



Come and join us at

St. Anselm's College



- ✓ **Top 10% Nationally** for A-level VA Results
- ✓ **Top 10% Nationally** for Attendance
- ✓ **Top 10% Nationally** for Rugby, Athletics & Cross Country
- ✓ **'99% of parents highly recommend** the school to other parents' Ofsted 2025

Applicant Information for the Post of
Assistant Headteacher - Head of 6th Form
From January 2026



St Anselm's College

Assistant Headteacher - Head of 6th Form

Full time Permanent. Required for January 2026.

Due to the retirement of our long-serving Head of Sixth Form, the Governors of this popular and successful Catholic Grammar School wish to appoint a well-qualified and effective leader to make a positive contribution to the strategic leadership of the College and to manage our thriving 6th Form.

- **Salary:** Leadership Scale L11 – L17
- **Contract type:** Full-time, Permanent
- **Reports to:** Headteacher
- **Responsible for:** Leadership of the Sixth Form, including academic, pastoral, and extracurricular provision.

The Role

To support the College ethos and values through developing and ensuring high standards of performance, assessment, and progress. To support colleagues, including middle leaders, in their work to develop and improve the academy in order to achieve high standards across all aspects of College life. The postholder will also be required to undertake any other reasonable duties as directed by the Headteacher and Deputy Headteacher.



Person Specification:

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> - Qualified Teacher Status. - A good honours degree. 	<ul style="list-style-type: none"> - Middle/ Senior leader qualifications.
Experience	<ul style="list-style-type: none"> - Substantial leadership experience in a secondary school with strong evidence of success and impact. - Experience of leadership of whole school initiatives. - Experience leading a team of staff. - A track record of leading and improving pupil behaviour. 	<ul style="list-style-type: none"> - Previous experience of a senior leadership role.
Knowledge	<ul style="list-style-type: none"> - Understanding of school improvement. - Understanding of how to manage change and innovation. - Understanding of how to deliver high quality Teaching and Learning. - Understanding of how to ensure inclusion and access for all. 	<ul style="list-style-type: none"> - Knowledge of data systems (ALPS, SISRA, SIMS, CPOMS). - Understanding of national context and implications for schools.
Skills and Abilities	<ul style="list-style-type: none"> - The ability to act as an effective role model. - The ability to analyse and evaluate key data. - Ability to exercise good judgment and make effective decisions. - Good organisational skills and high levels of self-motivation. - Professional and personal integrity. - Well-developed communication skills. - The ability to motivate, inspiring confidence in pupils that they can succeed and achieve their personal best. 	<ul style="list-style-type: none"> - Confident user of a wide range of ICT applications. - Can manage conflict and think creatively to solve problems.
Professional Development	<ul style="list-style-type: none"> - Ability to provide evidence to show a commitment to professional development. 	
Values	<ul style="list-style-type: none"> - Committed to St Anselm's College values. - Committed to achieving the best for every pupil. - Support College ethos and values at all times both within the CMAT and the wider community. - Active contribution to the wider part of academy life. 	
Personal Qualities	<ul style="list-style-type: none"> - Inspirational, dedicated and motivated individual. - Desire to be the best you can be. - Passionate about the education of young people. - Good sense of humour with the ability to stay calm under pressure. 	



Job Description: Assistant Headteacher - Head of Sixth Form

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Key Purpose

The Head of Sixth Form will play a pivotal role in the strategic leadership and day-to-day management of the Sixth Form, ensuring that it delivers outstanding academic outcomes, pastoral care, and enrichment opportunities. The postholder will work closely with the Senior Leadership Team (SLT) to align the Sixth Form's vision with the whole-College priorities, fostering a culture of high expectations, academic excellence, and personal development.

Specific Responsibilities

Strategic Leadership and Whole-College Responsibilities

- Promote the College's vision, mission, and ethos to all stakeholders, ensuring that 'The Eight Essentials of an Edmund Rice Education' is embedded across Sixth Form.
- Contribute to the development and implementation of the College Improvement Plan, ensuring alignment with whole-College priorities.
- Be responsible for the line management of specific subject areas (to be allocated) and key whole college areas of responsibility (to be allocated subject to experience), ensuring these subject areas are continuously improving and meeting the needs of students.
- Play a key role in preparing for Ofsted/CSI inspections, including contributing to the College Self-Evaluation Form (SEF) and CSED as required.
- Support the Headteacher in financial planning, resource allocation, and strategic decision-making for Sixth Form.

Leadership and Management

- Develop and implement a clear vision and strategic direction for the Sixth Form, in line with the whole-College vision and priorities.
- Write and review the annual Sixth Form Improvement Plan section of the Improvement Plan with clear success criteria and report back to the Headteacher and Governing Body on progress towards it.



- Maintain an accurate and up-to-date knowledge and understanding of local and national post-16 development in education, advising and supporting the Headteacher and SLT colleagues to ensure the College complies with statutory guidance, and plans effectively to maximise the benefits and minimise the risks arising from local and national developments e.g. to Post-16 funding, curriculum requirements, and PD.
- Lead and manage the Sixth Form team, including Head of Year, form tutors, and administrative staff, ensuring effective communication and collaboration.
- Oversee the induction of new Sixth Form students, ensuring a smooth transition from Key Stage 4 to Key Stage 5.
- Monitor and evaluate the quality of teaching, learning, and pastoral provision in the Sixth Form, ensuring that it meets the highest standards.
- Challenge underperformance in Sixth Form subject areas and act to ensure essential Sixth Form routines are adhered to by all staff e.g. Interventions Ladder.
- Inspire and be a role model to staff members by personal example and hard work.
- Be a key point of contact and liaison with the Governing Body.
- Promote the well-being of staff by having due regard to workload and work-life balance of staff.
- Have line management and performance management responsibility for specific staff/roles.
- Lead individual and team meetings as required, chairing and producing the agenda for effective meetings. To ensure minutes are taken, kept secure and others informed as appropriate.
- Address issues of underperformance by teaching or other staff, bringing about improvement in performance; encourage, celebrate and share high performance.
- Attend or organise College events as required including Open Evenings, Existing & New Parents Evenings, Results Days, Year Group celebration events, Prize Giving, Careers events.
- Contribute to suspension/permanent exclusion investigations and decisions.

Raising Student Aspirations and Ambitions for Post-16 study

- Develop and manage a framework for raising students' aspirations, including the coordination of programmes like Oxbridge Pathway, Aspirant Law, Aspirant Medicine, and Aspirant STEM.
- Ensure that students are aware of and enrolled in these programmes, maintaining accurate records of participation and progress, and ensuring that they have a positive impact of recruitment into and outcomes from the Sixth Form.
- Regularly evaluate the quality and impact of these programmes, adjusting as necessary to ensure they meet the needs of students.



Careers Education and Guidance

- Maintain up-to-date knowledge of national developments in careers education and ensure that these are applied within the College.
- Manage and maintain a list of destinations for all students and ensure 0% NEET.

Sixth Form Recruitment and Retention

- Lead the recruitment and retention programme for the Sixth Form, including the production of the Sixth Form Prospectus and associated materials, and leadership and coordination of other staff e.g. Head of Year 12 & 13.
- Organise and oversee the delivery of Sixth Form Open Evenings and Student Open Day, ensuring that these events effectively promote the Sixth Form to prospective students and parents.
- Organise and oversee Sixth Form Progression Guidance meetings.
- Deliver the Sixth Form recruitment input at Non-Sixth Form Schools in Wirral.
- Maintain an informal Sixth Form alumni network, fostering ongoing relationships with former students and leveraging these connections to support current students.

Safeguarding and Welfare

- Function as one of the team of Deputy Designated Safeguarding Leads (DSLs), ensuring that all safeguarding and welfare policies are adhered to within the Sixth Form.
- Promote the safety and wellbeing of all students, ensuring that staff are trained and aware of their safeguarding responsibilities.
- Act as a key point of contact for safeguarding concerns within the Sixth Form, ensuring that these are addressed promptly and effectively.

Communication and Collaboration

- Maintain regular communication with parents, carers, and external stakeholders, providing timely and accurate information about academic progress, pastoral care, and post-18 options.
- Assist in effective recruitment and marketing of the whole College and Sixth Form e.g. by attending and supporting Open Evenings, producing press releases, website material and College social media marketing the College.
- Make regular personal use of College social media to promote activities, events and achievements in College
- Work closely with the Headteacher, SLT, and Governors to ensure that the Sixth Form contributes to the overall success of the College.
- Liaise with external agencies, including universities, employers, and apprenticeship providers, to enhance the opportunities available to Sixth Form students.



Administration

- Maintain efficient and effective control of the relevant administrative processes, budgets and resources
- Ensure a safe and secure working environment complying with Health and Safety guidelines.

Professional Development

- Identify and act on one's own professional development priorities through the PM process
- Delegate tasks in a way which maximises the use of available talent, experience and enthusiasm and provides development opportunities for all staff.
- Contribute a CPD session on Sixth Form related issues to the College wide CPD programme
- Use the Performance Management cycle to assist in enhancing the professional development aspirations of colleagues.
- Keep up to date with new research, developments and best practice related to the role

Equal Opportunities

- The member of staff will always carry out the duties and responsibilities of the post with due regard to the College's equal opportunities policies

Other

- Undertake a specified teaching commitment
- Undertake any other reasonable duties as required by the Headteacher or their representatives

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

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 will be expected to comply with any reasonable request to undertake work of a similar level that is not specified in this job description.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.



Further information and an application form are available to download on the College website (www.st-anselms.com) or by contacting the College on 0151 652 1408.

A completed CES application form and covering letter should be submitted to acook@st-anselms.com of Mrs A Cook, Headteacher's PA.

If you have any questions regarding the post, please contact the College for further information.

Closing date: Monday 6th October 2025 9.00am

Interviews: Thereafter.



Life at St Anselm's College

St. Anselm's College is a Roman Catholic Grammar School for boys in the Diocese of Shrewsbury. The College was founded in 1933, by the Congregation of Christian Brothers, to provide Catholic Education for the boys in the area. The College became an Academy in June 2011. It remains under the Trusteeship of the Christian Brothers. The College is heavily oversubscribed with 5 Form entry, and 995 on roll. Currently, there are 201 boys in the Sixth Form.

The College was inspected by Ofsted in March 2025 and the outcome was that '**St Anselm's College has taken effective action to maintain the standards identified at the previous inspection**'.

St Anselm's College has been one of the top Sixth Forms in Wirral for progress from GCSE to A Level since 2017.

The College was also inspected by Shrewsbury Diocesan Inspectors in March 2019 and judged to be *"a good Catholic Grammar School with outstanding features."*

Examination Outcomes Summer 2025 – Year 13 achievements

- 30.6% A* A
- 56.1% A* B
- 83.1% A*C
- 100% A*E
- 77% Distinction+ BTEC
- 20% of students got straight A*/A grades
- 5 Degree Sponsored Apprenticeships
- 82% of cohort going to university
- 2/3's to Russell Group universities, including Oxford, Cambridge and 2 American scholarships
- ALPS 2 – top 10% national for Value Added

The Headteacher enjoys the support of a highly committed and hard-working staff. Colleagues put time in above and beyond the confines of their job descriptions. This creates a positive and rewarding environment in which to work.

The College provides a holistic education in keeping with the 'Essentials of an Edmund Rice Education'. Our curriculum extends beyond the confines of the National Curriculum and our students enjoy an outstanding range of extra-curricular opportunities as we seek to nurture their God-given talents. As a result, our sportsmen compete at regional and national standard in rugby, athletics, cross-country and hockey, musicians perform across Merseyside and students participate in many local and national competitions including public speaking, robotics and subject Olympiads.

As a Catholic School our faith underpins everything we do at the College, informed by the Charism of Blessed Edmund Rice which gives us a global perspective and window on the world. Our students are generous and tolerant, keen to support worthy causes, ready to contribute to liturgies and reflections and welcoming to visitors. Every year we raise approx. £15,000 for projects both at home and abroad and we are an active member of the global Edmund Rice Schools family.



Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at the College. We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Deadlines well publicised and staff consulted on annual calendar
- Reduced data collections
- Staff Wellbeing Committee that monitors and responds to staff needs.
- Greater PPA time than national recommendation
- Dedicated classroom wherever possible for teaching staff
- A flexible and generous approach to family appointments and child events
- Complimentary tea and coffee
- Complimentary Christmas Dinner for all staff each year
- Complimentary coffee and cake mornings
- Access for all staff to self-referral Health & Wellbeing Support package
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and learning walks
- Headteacher 'Open Door' policy at all times
- Birthday Cards for all staff on their birthday

Life in Wirral

Wirral is located between the River Dee and the River Mersey, overlooking both the Welsh Hills and the spectacular Liverpool skyline. Regularly rated in The Times as one of the top 10 places to live, Wirral is a fantastic place to work and just a short train journey from Liverpool City Centre, also well connected to the rest of the country. It is a beautiful peninsular with 50 miles of beautiful walks and 22 miles of breath-taking coastline, along with cycle and walking routes, Wirral is a place made for discovery.



St. Anselm's College

www.st-anselms.com