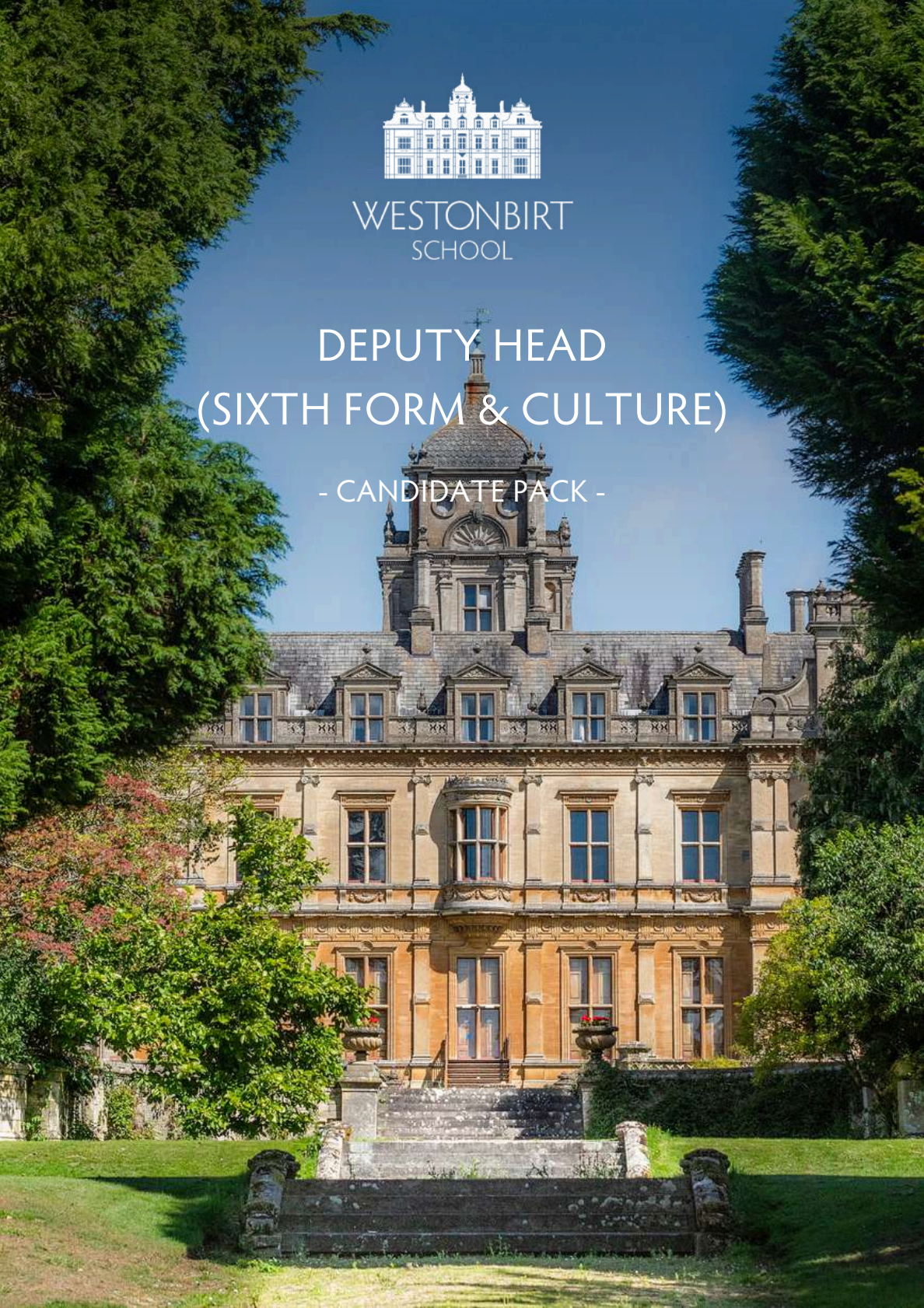




WESTONBIRT  
SCHOOL

DEPUTY HEAD  
(SIXTH FORM & CULTURE)

- CANDIDATE PACK -



## WELCOME FROM DINA POROVIC

A very warm welcome to Westonbirt!

We are so much more than a school. We are driven by an unshakeable commitment to enabling young people to flourish and thrive in all aspects of their lives. We believe in nurturing individuals who grow up knowing their own worth and the positive impact that they can make. We are guided by a deep belief in the endless potential of every child, which underpins our pursuit of excellence and the high expectations that we have of them.

We model for our pupils a collective lifelong commitment to learning. We are ambitious for and on behalf of them. Intellectual curiosity and an appreciation of the beauty and fragility of this world underpin the approach we take to ensure that the experience of learning is relevant and inspiring. Set within an extraordinary natural environment, Westonbirt offers space to think and to create. This freedom allows pupils to challenge themselves without fear, understanding that growth comes not from the pursuit of perfection, but from effort, reflection and resilience. Individuality is celebrated and pupils develop confidence that is grounded and authentic.

Life at Westonbirt extends far beyond the classroom. Whether through sport, music, drama or creative pursuits, whether leading or learning a new skill, pupils are encouraged to push beyond known horizons and challenge their pre-conceived limitations. They are supported by exceptional staff who are invested in ensuring every child is known, valued and guided to become the very best version of themselves and to experience success.

Westonbirt is a community bound by shared values and a fierce sense of loyalty. We aim to develop young people who are compassionate and courageous, ready not only for university or the next stage of their education, but for exciting, fulfilling and productive lives well beyond their school years. While we are proud of the outcomes our pupils achieve, we measure our success by the stories they create and the good they go on to do in the world.

If our vision and commitment to young people inspires and excites you then I very much hope that you will consider applying. A warm welcome in the most beautiful setting awaits you!



Dina Porovic  
Head



## THE OPPORTUNITY

The Deputy Head (Sixth Form and Culture) is an exciting new Leadership Executive role at Westonbirt School highlighting the importance that the school places on pastoral care as well as academic ambition and the vital role that the leadership of the Sixth Form plays in shaping the culture of the school.

The Deputy Head (Sixth Form and Culture) will be responsible for shaping and delivery of the strategic direction of the Sixth Form and will be expected to work closely with the other members of the Leadership Executive in ensuring the ambitious development of boarding and the holistic support and development of students across the Senior School. They will play an integral role in the recruitment and retention of pupils and will be involved in the promotion of Westonbirt's Sixth Form offering on a national and international stage.

The remit of this role is significant, and the school is seeking a leader who understands the complex interplay between academic success and the holistic development of each individual through a breadth of opportunities for personal and intellectual growth inside the classroom, through boarding and the co-curricular programme. The importance of building relationships, nurturing ambition, and promoting empathy and self-efficacy in these critical years will prepare generations of young adults to understand their worth and their ability to do good in the world.

We are proud of our varied programmes of study in the Sixth Form, including both A Level and BTEC pathways in a wide variety of inspiring subjects. Our co-curricular offering across sports, performing arts, CCF and Duke of Edinburgh as well as through an ambitious trips & cultural exchanges programme is a strength of the school. The Deputy Head (Sixth Form and Culture) will be responsible for ensuring that the journey of every student in the Sixth Form is carefully curated and nurtured to ensure that they are able to play to their individual strengths whilst also being exposed to numerous opportunities for growth that come from embracing challenge and high personal ambition.

Our students pursue a diverse range of post-18 pathways including aspirational degree courses, apprenticeships, clinical courses, Oxbridge programmes, and drama, music and art conservatoires. This is supported by an extended Sixth Form team that include the Head of UCAS and Head of Futures and Enterprise. The Deputy Head (Sixth Form and Culture) will ensure that students are striving for the best possible destinations and will champion opportunities that broaden their horizons and challenge them to aim high.

The Deputy Head (Sixth Form and Culture) will be responsible for the evolving the role of pupil leadership across the school and in the Sixth Form, identifying the role that all pupils play in shaping the culture of the school. They will work closely with the Deputy Heads Academic and Pastoral and Heads of Department to ensure that there is a varied enrichment and co-curricular programme that meets the needs of students and equips them with the skills required to be successful in their professional lives and fulfilled in their personal lives.

Critically, the Deputy Head (Sixth Form and Culture) will work closely with all Heads of Year to ensure a consistency of approach in all aspects of a child's educational journey. They will work together collegiately to ensure that high expectations are shared and lived across the school. They will lead on a coherent evolution of whole school initiatives that help to shape pupils throughout their time in the Senior School.



## HOURS, SALARY & BENEFITS

Full time position, starting in January 2027

Salary: An attractive salary & benefits package will be provided.

Benefits:

- Defined pension contribution 15%
- Means tested staff discount
- Complementary lunch
- Access to the group's counselling scheme
- Personal accident cover at work
- On site parking
- Pre-paid shopping discount card
- Cycle to work scheme

If you need any adjustment for the application or interview process please contact:

**[Michelle.Andrews@westonbirtschool.uk](mailto:Michelle.Andrews@westonbirtschool.uk)**

## APPLICATION & KEY INFO

Applicants should complete the school's application form - [link here](#)

The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 12pm on Tuesday 9<sup>th</sup> June.

Applications will be reviewed as they are received, and we will organise interviews as we receive applications. Prompt application is encouraged.

**Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.**

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



# KEY RESPONSIBILITIES

## Strategy and Vision:

- In conjunction with the Head and the Leadership Executive develop and deliver on the school's strategic vision and development plan.
- Lead on the strategic vision for the future of Sixth Form provision at Westonbirt.
- Assume overall responsibility for the growth and development of all students in the Sixth Form.
- Strategic and operational input into the development of the school's boarding offer.
- Leadership of initiatives that critically inform all aspects of school culture including strategic oversight of the PSHE and RSE programmes for the entire school.
- Strategic leadership of the school's approach to all issues associated with equality and diversity and nurturing pupil voice to ensure that the school is an inclusive and culturally vibrant community.
- Work in close association with the Admissions and Marketing teams to deliver sector leading marketing of the Sixth Form. Hold responsibility for enrolment into the Sixth Form through collaborative work with the Head and the Admissions team, with a particular focus on the effective recruitment and retention of boarders.
- Oversee effective transition into Year 12, ensuring pastoral and academic support is coordinated with the Heads of Year 12 and 13 and aligned with wider school systems. Work with the Heads of Year 10 and 11 to facilitate a smooth transition between Senior School and Sixth Form, including the organisation of taster and transition events. Actively support and lead recruitment and retention of students into the Sixth Form.
- Ensure sound guidance is offered on post-18 pathways. Keep up to date with current information on these pathways to ensure that students have balanced and wide-ranging opportunities, supported by relevant advice.
- Provide opportunities for student leadership and hold responsibility for the appointment, development and deployment of Study One (Sixth Form prefect team).

- Line manage the Head of Futures and oversee the UCAS processes, working closely with them to ensure that all students have high, yet realistic, expectations and that UCAS applications are completed in a smooth and timely manner. Demonstrate an understanding of special circumstances relating to students when completing references, including UCAS references, ensuring accuracy, sensitivity, and appropriate confidentiality.
- Lead the implementation and day-to-day operation of Sixth Form systems, including attendance, punctuality, behaviour, mental health support and student engagement, working closely with the Heads of Year 12 and 13 to ensure consistently high standards of student welfare and academic excellence.
- Oversee Sixth Form assemblies and chapel services.

## Academic:

- Manage the day-to-day academic life of Sixth Form students, sharing the strategic and operational oversight with the Deputy Head Academic.
- Continually research Sixth Form pathways and courses and, in consultation with the Deputy Head Academic, support Heads of Department with decision-making around programmes of study to ensure a sector-leading curriculum offering that meets the needs of all students.
- Ensure robust tracking and monitoring of student progress through the Sixth Form and work with Heads of Year, Heads of Department and tutors to ensure that interventions are timely and focused.
- Have overall responsibility for the study skills, structured study and learning to learn programmes in the Sixth Form. Drive a culture of academic ambition and encourage a love of learning in all Sixth Form students. Work with the Deputy Head Academic to ensure that Teaching and Learning in the Sixth Form is of the highest quality.
- Develop and lead on the evolution of the intellectual life of the Sixth Form through the auspices of an academic lecture and seminar programme.



### Pastoral Care & Student Wellbeing:

- Manage the day-to-day behaviour, pastoral welfare and wellbeing of Sixth Form students, operating within the strategic and operational oversight of the Deputy Head Pastoral and in alignment with whole-school pastoral systems.
- Establish and maintain professional, supportive relationships with students to ensure they feel safe, supported and known.
- Manage pastoral concerns and cases at an operational level, working closely with the Pastoral Support team to ensure concerns are effectively triaged and directed to the appropriate staff, and collaborating with the Heads of Year 12 and 13 to provide guidance and support, escalating complex or high-risk cases to the Deputy Head Pastoral, or Assistant Head Safeguarding as required.

### Safeguarding (Deputy Designated Safeguarding Lead):

- Act as a Deputy Designated Safeguarding Lead for the Sixth Form, managing safeguarding concerns as they arise and escalating appropriately to the Assistant Head Safeguarding and Deputy Head Pastoral in accordance with statutory guidance and school policy.
- Respond to safeguarding disclosures, concerns and referrals in a timely and appropriate manner, ensuring that the Assistant Head Safeguarding and Deputy Head Pastoral are kept informed, and that decisions reflect agreed lines of accountability.
- Maintain accurate, confidential safeguarding records and contribute to safeguarding meetings, reviews and audits, supporting effective oversight by the Assistant Head Safeguarding and Deputy Head Pastoral.
- Provide operational safeguarding guidance and support to staff working with the Sixth Form, including the Heads of Year 12 and 13, reinforcing safeguarding procedures and reporting expectations.
- Work closely with the Assistant Head Safeguarding and Deputy Head Pastoral to promote a consistent and robust safeguarding culture.

### Communication & Parental Engagement:

- Provide oversight and support for parental communication led by the Heads of Year 12 and 13, intervening in escalated matters and referring complex, sensitive or high-risk concerns in accordance with pastoral, academic and safeguarding procedures.
- Communicate with families in a professional, timely and sensitive manner, ensuring information is shared with other senior leaders in line with agreed protocols.
- Represent the Sixth Form at meetings, events and reviews as required, ensuring alignment with whole-school messaging.

### Leadership & Management:

- Line manage effectively, providing clear direction, supervision and accountability for all colleagues.
- Line manage
  - Heads of Year
  - Head of Futures & Enterprise
  - Head of UCAS
  - Head of Elite Courses

offering guidance, support and professional challenge to ensure high-quality pastoral care, academic excellence and consistent practice

- Monitor the quality and consistency of pastoral and academic provision within the Sixth Form and address concerns in consultation with the Deputy Heads Pastoral and Academic.
- Contribute to the professional development of staff, modelling best practice and maintaining high professional standards.



# PERSON SPECIFICATION

## Qualifications and training:

- A good honours degree, and a teaching qualification;
- A post-graduate qualification in Education, such as a Master's, would be an advantage;
- Experience of teaching across the 11-18 range;
- Evidence of recent and relevant Continuing Professional Development.

## Experience:

- Experience of Senior and/or Middle Leadership within pastoral and/or academic spheres in comparable schools;
- Experience of leadership within a boarding school environment;
- Proven excellent standards of classroom practice across the full ability and age range;
- Keen interest in educational research;
- Evidence of the use of pedagogical principles and cognitive science to improve outcomes;
- Experience of leading innovation or managing change;
- Experience of contributing to the success of a school through leadership of any area;
- Experience of the collection, analysis and interpretation of data to drive strategic improvement;
- Experience of supporting students with post-18 destinations;
- Experience of dealing with sensitive situations with integrity.

## Skills:

- Command academic respect and credibility;
- Management style that encourages participation and innovation;
- Ability to lead, inspire, motivate and manage colleagues and students
- Excellent written and oral communication;
- Excellent interpersonal skills and ability to appeal to all stakeholders in a school;
- Excellent time-management and the ability to delegate appropriately;
- Ability to reflect effectively and demonstrate growth as a result of critical reflection;
- Demonstrate a thorough understanding of current educational issues, including policy and legal frameworks;
- Demonstrate an excellent knowledge of how to promote equality and ensure inclusive teaching and learning;
- Demonstrate thorough knowledge and understanding of effective practices to safeguard children.

## Personal Qualities:

- Passion, energy, resilience and optimism to lead the Sixth Form through day-to-day challenges whilst maintaining a clear strategic vision and direction;
- Ability to negotiate and consult effectively;
- Readiness to innovate and look for new and inspiring solutions;
- Readiness to reflect on practice;
- Ability to work under pressure and prioritise effectively;
- Willingness to provide the best opportunities for all students;
- Committed to safeguarding, equality, diversity and inclusion



## WESTONBIRT SCHOOL

Westonbirt School is a co-ed independent day and boarding school for boys and girls aged 2 to 18 years, located in the Cotswolds, 90 minutes from London. At Westonbirt you will find an inspired community, set within 210 acres of parkland grounds and a breathtaking mansion. With an ethos of greenhouse not hothouse, success is celebrated and talent is nurtured. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

The School was recently voted 'Co-educational Independent School of the Year' at the 2023 Independent School of the Year awards and is also included in the Fortune 'World's Leading Boarding Schools' 2023 report with a five star review.

For more information on Westonbirt School, please visit: [www.westonbirt.org](http://www.westonbirt.org)

## WISHFORD EDUCATION

Wishford Education is a leading provider of independent education in the UK. Our group includes independent prep and senior schools, nurseries and day and residential camps. Varied in character but united in ethos, our schools, nurseries and camps understand where the true value of an independent education lies, and provide high-quality learning, outstanding opportunities and a happy, caring environment in which children achieve amazing things.

Founded in 2011, the group currently comprises ten independent schools in Wiltshire, Gloucestershire, Berkshire, Buckinghamshire, Oxfordshire and Kent as well as two thriving day nurseries in Wiltshire, an international summer school and an activity camps business.

The group is growing and we expect a number of additional schools and nurseries to join us in the near future.

For more information on the Wishford Schools group, please visit: [www.wishford.co.uk](http://www.wishford.co.uk)

