



Application Pack
Assistant Headteacher
Head of Sixth Form



Be part of the
#DNAofNIA



Assistant Headteacher – Head of Sixth Form

We reserve the right to close this vacancy early should we receive an overwhelming response.

Salary: Leadership Scale L11-15 with an additional allowance. Location should not be a barrier.

Job type: Full Time, Permanent

Apply by: 5pm Thursday 6th February 2025

Job overview

Northampton International Academy (NIA) is a large all-through school serving a richly diverse community housed in a unique setting. A broad and rich curriculum ensures every child from EYFS to Sixth Form, is provided with the highest standards of education.

Learning is supported by a strong pastoral provision which effectively meets the needs of our children who are respectful and ready to learn. Our shared values of Respect and Collaboration provide the foundation on which we forge positive relationships between staff, children, parents and carers.

Striving for excellence runs through the DNA of NIA and our recent Ofsted report, reflects the impact of “*strong leadership*” and positive collaboration within our NIA family.

Opportunity

We seek to appoint an outstanding and dynamic person to be our new Head of Sixth Form. The position offers the opportunity for an ambitious and strategic leader to lead in an exceptionally dynamic environment to ensure our NIA6 is the most celebrated 6th form in Northampton.

The role of Head of Sixth Form combines curriculum leadership with pastoral responsibility: the Head of Sixth Form is, in effect, the headteacher of a school within a school. As such, we are looking for someone with a proven track record of excellent teaching and/or subject leadership up to A level, as well as experience or aptitude in pastoral work. The position is a wonderful opportunity, and it also provides a springboard for further professional growth and career development.

EMAT’s commitment in recent years to the professional development of all our staff has resulted in substantially improved leadership, teaching and learning, pastoral care, and provision for pupils with special educational needs and/or disabilities. This is a career-defining opportunity for the right person.

About East Midlands Academy Trust

EMAT is an inclusive, innovative and growing Educational Trust which values staff and strives to enhance life opportunities for children in each of its schools. We are looking for innovative colleagues to join our #EMATters community, who share our belief that ‘every child deserves to be the best they can be...’

Our Trust is a collaborative partnership that currently includes our all-through school in the centre of Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes. By working for our Trust, you will be able to take advantage of a wealth of professional development and support opportunities, as well as a range of employee benefits.

These include:

- Continuous professional development and training opportunities.
- Career and leadership opportunities within our growing family of schools.
- A confidential 24-hour Employee Assistance Programme.
- Access to the Teachers’ Pension Scheme.
- A corporate eye care plan.
- Flu jabs for all staff.
- Cycle to work scheme.
- Access to health and wellbeing benefits, including an online GP.
- Access to an employee lifestyle savings platform.
- Generous family leave.

For more information or an informal conversation please contact hrqueries@emat.uk

A Note for Recruitment Agencies

We have a team of internal recruiters, and we advertise our vacancies to attract candidates and not agency suppliers. If we need agency assistance, then we will reach out to our trusted partners.

Any speculative CVs we receive will not be accepted as an introduction.

EMAT reserves the right to withdraw this advert early if a suitable candidate is found.

EMAT is committed to safeguarding and promoting the welfare of children and young and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). References will be taken up before interviews are offered

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender reassignment or age.

Letter from the Executive Headteacher

Dear Applicant,

Thank you for your interest in this position. We seek to appoint an outstanding and dynamic person to be our new Head of Sixth Form. The position offers the opportunity for an ambitious and strategic leader to lead in an exceptionally dynamic environment to ensure our NIA6 is the most celebrated 6th form in Northampton.

The role of Head of Sixth Form combines curriculum leadership with pastoral responsibility: the Head of Sixth Form is, in effect, the headteacher of a school within a school. As such, we are looking for someone with a proven track record of excellent teaching and/or subject leadership up to A level, as well as experience or aptitude in pastoral work. The position is a wonderful opportunity, and it also provides a springboard for further professional growth and career development.

EMAT's commitment in recent years to the professional development of all our staff has resulted in substantially improved leadership, teaching and learning, pastoral care, and provision for pupils with special educational needs and/or disabilities. Many of our colleagues have completed National Professional Qualifications, at all levels. This has led to an **#EMATter** culture of coaching and peer-led staff development. Joining the leadership team in 2025, you will benefit from high standards of mentoring, support from your colleagues, and a commitment to your own further professional growth: **this is a career-defining opportunity for the right person.**

Northampton International Academy is a large all-through school with a PAN of 2500 pupils drawn from the centre of Northampton. Our belief that **'every child deserves to be the best they can be...'**, is lived out daily through our values of collaboration, excellence and respect. We are a fully inclusive school, as shown by our rising intake of disadvantaged pupils, increasing representation of pupils from ethnic minorities, and our thriving pupil led Culture Committees.

We have not yet fully realised the potential of our sixth form. NIA6 has moved into new premises which has great resources: sixth form pupils and staff are articulate, motivated and keen to be involved in further improving their school. As Assistant Headteacher - Head of Sixth Form, you will lead on improving academic standards at KS5. This will involve leading, and working with, all subject teams and senior leaders of teaching and learning and pastoral development. You will be expected to develop a clear vision for the Sixth Form and foster a culture of academic excellence and personal growth. The successful candidate will work closely with the senior leader responsible for careers education which is a strength of the academy.

This is an exciting time to be part of our NIA family, as we seek to energise our sixth form and apply the same high standards that are already in place across the primary and secondary schools. Since my appointment as Executive Headteacher in February 2023, our academy has improved rapidly and sustainably. We now have an excellent reputation in our local community, and our recent Ofsted inspection resulted in the academy being judged **'Good'** overall. There is much still to be done, and I will welcome and support your ideas, your experience and your evidence-led practical approaches to meeting the challenges we face.

Applications close at 5pm Thursday 6th February, and the appointment process will take place Monday 10th and Tuesday 11th February. Applicants who have been successfully shortlisted will be notified by Friday 7th February. If you are interested in finding out more about our school and this opportunity, I would be delighted to hear from you. Please feel free to contact me via the school, and I will be happy to have a conversation and/or arrange a visit.

Yours faithfully,



Martin Serráo

Assistant Headteacher – Head of Sixth Form

JOB DESCRIPTION	
Post title:	Assistant Headteacher – Head of Sixth Form
Responsible to:	Executive Headteacher, Head of Behaviour for Learning
Liaising with:	Head of School – Quality of Education, Head of School - Inclusion
Pay Range:	Leadership Scale L11-15 with an additional allowance
Contract:	Permanent, Full-time

OVERALL RESPONSIBILITIES

- The role is responsible for the recruitment, attendance, academic progress, personal development, safeguarding and destinations of all pupils in the Sixth Form of NIA6.
- Working with the Executive Headteacher, the Heads of School and the Business Manager, the post holder will create and sustain a vibrant and successful culture of high expectations and aspirations for all pupils and staff, including pupils with special educational needs and/or disabilities (SEND) and those from disadvantaged backgrounds.
- The post holder will develop, implement, sustain and evaluate systems to track and monitor the progress of pupils, both academically and in terms of their wider personal development.
- The post holder will equip subject leaders with the strategies and knowledge necessary for them to raise achievement in their own areas in relation to sixth form teaching and will take part in the academy's accountability processes.
- The post holder will be responsible for assessing and improving the quality of teaching and learning across KS5. This will involve leading on learning walks, giving feedback to staff and pupils, and working with subject leadership teams to improve outcomes.
- The post holder will, with the Head of School - Quality of Education and the other members of the Senior Leadership Team, contribute to line management and the quality assurance of the academy's teaching, learning and assessment, and to the overall effectiveness of the academy's educational strategy. Working collaboratively with the Head of School – Behaviour for Learning and Head of School - Inclusion and members of the Sixth Form team, the post holder will foster and sustain a supportive culture of safeguarding and personal development within the Sixth Form.

GENERAL DUTIES

As an Assistant Headteacher, in addition to carrying out the professional duties of a teacher, in accordance with the requirements of the School Teachers' Pay and Conditions Document 2014 and the Teachers' Standards, the Assistant Headteacher shall perform those duties particularly assigned by the Executive Headteacher, as follows:

- Support and advise the Executive Headteacher and assist in the leadership and management of the academy
- Undertake any professional duty that may be delegated by the Executive Headteacher
- Be a vital channel of communication to the Executive Headteacher, optimising the flow of information
- As an active member of the Senior Leadership Team (SLT), create a culture of achievement and success through personal example and leadership
- Maintain an awareness of local, national and global educational issues
- Help to build, communicate and implement a shared vision for the academy within and beyond the academy context
- Lead and manage change in consultation with the central team and stakeholders
- Support and challenge at all levels to promote the ethos of the academy as a learning community
- Foster a culture in which excellent outcomes for all pupils and the key components of personalised learning are integral to the work of everyone in the academy
- Encourage professional attitudes amongst all staff and promote a positive working environment amongst the staff
- Compliance with all trust policies and procedures; statutory reporting and compliance of areas of responsibility, including oversight of relevant areas of the academy's website
- Promote working practices, which do not discriminate on the grounds of gender, ethnicity, religion, culture, age and disability Attend appropriate meetings at departmental, whole academy, trust and governor level
- Contribute to the constructive links with parents and members of the wider community

- With other members of the SLT, have a shared responsibility for:
 - Taking assemblies
 - Participating in and supporting staff on duty rotas
 - Attendance at after school events
 - SLT cover during holiday periods
 - Staff support regarding matters of pupils' discipline
- Perform any other duties required by the Governors and the Executive Headteacher as may be commensurate with the nature of the post.

SPECIFIC DUTIES

- Responsible for leading initiatives across the academy to raise standards of achievement and promote a culture of high aspiration for all pupils, especially those in the sixth form.

SIXTH FORM

- Responsible for promoting and maintaining a culture of aspiration and inclusion within the academy, and specifically, within the sixth form
- Responsible for tracking and monitoring academic attainment and achievement for sixth form pupils, including target setting, and liaison with the Head of School - Quality of Education and the school's Data Manager
- Responsible for developing and evaluating the use of independent learning and home learning within the sixth form
- Responsible for ensuring that subject leaders and their teams have appropriate expertise and resources to support the aspirations and needs of all pupils within their areas of responsibility
- Responsible, with the Head of School - Quality of Education and the Assistant Headteacher – Raising Standards for leading the evaluation, improvement and effectiveness of the curriculum taught in the sixth form
- Responsible for promoting and maintaining high standards of attendance, working with the Sixth Form Pastoral Lead and the academy's Attendance team
- Responsible, with the Head of School – Behaviour for Learning and the Head of School – Inclusion, for leading, fostering and sustaining a high-quality culture of safeguarding within the sixth form
- Responsible for ensuring that sixth form pupils conform to high standards of behaviour and appropriate dress code, setting a standard for pupils throughout the school
- Responsible, with the Head of School - Inclusion, for ensuring that pupils with special educational needs and/or disabilities (SEND) receive appropriate support to enable them to make progress
- Responsible for the personal development of sixth form pupils, including the personal development curriculum, working with the Assistant Headteachers - Personal Development.
- Responsible for creating and maintaining appropriate programmes to develop pupils' aspirations and wider outlook.
- Collaborating with other colleagues to manage the Extended Project Qualification (EPQ), Duke of Edinburgh Award Scheme and other recognised qualifications
- Responsible for developing and promoting community and international links for sixth form pupils
- Responsible for leading and managing the work of the Deputy Head of Sixth Form and the Sixth Form Pastoral tutors
- Responsible for the tutor programme and for managing the sixth form tutor team
- Responsible for marketing the sixth form to pupils and parents/carers within the school and within the community.

CAREERS EDUCATION

- Collaborating with the Assistant Headteacher – Careers to develop and evaluate initiatives to promote work related learning across the academy, including Careers Information Advice and Guidance and work experience
- Responsible for ensuring that sixth form pupils receive an appropriate programme of guidance and support to enable them to apply for suitably aspirational destinations, including universities, apprenticeships and employment
- Responsible for managing the UCAS programme in a timely and effective manner
- Responsible for creating and maintaining suitable programmes for recruitment of pupils into the sixth form, NIA and from other schools.

ACCOUNTABILITY AND MANAGEMENT

- Responsible for assisting the Executive Headteacher in readiness for any external inspections and to be accountable for own area of responsibility, including contributing to completion of the academy's self-evaluation form and relevant development plans
- Responsible as a member of the Senior Leadership Team for line management of middle leaders and support staff, as delegated by the Executive Headteacher, to include appraisal of staff
- Responsible for revising and maintaining up-to-date trust policies that cover areas of responsibility
- Responsibility for any allocated budget, including bursary, and for ensuring this is spent effectively to maximise positive outcomes for pupils
- Responsible for development and maintenance of relevant content on the academy website
- Perform duties as a classroom teacher as directed by the Executive Headteacher.

Additional duties

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

N.B. The post holder will carry out his/her responsibilities in accordance with the Trust's equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

PERSON SPECIFICATION Assistant Headteacher – Head of Sixth Form

This section outlines the requirements and qualities the post-holder needs to fulfil the post. 'Essential' criteria are those that the post-holder absolutely must have to do the job (the job cannot be done without those qualities). 'Desirable' criteria are those qualities that are non-essential, but which would be advantageous, useful or preferable for the post-holder to have to do the job, or those for which training can be provided.

Attribute	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Degree Qualified Teacher Status (QTS) 	<ul style="list-style-type: none"> Higher degree NPQ
Experience	<ul style="list-style-type: none"> Knowledge and experience of pastoral care and safeguarding Experience of reflecting on practice, learning from it and adapting accordingly Sustained successful teaching experience within a sixth form or post-16 environment, leading to sustained excellent outcomes for pupils Evidence of continuing professional development Significant middle and/or senior leadership experience Experience of successfully leading and managing the work of a team to deliver sustained improvements Experience of creative problem-solving and critical thinking Successful teaching experience across the 11-16 age range Experience of working with partner schools and outside agencies 	<ul style="list-style-type: none"> Experience of working with and advising governors
Knowledge and understanding	<ul style="list-style-type: none"> Detailed knowledge and understanding of current issues in Post 16 education Demonstrable understanding of raising achievement Experience of contributing to and bringing about rapid and sustained improvement Knowledge and understanding of effective careers education Understanding of the theory and practice of providing effectively for the individual needs of all children (e.g. classroom organisation and learning strategies) 	<ul style="list-style-type: none"> Knowledge effective management and deployment of people and resources Understanding of the Trust's Teaching and Learning Framework
Skills and Abilities	<ul style="list-style-type: none"> Ability to think strategically, plan effectively and evaluate perceptively Ability to inspire, motivate and lead staff and pupils Excellent oral and written communication skills Ability to analyse and evaluate information and data from a range of sources Ability to quickly synthesise understanding and apply to new situations Ability to communicate a vision and lead others towards it 	<ul style="list-style-type: none"> Knowledge of statutory National Curriculum requirements at the appropriate key stage(s)
Personal Qualities	<ul style="list-style-type: none"> Ability to take decisions and initiate action, providing direction to others Willingness to take responsibility for own actions Commitment to diversity and equality in the workplace Energy, drive and enthusiasm Ability to listen to and acknowledge the views of others Empathy and emotional intelligence Ability to work to deadlines and under pressure Sense of humour and a balanced outlook Adaptable and positive in the face of change Confident, positive and approachable 	

For office use.

Compiled by:		Revision Number	
Approved by:		Revision Date	