



JOB DESCRIPTION: HEAD OF SIXTH FORM

ORGANISATION: St Cuthbert's Roman Catholic Academy Trust (St Mary's College)

GRADE: Leadership Scale L18 – L24 (Negotiable based on experience)

JOB TITLE: Head of Sixth Form – Responsible to the Executive Headteacher

DATE PREPARED: August 2026

DIGNITY AT WORK

To show, at all times, a personal commitment to treating all students and colleagues in a fair and respectful way, giving positive regard to people's differences and individuality. Promotes equal access to services and employment opportunities and supports the Equal Opportunities in Employment Policy adopted by the Trust.

PURPOSE OF THE ROLE

To provide visionary, strategic, and collaborative leadership for the Sixth Form at St Mary's College, ensuring exceptional academic and vocational outcomes for all students within a culture defined by our Trust values: *Encounter, Learn, Grow, Flourish*.

Working in close partnership with existing senior staff, the postholder will engage directly with current leaders to understand established ways of working, celebrate institutional strengths, and co-design high impact strategies that promote ongoing excellence. The Head of Sixth Form will lead the strategic remodelling of post-16 provision and staffing to position the College at the forefront of national educational thinking. Leveraging Hull's position as a regional hub for green energy, digital technology, healthcare, and advanced manufacturing, the postholder will build on current employer partnerships, implement national post-16 reforms (including T Levels and V Levels), and ensure every student secures a high value pathway into

higher education or skilled employment.

PRINCIPAL ACCOUNTABILITIES

Collaborative Leadership

- Work closely with existing senior staff to listen, engage with, and thoroughly understand current operational practices, institutional culture, and curriculum structures.
- Partner with the senior leadership team to evaluate current provision, honouring established areas of strength while identifying opportunities to elevate academic and vocational standards.
- Foster a culture of psychological safety, open dialogue, and shared ambition across senior and middle leadership teams, ensuring alignment with trust-wide strategic ambitions.

Strategic Leadership

- Lead the strategic vision for a large, diverse Sixth Form, adapting staffing structures and curriculum delivery models to respond to changing national policy and regional economic needs.
- Review and remodel post-16 curriculum architecture to deliver an innovative blended offer of A Levels alongside robust pathways for T Levels and upcoming V Levels.
- Review post-16 staffing deployment to optimise teaching efficiency, pastoral care and specialised careers guidance.
- Drive a high performing culture of continuous improvement, setting ambitious targets for student recruitment, progress, retention, and high value destinations.

Vocational Innovation & Employer Engagement

- Establish strong collaborative networks with local businesses, civic bodies, and industries across Hull and the Humber region to align vocational pathways with Local Skills Improvement Plans.
- Embed a proactive culture of vocation across all curriculum routes, creating bespoke work placement and mentorship initiatives for technical and academic students alike.
- Strengthen university and industry career pipelines, building on strategic links with partner Catholic institutions such as Leeds Trinity University and regional enterprise hubs.

Academic Outcomes & Student Flourishing

- Oversee rigorous assessment, tracking, and intervention systems to deliver exceptional academic and technical progress across all student cohorts.
- Ensure adaptive teaching methods and neurodiversity-informed strategies are embedded across Year 12 and Year 13 classrooms.
- Champion student leadership, personal development, and spiritual growth grounded in Catholic Social Teaching and virtue ethics.

Safeguarding & Operational Management

- Uphold the highest standards of student welfare, ensuring full compliance with Keeping Children Safe in Education (KCSIE) and Trust safeguarding procedures.
- Alongside the current leadership, manage post-16 admissions, funding allocations, and census data accurately to ensure financial sustainability.

PERSON SPECIFICATION

Criteria	Essential / Desirable	How Identified
Qualifications & Professional Development		
Qualified Teacher Status (QTS) and Degree level qualification	Essential	AF / CQ
Masters degree or NPQH / NPQSL qualification	Desirable	AF / CQ
Evidence of sustained professional development in education leadership	Essential	AF / I
Leadership & Collaborative Engagement		
Proven ability to collaborate effectively with existing senior staff, understanding current ways of working while driving high standards	Essential	AF / I / R
Successful leadership experience within a large, complex educational organisation	Essential	AF / R / I
Track record of strategic curriculum remodelling and staffing restructuring through consultative leadership	Essential	AF / I

Demonstrated ability to raise academic and vocational student outcomes at KS5	Essential	AF / R / I
Experience leading and implementing post-16 qualification reforms (e.g., T Levels, V Levels)	Desirable	AF / I
Knowledge & Expertise		
Expert knowledge of national post-16 reform agendas, funding models, and Ofsted criteria	Essential	I / T
Deep understanding of regional labour market needs and employer engagement strategies	Essential	AF / I
Comprehensive knowledge of KCSIE guidelines and post-16 safeguarding practices	Essential	I / T
Personal Attributes & Values		
Outward-thinking, strategic visionary with high emotional intelligence and strong relational skills	Essential	I / R
Commitment to upholding and supporting the distinctive Catholic ethos of St Mary's College	Essential	AF / I

(Source Key: AF = Application Form, I = Interview, R = References, CQ = Certificate Check, T = Task)