



The London Oratory School

1863

Assistant Head: Head of Sixth Form

Further Particulars

INTRODUCTION

Role Specification:

Job title: Assistant Head – Head of Sixth Form

Terms: Full time, Permanent

Commencing: 1 September 2025

Remission: In line with other Assistant Heads – currently about two thirds teaching remission and one third teaching in a subject currently offered by the School.

Salary: £ Highly Competitive (the School's Assistant Head scale)

Reporting to: Headmaster

About the position:

On the successful promotion of the present incumbent to the post of Deputy Headship, we are excited to announce the vacancy of 'Assistant Head – Head of Sixth Form' at The London Oratory School.

The London Oratory School Sixth Form (the 16-18 part of the 7-18 London Oratory School) is consistently amongst the highest performing school sixth forms in London, whether Catholic or non-Catholic, state-funded or independent. Its Sixth Form numbers around 400 pupils on roll out of the total NOR of 1,400 pupils. Approximately two thirds of the Sixth form progress direct from the Senior School and an additional one third enter from external applications, predominantly, but not exclusively from local Catholic girls' schools. It provides a high standard, hard currency academic curriculum of A-levels. In addition, as befits a flagship Catholic school, all pupils follow a course of General Religious Education and a virtue based pastoral programme. Pupils are also fully supported in wider community engagement and service projects and have a full programme of careers support. The current Sixth Form pupils' study programme consists of four examined elements as standard. The vast majority of pupils will progress to Russell Group universities, including double figures to Oxbridge. The School is also proud to have pupils successfully applying for competitive Degree Apprenticeships and US scholarships and universities, in addition to Art Colleges and Music Conservatoires.

The post holder will be a full member of the Senior Staff Leadership Team, with all that this entails in terms of leadership responsibilities, time commitment, active presence and high profile within a very busy school. The Senior Staff team currently comprises of the Headmaster, the Deputy to the Headmaster and five Assistant Head posts, of which the 'Assistant Head – Head of Sixth Form' is one. The 'Assistant Head – Head of Sixth Form' also receives some administrative support from the Sixth Form Admissions post and currently reports direct to the Headmaster.

If you feel you have the personal qualities (especially stamina, versatility and intellectual ambition for others), professional experience and drive and capacity for this role, we would be delighted to hear from you via our online application form. We aim to interview the week after the vacancy closes. Information and an application form can be found on TES or our school website.



JOB DESCRIPTION

1. School Improvement and Strategic Leadership

As a full member of the Senior Staff:

- Ensure a high profile, thriving Sixth Form in the Catholic Oratorian tradition, enabling pupils to contribute positively both within and beyond the School environment
- Lead the development of Catholic Life and ongoing virtue based character formation in the Sixth Form
- Promote a scholarly, nurturing and purposeful academic tone within the Sixth Form
- Contribute in a planned and systematic way to the operational realisation of the overarching Mission, Vision and Strategy of the School, e.g. through relevant contributions to the School Improvement Plan and Inspection documentation from your level
- Establish, monitor, review and develop policy and practice to support quality first teaching and formation
- Lead, motivate, manage and develop professional staff (both pastoral and academic) to ensure the delivery of outstanding teaching and virtue based character formation
- Model, set and hold pupils and staff to the highest behavioural and conduct standards, including vigilant implementation of all Rules and Regulations, especially those relating to uniform and punctuality
- Manage investigation processes under relevant school policies (e.g. Complaints Policy), at the direction of Headmaster
- Form a part of the Senior Staff Interview team for recruitment of both teaching and non-teaching roles
- Lead, manage and market the Sixth Form's relationships with incoming, current and outgoing parents, building constructive relationships that enable pupils to thrive
- Develop and promote the reputation of the Sixth Form, ensuring it continues to attract high quality internal and external applicants
- High profile presence at School events and on School journeys as required and requested
- Lead the Quality Assurance of life in the Sixth Form

2. Pupil character formation, behaviour management and safeguarding

- Lead, co-ordinate and deliver the virtue based character formation programme in the Sixth Form
- Lead on promoting positive behaviour – including leading on pupil disciplinary investigations - and the promotion of a scholarly attitude in the Sixth Form
- Lead the safeguarding culture in the Sixth Form and act as the DSL for the same, including on mental health, resilience building and wellbeing/flourishing
- Oversee and intervene appropriately on all attendance issues in the Sixth Form
- Champion pupil premium, bursary and other disadvantaged pupils in the Sixth Form, ensuring they are fully enabled to benefit from the School's educational opportunities
- Lead Sixth Form leadership programmes, such as Sixth Form Prefecture structures, selection, deployment and development
- Oversee community service programmes, including enabling form tutors to support pupil academic and pastoral development through a meaningful and well-structured programme
- Support the Careers lead with Sixth Form careers initiatives and events

3. Curriculum and Teaching Oversight

- As a full member of the Senior Staff team, collaborating with Senior Staff in the oversight of departments
- Leading a Sixth Form supra-curriculum to raise intellectual aspirations for delivery in the Sixth Form

- Leading a Sixth Form virtue based character formation programme, incorporating age appropriate issues from PSHE approached through a Catholic worldview
- Oversight of Sixth Form co-curricular programmes
- Oversight of the EPQ
- Teach a subject the school offers with an allocation in line with other Assistant Heads

4. Pupil Progress and Achievement

Supporting the appropriate members of the Senior Staff team on:

- UCAS, Oxbridge, Degree Apprenticeships, US applications, including reference writing
- Alongside the Assistant Head – Senior Academic, tracking, monitoring, recording and reporting of Sixth Form pupil academic progress, including with appropriate interventions
- Leading and organising scheduled Sixth Form Parent Teacher Meetings and the formal reporting data and information points for academic and pastoral reporting

5. Staff Leadership and Management

- Direct line management of Sixth Form Pastoral team (currently four x Senior Sixth Form Tutors) and oversight, deployment and quality assurance leadership of Sixth Form form teachers
- Direct line management of relevant academic and non-teaching staff, as allocated through Senior Staff discussions

6. Community, marketing and external relations

- Working closely with the Registrar and Sixth Form Admissions team on 16+ admissions events and processes (e.g. Open Evenings and other on-boarding events)
- Organising and presenting at Sixth Form related events, such as information evenings, Parent Teacher Meetings, Sixth Form social events and induction, option, careers events and alumni inputs into the Sixth Form
- Oversight and active involvement in Sixth Form enrolment (including from the point of GCSE publication), induction and onboarding processes; and the same for Sixth Form A-level results days and being on hand to support pupils with their next steps
- Building strong and highly functional parental relations

PERSON SPECIFICATION

Essential Personal and Professional Qualities	Desirable Personal and Professional Qualities
Degree from a competitive university and a postgraduate teaching qualification in a subject offered by the school	NPQSL, or similar
A minimum of four-six years' experience of middle management, such as HoD, pastoral leadership and/or whole school co-curricula initiatives, with a track record of high impact in a high performing school	Experience of the Catholic sector, whether state or private; active involvement in either Section 48 Inspection or Ofsted Inspection processes
Level 1 or Level 2 DSL Qualification and/or prior experience of handling pupil child protection cases appropriate to your level	Level 3 DSL Qualification and/or Deputy DSL role; experience of multi-agency work, such as CAMHS and children's services
Involvement in recruitment	Safer Recruitment trained
Exceptional communication, literacy and presentation skills	Experience of enterprise and initiative in developing own career, e.g. through involvement in professional networks outside of your current institution or launching (and sustaining) initiatives in your current institution
Evidence of high impact in implementing whole school policies and approaches in your current domain	Experience of contribution to whole school curriculum and pastoral improvement/policy making
Commitment to the Oratorian Catholic ethos and tradition of the School	
Demonstrates respect and commitment to Catholic teachings and values and an understanding and enthusiasm for communicating these effectively to pupils	Practising Catholic <i>in sympatico</i> with the spiritual, pastoral and intellectual traditions of SS Philip Neri and John Henry Newman
Ensures that all aspects of the Sixth Form witness to the School's Catholic ethos in tangible and practical ways	Catholic Leadership qualification
Strong Leadership and Vision	
Ability to inspire and motivate pupils, staff, and parents	Evidence of developing and implementing whole school strategies to maintain or improve academic or pastoral outcomes
Vision for the Sixth Form's sustained growth and success, ensuring pupils meet both academic and personal goals	Evidence of prudent long term planning, taking into account curriculum development and the evolving educational landscape
Excellent Interpersonal and Communication Skills	
Ability to build strong relationships with pupils, staff, parents, and external partners	Experience of highly effective presentation competencies to staff, pupils and parents at signature events

Skill in offering pastoral care and character formation, providing advice tailored to each pupil's needs	Involvement with and understanding of the Association of Character Education and/or the work of the Jubilee Centre of Character and Virtues
High Expectations and Standards	
Sets and models high standards of behaviour, achievement, and conduct	Membership of professional educational bodies
Encourages a culture of ambition, responsibility, and excellence in both academic and personal development	Experience of UCAS and reference writing processes, including through Unifrog, or similar software
Analytical and Problem-Solving Skills	
Uses data and feedback to make evidence-based decisions to drive academic improvement.	Analytical use of data, such as value added measurements and baseline data to inform next steps
Identifies challenges and implements strategies to overcome them, ensuring the success of all pupils	Evidence of working across teams to solve and prevent problems
Collaborative Teamwork	
Works closely with Senior Staff, other departments, and external stakeholders to ensure a coherent and supportive experience for Sixth Form pupils.	Experience with Events and Enrichment Programmes; familiarity with managing extracurricular activities, events, and pupil leadership and social initiatives to enrich Sixth Form life
Supports staff development and shares best practices within the team.	Familiarity with coaching programmes and has had a constructive input into current staff development programmes
Pastoral Sensitivity and Empathy	
Provides compassionate and approachable support for all pupils, particularly as they navigate the pressures of academic and personal growth	Some conceptual understanding of pupil spiritual and pastoral growth within a school environment – and how best to support an stimulate this
Understands and responds to the unique challenges of the Sixth Form years, including preparation for university, apprenticeships, US applications or employment	Membership of UCAS reference writing quality assurance teams, or similar
Resilience and Adaptability	
Capable of remaining calm and focused under pressure, especially during critical periods like exams or university application seasons	Experience of conflict and crisis management amongst staff or pupils
Flexible and adaptable to changing circumstances and pupil needs	Experience of supporting or leading highly effective change management projects
Strong Organizational and Time-Management Skills	

Able effectively to manage competing priorities, from academic oversight to pastoral care and administrative duties	Evidence of sustained contribution to whole school agendas
Efficient in managing events such as information evenings, open evenings, and enrichment programs	
Commitment to Continuous Improvement	
Engages in professional development to stay informed about best practices in education and leadership	Membership of professionally relevant bodies
Reflects on and evaluates personal and departmental performance to foster ongoing development	Evidence of a strong professional educational network outside of your current school