



# FEARNHILL SCHOOL

Headteacher – Mr T Spencer, BSc

## Job Description: Assistant Headteacher Director of Sixth Form

### 1. Title and Grade of Post:

**Assistant Headteacher (Director of Sixth Form) L11 – L15**

### 2. Professional Responsibilities

- 2.1 To provide visionary and strategic leadership as a member of the Senior Leadership Team (SLT), taking overall responsibility for standards, culture, and outcomes within the Sixth Form.
- 2.2 To lead the strategic development of a competitive and high-quality Post-16 curriculum offer.
- 2.3 To manage and motivate staff to deliver innovative approaches to student support, teaching, and learning.
- 2.4 To lead on the school's external-facing Post-16 strategy, including marketing, recruitment, and consortium partnerships.
- 2.5 To carry out such other associated duties as are reasonably assigned by the Headteacher, including the leadership of a designated whole-school area (e.g., Performing Arts or Marketing).

### 3. Applicable Contract Terms and Duties

This job description is to be performed in accordance with the provisions of the School Teachers' Pay and Conditions document and within the range of duties set out in that document, so far as is relevant to the post holder's title and salary grade.

### 4. Relationships

- 4.1 The post holder is responsible and accountable to the Headteacher
- 4.2 The post holder works closely with the Deputy Headteacher (Curriculum) to ensure a cohesive 11–19 student journey.
- 4.3 The post holder leads the Sixth Form pastoral and administrative team, including Tutors and the Sixth Form Coordinator.
- 4.4 The post holder is the primary liaison for the Consortium Partnership, ensuring the school remains a proactive and effective partner.

### 5. Particular Responsibilities

- 5.1 To design and oversee a robust Post-16 curriculum that meets the needs of all learners, ensuring the offer is viable, rigorous, and competitive.
- 5.2 To be accountable for student progress (Value Added/L3VA), attainment, and retention across the Key Stage.
- 5.3 To lead the use of data to identify underperformance and implement rapid, high-impact intervention strategies.
- 5.4 To lead the strategic transition from Key Stage 4 to Key Stage 5, ensuring Year 11 students are expertly guided into appropriate Post-16 pathways.

Icknield Way, Letchworth Garden City, Hertfordshire SG6 4BA

Telephone: 01462 621200 – Email: [admin@fearnhill.herts.sch.uk](mailto:admin@fearnhill.herts.sch.uk) – Website: [www.fearnhill.herts.sch.uk](http://www.fearnhill.herts.sch.uk)



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- 5.5 To oversee the UCAS process, including personal statements, references, and early-entry applicants (Oxbridge/Medicine).
- 5.6 To ensure high-quality careers education, information, advice and guidance (CIAG), including apprenticeships and non-university pathways, meeting Gatsby Benchmarks.
- 5.7 To oversee systems of discipline, attendance, and student welfare, fostering a professional “young adult” culture.
- 5.8 To lead the marketing and recruitment strategy for the Sixth Form, ensuring it is the provider of choice locally.
- 5.9 To plan and deliver Sixth Form Open Evenings, Taster Days, and Induction events.
- 5.10 To monitor and improve student retention and conversion rates from Year 11 into the Sixth Form.
- 5.11 To act as the school's representative within the local Consortium, ensuring effective collaboration and communication.

## 6. Additional / Negotiable Strategic Responsibilities

- 6.1 To provide strategic oversight of Performing Arts (Music, Drama, and Dance), ensuring a vibrant extra-curricular offer and high standards of performance.
- 6.2 To lead whole-school marketing, including brand identity, social media presence, and external communications.
- 6.3 To oversee extra-curricular and enrichment provision, ensuring a wide-ranging programme of clubs, trips, and leadership opportunities for all students.

***This job description last updated March 2026 may be amended at any time by agreement, but in any case will be reviewed annually***

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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