford, and a stained glass window from the William Morris workshop
- In 1881, as the School grew, the new Dining Hall was built moving pupil lunch-time out of what is now the Upper Library
- The 1950s saw the building of the Aston Block, and the Whitmore Building, the latter a replacement for the building that was flattened by a V1 bomb in August 1944
- The Deaton Theatre was opened in 1967 and is a multi use performance venue suitable for productions, award ceremonies, festivals, conferences and concerts
- In 1981, the Gilderdale Building was built, originally housing the Girls' School but will undergo a comprehensive refurbishment as a Sixth Form Hub for the future
- This millennium we have developed the Sylvestrian Leisure Centre in 2008, the magnificent Martin Centre for Innovation in 2013, and a fully refurbished Science block in 2016
- Our most recent addition is the rebuild of our Prep School with its stunning roof-top play area, finished 50 years after the original Prep School was founded in 1970

# Director of Sixth Form

## The Role

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As a visible leader with an influential presence, the Director of Sixth Form will help to develop and shape an innovative and forward looking Sixth Form at Forest that is ambitious, inclusive, and academically aspirational, preparing students for life beyond school. The post-holder will be expected to be a dynamic, forward-thinking senior leader with responsibility for the academic progress, personal development, and wellbeing of all students in Years 12 and 13.

The role requires strategic leadership, exceptional pastoral expertise, and deep knowledge of post-16 education, post-18 pathways, including highly competitive domestic and overseas university admissions and apprenticeships, and the wider national landscape.

The Director of Sixth Form will lead a committed team of tutors and pastoral and academic members of the Sixth Form team, and will contribute meaningfully to whole school strategy, culture, and development.



# Specific Responsibilities

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**The specific responsibilities of the Director of Sixth Form include the following. The list is not exhaustive and may change over time as new initiatives evolve.**

## Strategic Leadership and Management

- Work with the Warden and the Executive Team to shape, articulate, and implement a compelling vision for the Sixth Form that aligns with the values and strategic aims of the Forest family of schools.
- Contribute as a senior leader to whole school strategic planning and school development priorities.
- Contribute to the leadership teams to keep Forest at the forefront of educational development by leading on programmes, initiatives, and innovations that enhance Sixth Form provision, including teaching and learning, pastoral care, cocurricular life, and leadership development.
- Lead and manage the Sixth Form team, monitor and coordinate their work, chair regular team meetings and report to the Warden/Head of Senior School and Executive Team on issues relating to the Sixth Form.
- Represent the Sixth Form at the Council (Governors') Education Committee meetings, and Full Council meetings as required, producing reports and information as requested.
- Ensure that Forest is ISI inspection ready.
- Model outstanding practice in teaching, leadership, and professional integrity.

- Foster a collaborative, innovative, and high-performing team culture.

## Recruitment and Retention of Pupils

- With the Warden and Head of Senior School, lead the Sixth Form admissions process for internal and external applicants, including interviews, assessments, and open events.
- Promote the Sixth Form internally and externally as a centre of excellence and a flagship stage in the Forest School experience.
- Work with the Director of Marketing and Admissions to ensure high quality information events, taster days, and communications for prospective families.
- Work closely with the Head of Senior School on a programme of transition with younger year groups, for example Next Steps events with Year 10 and 11 and parents/carers to support student retention.
- Work with the Director of Marketing and Admissions to oversee the induction of pupils into the Sixth Form.
- Keep abreast of sector/market knowledge, including an understanding of the feeder school landscape for Sixth Form.
- Recommend Bursary and Scholarship applications in consultation with the Warden and Head of Senior School.

## Academic and Curriculum Leadership

- Maintain oversight of academic progress for all students in Years 12 and 13, ensuring appropriate intervention, high expectations, scholarly ambition, and a culture of independence and responsibility across the Sixth Form.
- Use data, assessments, and learning reviews to monitor progress and implement early interventions.
- Work closely with Heads of Department, and Academic Leadership Team on curriculum design, subject options, timetable planning, and quality assurance of teaching and learning in the Sixth Form.

## Pastoral Leadership

- Work with the Deputy Head, Pastoral and Safeguarding and the Assistant Head, Pastoral and Safeguarding to set the strategic direction for the pastoral care, wellbeing, and safeguarding of all Sixth Form students
- Lead and develop the Sixth Form tutor team, ensuring consistent, high quality pastoral support
- Be a Deputy Designated Safeguarding Lead (DDSL) and work with the safeguarding team to ensure students are safe and any students at risk of harm are supported effectively
- Oversee pastoral records, safeguarding procedures, and liaison with internal and external agencies
- Maintain oversight of attendance, punctuality, behaviour, conduct, and Sixth Form expectations
- Design and deliver an engaging, relevant personal development curriculum for Year 12 and Year 13 pupils

## Higher Education, Careers and Futures

- Work with the Deputy Head, Academic Development and Research (Whole School), the Director of Futures and the wider higher education team to create a comprehensive and aspirational higher education programme, including pathways for highly competitive universities, overseas universities, apprenticeships and other specialist areas
- Oversee post-18 applications, references, admissions tests and personal statement guidance
- Keep staff and families informed about national and international developments in universities, apprenticeships, and careers
- Work closely with the Director of Futures and our alumni and outreach teams on work experience, employer links, careers education, and maintaining compliance with Gatsby Benchmarks

- In developing curriculum and super-curriculum pathways for students, build meaningful connections and partnerships with alumni, universities, businesses, industry partners, and external organisations

## Leadership and Student Voice

- With the Warden and Head of Senior School, select, develop, mentor and monitor the Student Leadership Team and support wider student leadership
- Ensure that Sixth Formers act as role models across the school and contribute actively to community life
- Support student-led societies, committees, partnerships, and cocurricular initiatives
- Enable and utilise student voice in strategic decision-making and Sixth Form culture

## Operations, Events and Stakeholder Engagement

- Oversee the Sixth Form Centre environment, ensuring it supports effective study, wellbeing, and community life
- Lead key information evenings, results days, and parent events
- Prepare reports, analysis, and documentation for governors, inspections, and strategic meetings
- Contribute to marketing materials, the Sixth Form prospectus, and website content
- Support whole school events, ceremonies, outreach, and partnership initiatives

## Terms and Conditions

- The position will be full time and subject to a one-year probationary period in the first year. The role attracts a salary commensurate with the responsibilities for the role and experience of the post holder

# Person Specification

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## Qualifications

Honours degree in a suitable subject - PGCE (Secondary) and QTS status - Professional in outlook and conduct

## Knowledge, Skills and Experience

- A passion to lead and develop the Forest/Sixth Form
- Experience of Sixth Form and other areas of an independent or maintained school or college
- The knowledge and ambition to work towards transformative, long-term goals
- An awareness of the importance of marketing and social media to inform and to promote the school/Sixth Form
- Diplomacy skills: an ability to advocate for Forest when engaging with partner and feeder organisations
- Have excellent attention to detail
- Build trust with colleagues
- Have or be building an educational profile via conference/articles etc
- Be able to forward plan
- Be able to react quickly in an emergency
- Have excellent communication skills: public speaking, in meetings, in writing
- Be able to delegate and follow up effectively

- Be able to have difficult conversations – parents, staff and pupils
- Be calm under pressure
- Hold and chair effective one to one meetings
- Strong analytical and problem-solving skills, combined with a proactive and positive approach to change management
- Effective and energetic in instigating and implementing change

## Personal Attributes

- Excellent listening skills and respect for all pupils
- High standards in the necessary professional competencies required of teachers: subject knowledge and application; classroom management; assessment, recording and reporting pupils' progress; teaching effectively throughout age and ability range
- Resilient, cheerful and well-organised
- Confidence to lead, inspire and contribute own ideas and initiatives to the sixth form
- Willing to be involved in the wider activities of the school
- Energy, stamina and determination
- Sense of humour and ability to remain calm under pressure

# Forest School

## Policies and Procedures

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The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, Safeguarding and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations.

### Safeguarding

Forest School is committed to safeguarding and promoting the welfare of children.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS) and Section 128 check.
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.

### Recruitment Information

**Closing Date:** Wednesday 18 March

**Interview Dates:**

First round Friday 20 March

Shortlisted round: Wednesday 25 March

\*dates may be subject to change

### Contact

Forest School, College Place, London, E17 3PY

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# FOREST SCHOOL

[www.forest.org.uk](http://www.forest.org.uk)

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