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# ST MARGARET'S

SCHOOL

Brief for the position of  
Head of Sixth Form



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## About St Margaret's School

St Margaret's is a co-educational independent day and boarding school in Hertfordshire offering an outstanding education to pupils from 2 to 18. Set in over 60 acres of beautiful grounds, the School has a reputation for supporting pupil wellbeing whilst nurturing academic talent and progress. In a supportive environment, pupils feel happy and secure and want to learn and do well. Pupils are confident, courteous and considerate.

All benefit from superb teaching by committed subject specialists, underpinned by excellent pastoral care and the School prides itself on working for and with individuals.

St Margaret's was established in 1749 as a charitable foundation to help orphans, specifically the children of deceased clergymen of the Church of England. This was the beginning of the Clergy Orphan Corporation, and of the two schools: for girls, St Margaret's, Bushey and for boys, St Edmund's Canterbury.

The school was initially situated in Southwark, the first of the five locations before its arrival at Bushey in 1897. In 1925, Little St Margaret's was built to provide accommodation for boarders but has since evolved into the Junior School. In 1996, the School architect, John Biswell, transformed old classrooms and common rooms in the main building into a new Library and Resource Centre using design features favoured by Alfred Waterhouse back in 1895.

Also in 1996, St Margaret's became completely independent from the Clergy Orphan Corporation. In 1999 the School marked its 250th anniversary with a grand service of Thanksgiving in St Paul's Cathedral in the presence of HRH Princess Alexandra.

As the School moved into the 21st century, it was graced with the presence of more royalty as the John Owen Sports Centre was opened in 2005 by HRH Princess Anne. Today, St Margaret's is a modern co-educational all-through school, although its history has left an indelible mark on its character and ethos.



**A small, warm and kind school where children reach their potential in a wonderful setting. Emphasis is on a family feel and making full use of its space, both inside and out.**

GOOD SCHOOLS GUIDE



## The Nursery

The Nursery at St Margaret's is for children from 2 years old, during their preschool years, before they start in Reception.

Children immerse themselves in play-based learning in a beautiful, light and spacious space, allowing them to create, play and explore the world around them. The children follow the EYFS curriculum, which focuses on areas including

communication and language, physical development, personal, social and emotional development, literacy, mathematics, understanding the world and expressive arts and design.

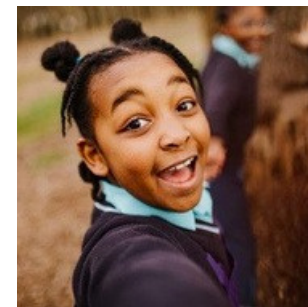


## Junior School

The purpose-built Junior School is equipped with classrooms designed for pupils to excel in their learning. Pupils aged 4 years to 11 benefit from accessing specialist rooms across the School, such as The Garton Music Building, the Dance Studio and the Performing Arts Centre.

The Junior School has an engaging curriculum and high quality teaching, the children are happy and equipped for a changing world and they seamlessly move into the Senior School. In Y3 and Y4, the children focus on building strong core skills and technology is used as a key part

of the delivery of academic learning. Children in Y5 and Y6 continue to build on the broad and balanced curriculum with an emphasis on core skills, to enhance knowledge and understanding across the curriculum.







## Senior School

The Senior School aims to provide an all-round education which is both challenging and flexible, offering small classes, a beautiful spacious campus and optional supervised study until 6pm each evening.

The curriculum is broad and balanced to allow the strengths of different individuals to be discovered and fostered. Regular educational visits and opportunities for residential trips extend knowledge and deepen friendships.

From Y10 to Y11, pupils take their GCSEs and are encouraged to choose varied subjects to maintain the breadth which is a mark of their earlier education.

The Senior School has recently completed the build of a new music centre which, along with a well-equipped performing arts studio and performance space in the main hall, ensures that pupils can enjoy the arts throughout the curriculum.





## Sixth Form

From September 2020, St Margaret's Sixth Form went co-educational. With over twenty A-Level subjects to choose from, St Margaret's Sixth Form students have access to a broad range of inspiring and challenging courses.

At St Margaret's Sixth Form, students mature into adults with a set of values, practical skills and the confidence that will stand them in good stead for life. The post-18 pathways preparation programme enables students to learn more and prepare for the next steps into adult life, be that the world of higher education, apprenticeships or entry level jobs.

Typically, pupils gain access to the most competitive institutions, graduate schemes and entry level jobs in the world, having benefited from timetabled university preparation lessons, visits to universities, interview and entrance examination practice and bespoke career guidance.



## Boarding

Pupils are welcomed into the boarding house, which is situated within the main school building, from Year 7 onwards. The offering ranges from full, weekly and occasional boarding and full boarders have the flexibility to go home for occasional weekends to fit in with family events.

Weekly boarders have their own bed in School which can be used for 3-5 nights a week by arrangement. Weekend stays and all excursions are available to weekly boarders for a supplementary charge.

Occasional boarding can take the form of one or two nights a week on a regular basis, just the odd night here or there, or a week or two during the year.





## Co-curricular & Sport

At St Margaret's there are abundant opportunities to shine, inside and outside the classroom. Every day, pupils from EYFS classes through to Sixth Form take part in all kinds of co-curricular activities, to broaden their experiences and challenge themselves.

With a choice of twenty musical instruments to learn from alone, our pupils can truly say they have an enriching experience at St Margaret's. From academic enrichment clubs to volunteering; football and cricket to ballet; chess to speech and drama; Model United Nations to coding club, pupils are encouraged to push their limits and discover their passions.

Sports are a key part of life at St Margaret's: the dance studio, all-weather pitches, sports centre and large grounds ensure pupils can enjoy a wide range of sports and activities.



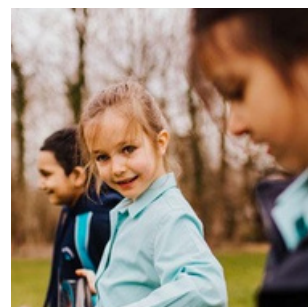


## Scholarships & Bursaries

St Margaret's scholarships are awarded in recognition of outstanding achievement or promise in a particular subject.

The majority of scholarships are up to 10% of school fees and are available at 11+, 13+ and 16+. Specialist scholarships are also available in: Art, Dance, Drama, DT, Music, Sport and STEM (Science, Technology, Engineering and Mathematics).

St Margaret's is committed to broadening access to the School. Within the resources available, means-tested financial support for the payment of school fees can be provided to parents/guardians of pupils who have been offered a place following the normal admissions and selection process.







# Governance

The Governors are Trustees of St Margaret’s and are collectively responsible for the long term vision and development of the School and come from a wide range of professional fields.

As a board Governors meet eight to nine times a year following a circle form of governance. The board carry out their work and scrutiny of all aspects of school life through their regular meetings. The board is supported by a Finance, Pay and Compliance committee (FPC) which meets four times a year.

Our Governors come from diverse backgrounds including education, business, finance and property. Further information on St Margaret’s can be found via the School’s website: <https://www.stmargarets-school.org.uk/>





**Hours of Work:**

Full time

**Start Date:**

September 2026

**Summary of the Role:**

We are seeking an inspirational and forward-thinking Head of Sixth Form to lead, manage, and further develop our vibrant Sixth Form community. This is an exciting opportunity for an ambitious educational leader who is passionate about supporting young people as they take the next steps in their academic journey and prepare for life beyond school.

The Head of Sixth Form will play a pivotal role in shaping the continued success of our Sixth Form—both academically and pastorally. The successful candidate will provide dynamic leadership that inspires, motivates, and supports pupils to achieve their full potential.

You will also have a strong track record of leadership and pastoral excellence and will be committed to fostering an inclusive, supportive and aspirational Sixth Form culture.

This is a unique opportunity to lead a key area of school life and to make a lasting impact on the educational, personal, and future success of our pupils. You will be joining a dedicated, collaborative staff team and a warm, ambitious school community.

# The Role







Job purpose:

- To lead and manage the further development of the Sixth Form both academically and pastorally, inspiring and motivating pupils to achieve.
- As a senior member of staff, contribute to strategic planning and activity across the whole School, including leading on careers provision.

Sixth Form

- To be responsible for support for Sixth Form students, working with and reporting to the Vice Principal as well as the Deputy Head Academic, and Deputy Head Operations.
- To manage the contribution of Sixth Form tutors, Oxbridge Coordinator and Biomedical Coordinator, providing ongoing training and information.
- To ensure effective dissemination of Higher Education information and the arrangement of advice and testing, including university admissions tests for students.
- To arrange and oversee the Higher Education process and advice for students and, in consultation with the Deputy Head Academic, prognostic testing for the Sixth Form and such follow-up as is appropriate.

- To have a strategic and operational involvement with the Admissions process for Sixth Form internal and external applicants, working with the Head of Year 11 (and Head of Section for 9-11) and Director of Marketing and Admissions as necessary.
- Working closely with the Deputy Head Academic and Director of Studies to ensure options information and processes are clear and well supported. To follow up, where necessary, subject choice anomalies and in consultation with the Deputy Head Academic to advise students and parents of the best future course.
- To oversee the editing of UCAS references, training staff where necessary, keeping up to date with developments in higher education as necessary; to advise students on the construction of personal statements and to process applications to Higher Education; to advise staff on the composition and content of UCAS references.
- To keep staff informed of developments in Higher Education and Admissions, communicating with Admissions Tutors and Higher Education Institutions as required and encouraging feedback, visits and active contributions from Alumnae.

- To oversee the work of the Head of Year 12 and 13, and to delegate such responsibilities to them as may be appropriate.
- To work with the Prefect Team and their contribution to the life of the School.
- To keep up to date with pastoral factors and key national issues affecting learning at a post 16 level.
- To lead strategic change on- and manage- Heads of Department, with the Deputy Head Academic, teaching and learning issues at Key Stage 5.
- To develop, oversee and maintain a stimulating co-curricular programme for Sixth Form including Critical Thinking, EPQ, Leadership training, Community Service, Physical Education and General Studies.
- To arrange meetings with parents to present Higher Education information at the appropriate times in the School Year.

Job Description





Whole School Careers

- Oversight of the careers programme ensures it reflects the interests and needs of our pupils. Ensuring that we have an unbiased approach to advice and that we use external support to ensure this offer. This will require excellent awareness of the key national trends/developments.
- To have a whole School overview and strategic plan for developing careers provision in the School, ensuring the school is compliant with the Gatsby Benchmarking system.
- To manage the work of the Head of Careers regarding whole School Careers, Sixth Form Work experience and careers guidance.
- To develop strong links with the Alumnae Network and to work with the Director of Marketing and Admissions as well as the Data Manager to consider how best to maintain the links for the greater good of the school.

Other duties

- Work with SMT colleagues on sixth form and career matters.
- Play a full role in admissions strategic development of the School and liaison with Governors including regularly preparing papers for committees.
- Involvement in staff training and appraisals.
- Support the Head with the aims and vision of the School.
- Attendance at school events including evenings and out of hours responsibilities.
- Grow the network of the School with other schools and associations.
- Involvement in marketing the School internally and externally including monitoring the School's website.
- Occasional presence at governing body meetings.

Line management of  
Heads of Year 12 and 13  
Head of Careers

**NOTE**  
This job description is not definitive and may be altered from time to time in order to undertake other duties commensurate with the level of the position in accordance with the needs of the School.

Job Description





Person Specification		ESSENTIAL	DESIRABLE
QUALIFICATIONS	University graduate and qualified teacher		✓
	PGCE or equivalent		✓
EXPERIENCE	Experienced teacher with an excellent academic track record	✓	
	Proven ability to set high standards and inspire young people	✓	
	Successful leadership of people (Head of Section/Year, Head of Department/ Faculty)	✓	
	Pastoral experience as a 6th Form tutor, mentor or coach		✓
	A proven ability to lead change and development, engaging and supporting others		✓
	Successful experience of raising standards for all with measurable outcomes.	✓	
	Experience supporting students with UCAS		✓
KNOWLEDGE	In-depth knowledge and experience of Child Protection and Safeguarding procedures.	✓	
	A keen interest in teaching and learning, with a proven commitment to CPD	✓	
	Confidence with IT and database technology	✓	
SKILLS & ATTRIBUTES	An energetic and enthusiastic approach	✓	
	A commitment to contribute to the co-curricular life of the school	✓	
	Clear and accurate written communication skills	✓	
	Excellent interpersonal skills to deal with a range of people	✓	
	The ability to work effectively with colleagues across the school	✓	
	Good planning and organisational skills, with the ability to use own initiative and take decisions	✓	
	Ability to think creatively, anticipate challenges, and develop effective solutions.	✓	
	A flexible attitude and a willingness to take on new ideas and challenges	✓	
	The ability to relate to and empathise with young people	✓	
	Hardworking and reliable	✓	
	Commitment to the ethos of St Margaret's	✓	

# The Person





The closing date for applications is **9<sup>th</sup> March at 17:00**

**Interview Date:** 16<sup>th</sup> March

Suitable candidates may be interviewed before the closing date and St Margaret's School reserves the right to withdraw the position if an early appointment is made. In order to apply please submit an application form along with a covering letter which sets out your interest in the role and encapsulates the aspects of your experience relevant to the required criteria. Please include current salary details and the names and addresses of two referees. Referees will not be approached until the final stages and not without prior permission from candidates. Please note, we are unable to accept CVs.

The application form is available online at <https://www.stmargarets-school.org.uk/work-with-us>

For an initial discussion, please contact:  
[recruitment@stmargarets-school.org.uk](mailto:recruitment@stmargarets-school.org.uk)

### **Personal Data**

In line with GDPR, we ask that you do NOT send us any information that can identify children or any of your Sensitive Personal Data (racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, data concerning health or sex life and sexual orientation, genetic and/or biometric data) in your application documentation. Following this notice, any inclusion of your Sensitive Personal Data in your application documentation will be understood by us as your expressed consent to process this information going forward. Please also remember not to mention information or details of individuals (e.g. referees) who have not previously agreed to their inclusion.

St Margaret's School is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. St Margaret's School is an equal opportunities employer.

# How to Apply







**ST MARGARET'S**  
SCHOOL

[stmargarets-school.org.uk](http://stmargarets-school.org.uk)