



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM



# Assistant Principal: Sixth Form & Destinations

## Role and Responsibilities



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Assistant Principal: Sixth Form and Destinations
<b>LINE MANAGEMENT:</b>	Principal
<b>HOURS:</b>	Permanent, Full Time
<b>SALARY:</b>	School Teachers Pay & Conditions (STPC), Leadership Payscale Point 14 - 18 (£78,000 - £85,092).

Starting salary to be confirmed upon appointment, subject to experience.

**PLACE OF WORK:** Pimlico Academy, Lupus Street, London, SW1V 3AT.

**RIGHT TO WORK:** This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance

**STAFF BENEFITS:** Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:

- A supportive ethos and concern for the well-being of all colleagues.
- Excellent CPD opportunities and career progression.
- Employer Contributions to Local Government or Teachers Pension Scheme.
- Mintago – employee benefits platform
- Employee Assistance Programme.
- Access to a Virtual GP
- Eye Care Voucher scheme.
- Salary sacrifice childcare

**PROBATION PERIOD:** The post holder will be required to complete a 4-month probation period.

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### PURPOSE OF THE ROLE

We are seeking an exceptional and dynamic leader to join our Senior Leadership Team as Assistant Principal: Sixth Form and Destinations. This is a crucial role, responsible for shaping the future of our Sixth Form students and ensuring they are prepared for successful transitions to university, apprenticeships, or employment. The successful candidate will be a strategic thinker, a highly effective communicator, and possess a deep understanding of the Sixth Form landscape and the wider world of further education and careers.

## MAIN RESPONSIBILITIES AND TASKS

### **Strategic Leadership of the Sixth Form:**

- Develop and implement a clear vision for the Sixth Form that aligns with the school's overall strategic plan and the values of Future Academies.
- Oversee the day-to-day operation of the Sixth Form, ensuring a positive, purposeful, and supportive learning environment.
- Monitor and evaluate the quality of teaching and learning in the Sixth Form, driving continuous improvement and raising attainment.
- Lead and manage the Sixth Form team, including tutors, pastoral staff, and administrative support.
- Ensure effective communication with parents/carers, students, and staff regarding all aspects of Sixth Form life.

### **Destinations and Progression:**

- Develop and lead a comprehensive destinations programme, encompassing university applications, apprenticeship pathways, and career guidance.
- Oversee the UCAS application process, providing expert advice and support to students.
- Build and maintain strong relationships with universities, employers, and apprenticeship providers.
- Organise and oversee enrichment activities, work experience placements, and careers events.
- Track and analyse destinations data to inform strategic decision-making and ensure continuous improvement.

### **Curriculum and Assessment:**

- Contribute to the development and implementation of a broad and balanced Sixth Form curriculum, aligned with the principles of a knowledge-rich education.
- Oversee the Sixth Form assessment and reporting processes, ensuring they are robust, accurate, and informative.
- Monitor student progress and implement effective intervention strategies to address underachievement.

### **Pastoral Care and Wellbeing:**

- Foster a supportive and inclusive Sixth Form environment where all students feel valued and can thrive.
- Oversee the Sixth Form pastoral care system, ensuring students receive appropriate guidance and support.
- Promote the wellbeing and personal development of Sixth Form students.

### **Wider School Leadership:**

- Contribute actively to the Senior Leadership Team, participating in strategic decision-making and whole-school improvement initiatives.
- Promote the ethos and values of Pimlico Academy and Future Academies.
- Carry out other duties as reasonably requested by the Principal.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and the post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

The Job Description will be subject to periodic review to fit in with the needs of the Trust and provide development opportunities. It is not a comprehensive set of tasks, but sets out the main expectations of the Trust in relation to the postholder's responsibilities and duties at this time

To undertake similar duties, commensurate with the level of the post and at the discretion of the Line Manager, as the Line Manager shall from time-to-time reasonably require.

## PERSON SPECIFICATION

	Essential	Desirable
<b>QUALIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Qualified Teacher Status (QTS).</li> <li>• A good honours degree in a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>• Further professional qualifications (e.g., NPQSL, NPQH).</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Significant experience of successful teaching at Sixth Form level.</li> <li>• Proven leadership experience within a secondary school, ideally with a focus on Sixth Form or pastoral care.</li> </ul>	<ul style="list-style-type: none"> <li>• Insert desirable experience</li> <li>• Experience of working with external partners, such as universities and employers.</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	<ul style="list-style-type: none"> <li>• A deep understanding of the Sixth Form landscape, including curriculum requirements, assessment procedures, and the UCAS application process.</li> <li>• Ability to develop and implement successful destinations programmes.</li> <li>• Excellent communication, interpersonal, and organisational skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Managing budgets and resources.</li> <li>• An understanding of current educational policy and best practice.</li> </ul>
<b>PERSONAL COMPETENCIES AND QUALITIES</b>	<ul style="list-style-type: none"> <li>• Commitment to the safeguarding and promotion of the welfare of all children and young people.</li> <li>• Commitment to equality and Diversity</li> <li>• A strong commitment to raising attainment and improving outcomes for all students.</li> <li>• A passion for education and a belief in the transformative power of learning.</li> <li>• A commitment to the ethos and values of Pimlico Academy and Future Academies.</li> </ul>	

## APPLICATION PROCESS

### 1. Applying for the role

To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)

Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.

Applications must be received no later than **Friday 21<sup>st</sup> February 2025**. Applications after this date will not be considered.

### 2. Interview Process

The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

### 3. Notification & Feedback

Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.

Unsuccessful candidates will be given the opportunity to receive professional feedback.

### 4. Taking up the post

The successful candidate will take up the post as soon as possible.

### 5. Additional information

For further information please email [HREnquiries@futureacademies.org](mailto:HREnquiries@futureacademies.org) and a member of the HR team will contact you.

### 6. Safeguarding

As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.