

# Assistant Headteacher, Head of Sixth Form

## Candidate Pack



# HEADTEACHER'S WELCOME



Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy, so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded over 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where **'staff overwhelmingly feel well cared for'** and behaviour is **'exemplary'**. [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body, and a stable, experienced and supportive school leadership team, which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,470 students including over 450 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2025 A level examinations, 66% of all A level grades were A\*-A with 89% of grades being awarded A\*-B. In GCSE examinations, students achieved an average Attainment 8 score of 73.6 with 29% of all grades awarded at level 9 and 95% of students achieving 5 or more grades 9 – 4 including English and Maths (there is no Progress 8 score for 2025 due to Covid but in 2024 it was +0.92). Many of our school leavers from Year 13 secure places at the universities, including an average of 15 students taking up offers at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective **state school of the year** many times over. Add awards from The Telegraph: **State Sixth Form of the Year** this September, The Sunday Times: **Comprehensive School of the Year for Academic Excellence 2026** and **Comprehensive School of the Year (Southeast) 2025 and 2026** and you start to see why our annual survey showed that 100% of staff are proud to be part of the school. Securing a place at Owen's has been described as **'winning the lottery'** in the Good School Guide and Ofsted judged us **'outstanding'** in all categories in December 2023, with no areas for improvement.

If you would like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you.

*Hannah Jenkins*





# Assistant Headteacher, Head of Sixth Form

**Full Time, Permanent position**

**Required for April 2026 or September 2026**

**Salary Range: L13 - L17**

Closing date: 9am, Monday 26 January 2026

Interview date: week commencing Monday 2 February 2026

We have a rare opportunity for a dynamic leader to join our highly successful school.

As part of the Senior Leadership Team (SLT) you will help provide strategic leadership for the school and ensure a clear sense of direction as well as playing a crucial role in ensuring the smooth, purposeful, day to day running of all we do. Your impact will be seen through high levels of student progress and excellence in teaching and learning as well as through your ability to motivate students and staff.

As Head of Sixth Form you will be the figurehead and lead in all matters relating to the Sixth form, upholding the ethos of the Sixth Form and promoting a culture of learning and personal wellbeing.

To be successful in this role you will need to be a visionary leader who can strategically communicate and inspire others to carry the vision forward. You will be keen and comfortable to analyse and interpret information to make informed decisions to bring about improvement. You will always be looking for marginal gains, thinking creatively, anticipating issues and solving problems to keep pushing our school forward.

This post will appeal to a flexible, enthusiastic, creative, proactive and conscientious person who can work alone as well as part of a team.



# The Senior Leadership Team you would join:



Hannah Nemko  
Headteacher



Jackie Campbell  
School Business Manager



Stephen Fry  
Deputy Headteacher,  
Progress and Pupil Premium



Matt Ewins  
Assistant Headteacher,  
Standards



Vicki Blackburn  
Deputy Headteacher,  
Pastoral and Safeguarding



Matthew James  
Assistant Headteacher,  
Curriculum and Timetabling



# The Sixth Form Team you would join:



Timothy Leake  
Head of Years 12/13



Clare James  
Head of Years 12/13



Matthew Pickering  
Head of Super-Curriculum



Beth Sandler  
Sixth Form Pastoral Manager



Jo Brown  
Sixth Form Learning Manager



Lucy Furlong  
Sixth Form Administrator &  
UCAS Coordinator



Abigail Stein  
Head of Careers





# WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial, and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. The Senior Leadership team are very supportive and fully aware of the importance of a good work life balance. They are mindful of this when supporting the teams they line manage and they look out for each other. Meetings are kept to a minimum. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Working at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and the careers of all those who work with them. If you would like to work in a school where your passion for supporting young people and contributing to their future success can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.



# JOB DESCRIPTION



**Post Title: Assistant Headteacher**

**Responsible to: Headteacher**

## **Job Purpose**

- To provide strategic direction and leadership of the school ensuring excellence in teaching and learning, progress, behaviour, safeguarding and wellbeing and operations;
- To be the figurehead and lead in all matters relating to the Sixth Form, upholding the ethos of the Sixth Form and promoting a culture of learning and personal wellbeing.

## **Main Duties and Responsibilities as a member of the Senior Leadership Team**

### **Shaping the school**

- Support the Head in defining, meeting and promoting the vision, aims, ethos and policies of the school, promoting high levels of behaviour, wellbeing and achievement;
- Work collaboratively, sharing professional values, knowledge and understanding; supporting colleagues and accepting the collective responsibility for outcomes;
- Create a successful learning culture which enables students to become effective, enthusiastic, independent learners, committed to lifelong learning;
- Support the recruitment and retention of staff, providing support and guidance, empowering them to achieve their targets and helping them to manage their workload to achieve the vision and goals of the school.

### **Managing the organisation**

- Contribute towards the development and implementation of clear, evidence-based improvement plans, evaluations and policies for the development of the school;
- Line manage middle leaders or other appropriate members of staff (teaching or support), holding them to account for their professional conduct and practice and ensuring effective performance development;
- Maintain leadership and careful oversight of specific areas of the School Improvement Plan as directed by the Head together with contributing towards the School Self-Evaluation cycle;
- Ensure that the range, quality and use of all available resources are monitored, evaluated and reviewed to improve the quality of education for all students and provide value for money;
- Work flexibly and sometimes long hours, including evenings and points during school holidays, where necessary.

# JOB DESCRIPTION



## **Accountability**

- Attend Governors' meetings as appropriate; prepare and present reports to governors as required to enable them to meet their requirements;
- Ensure you understand your professional responsibilities in relation to school policies and practices.

## **Teaching and learning**

- Plan and teach engaging and challenging lessons which demonstrate high standards of teaching and learning, exemplifying excellent practice in delivering inclusion, diversity and equity of access;
- Contribute towards the development and embedding of a shared understanding of what contributes outstanding learning and teaching.

## **Personal development**

- Evaluate your own teaching critically and use this to inform your professional development;
- Demonstrate a commitment to continuous professional development by participating in opportunities to build your capabilities as a teacher and leader;
- Maintain an up-to-date expert knowledge of your subject area, and up to date knowledge and thinking linked to your responsibilities as a member of the SLT; leading change through clarity of thought, creativity and innovation in the constant attempt to raise achievement of students across all abilities and backgrounds.

## **Safeguarding**

- Work with relevant agencies to promote the safety and welfare of students and ensure they are kept safe from individuals or organisations who may wish them, or wish to lead them into, harm;
- Create and promote positive strategies for challenging racial, gender or any other prejudice and deal with any form of harassment.

## **Building community**

- Create and maintain an effective partnership with parents and carers to support and improve students' progress and personal development;
- Deal sensitively with staff and students.

## **Operational**

- Ensure the smooth running of the school on a day to day basis, ensuring a calm and ordered environment including completing duties as required;
- Contribute towards SLT and Subject Leader Forum (HoDs) agenda and discussion;
- Help at major school events;
- Play a key role in the discipline and behaviour management of the whole school by being a visible presence who holds students and staff to account for their behaviour where necessary;
- Carry out any other duties as requested by the Headteacher.



# JOB DESCRIPTION



## Specific Responsibilities as Head of Sixth Form

- Lead the Sixth Form team to ensure the smooth running of all aspects of KS5, promoting a culture of learning and personal wellbeing;
- Monitor student progress, in conjunction with the wider Sixth Form Team, ensuring interventions in response to data gathered;
- Be accountable for student wellbeing, conduct, attendance, punctuality and dress code in the Sixth Form, ensuring sanctions and interventions are used where appropriate;
- Lead the wider Sixth Form admissions process, providing advice and guidance to Year 11 (alongside that of the KS4 team), and, as appropriate, recruit new Sixth Form students;
- Lead and manage the transition process into, and following on from Sixth Form, in conjunction with the KS4/KS5 team as appropriate;
- Work with the Headteacher and the AHT Curriculum to ensure that the School's Sixth Form curriculum offer remains broad and relevant to our cohorts, whilst also demonstrating good value for money;
- Lead and manage the development and delivery of the Sixth Form PSHRE offer (Futures sessions) ensuring its relevance and impact;
- Oversee the reporting and examination processes in the Sixth Form;
- Maintain strategic oversight of Sixth Form student leadership including prefects, student mentors (pastoral and academic), manage their selection and oversee their mobilisation;
- Have oversight of the Sixth Form tutor teams and be responsible for the Sixth Form tutoring programme;
- Oversee the UCAS application process, ensuring information, advice and support for applications as well as offering access to support for students on and after A Level exam results day, where appropriate;
- Lead and manage the Careers Advisor to ensure appropriate support throughout the school;
- Have a clear overview of the Careers guidance/work experience offer across the school including meeting Gatsby and Baker Clause expectations.

# PERSON SPECIFICATION



| Experience   | Desirable/ Essential |
|--|----------------------|
| At least 3 years in a middle leadership position or above  | E                    |
| Experience supporting Sixth Formers  | D                    |
| One or more, successful, years as part of the leadership team of a busy secondary school   | D                    |
| Personal   |                      |
| Hard working   | E                    |
| Excellent communication skills   | E                    |
| Ability to maintain a professional, calm manner in challenging situations  | E                    |
| A positive attitude to personal development and training   | E                    |
| Good sense of humour   | E                    |
| To be successful in this role, you will have to be able to demonstrate the ability to:   |                      |
| Think strategically, build and communicate a coherent vision in a range of compelling ways to a variety of audience                        | E                    |
| Inspire, challenge, motivate and empower others to carry the vision forward  | E                    |
| Access, analyse and interpret information  | E                    |
| Initiate and support research and debate about effective learning and teaching and develop relevant strategies for performance improvement | E                    |
| Give and receive effective feedback and act to improve personal performance  | E                    |
| Accept support from others including colleagues and governors  | E                    |
| Manage your own workload and that of others to allow an appropriate work/life balance  | E                    |
| Delegate management tasks and monitor their implementation   | E                    |
| Make professional, managerial and organisational decisions based on informed judgements  | E                    |
| Think creatively to anticipate and solve problems  | E                    |
| Engage the school community in the systematic and rigorous self-evaluation of the work of the school                                       | E                    |
| Recognise and take account of the richness and diversity of the school's communities   | E                    |
| Prioritise, plan and organise yourself and others  | E                    |
| Demonstrable awareness relating to the welfare and protection of children  | E                    |
| Engage in a dialogue which builds partnerships and community consensus on values, beliefs and shared responsibilities                      | E                    |
| Ability to work alone and as part of a team  | E                    |

# HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page: <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Lona Hennigan, EA to the Headteacher, [ea@damealiceowens.herts.sch.uk](mailto:ea@damealiceowens.herts.sch.uk) and/or please feel free to contact Jeni McClean, current Head of Sixth Form, [mccleanj@damealiceowens.herts.sch.uk](mailto:mccleanj@damealiceowens.herts.sch.uk).

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a senior position such as this. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk)

