

Director of Sixth Form, King Edward's School

The Director of Sixth Form role is an exciting opportunity for experienced leaders to build on the considerable strengths of the Sixth Form of one of the leading Schools in the UK. Working under the Second Master, the Director of Sixth Form will represent the Sixth Form and play a strategic role in the development of the School. They will play a key role in the Senior Leadership Team, ensuring continued success for the School, as well as working with members of the Joint Leadership Team towards greater alignment and parity of pupil experience between KES and KEHS.

KES provides an intellectually stimulating, rich and varied education in which pupils from a wide range of backgrounds excel and thrive. The School is one of the most diverse independent schools in the UK.

Pupils currently study the IB curriculum. The last examinations for IB will take place in summer 2026. From September 2025, A Levels will form the Sixth Form curriculum, alongside a wider curriculum which includes Theory of Knowledge. The postholder will need to liaise closely with the Director of IB as pupils complete their IB studies, but experience of the IB curriculum is not required.

Duties are not exhaustive but likely to include the following and whatever is reasonably expected of the postholder.

Leadership

- To contribute to and deliver the strategic vision for the Independent Schools through regular meetings of the JSLT and SLTs, to deliver the strategy in the Schools.
- To be a visible advocate for the School, promoting it energetically
- To have strategic oversight of preparation for Higher Education programmes and careers, including the preparation of UCAS paperwork
- To continue to gain and implement current sector knowledge about Higher Education and school-leaver programmes within the UK and outside of it and ensure that KES and KEHS are amongst the leading Schools in this area.
- To oversee, at the direction of the School's DSL, safeguarding, inclusion and the pastoral work in the Sixth Form.
- To oversee programmes for university applications, medical and other specialist entrance tests; to liaise with the (external) US Universities lead
- To contribute to the Independent Schools' shared principles and responsibility for their delivery in the Schools.
- To participate in and contribute to the ISGB Education Committee.
- To develop excellent working relationships with the Chief Master & Principal, Second Master, and joint staff in the JSLT, in particular the Director of Sixth Form, KEHS

- To provide reports and commentary on the School's achievements against agreed performance indicators.
- To support School events, as determined by the Second Master
- To ensure that the Sixth Form's academic, pastoral and curricular education is outstanding for all pupils.
- To monitor and review academic progress of pupils and to take or delegate necessary actions.
- To prepare University applications reports for Governors.

The Director of Sixth Form KES will have specific oversight of:

- Pupils' academic progress
- UCAS references at KES
- Careers Lead (jointly with KEHS)
- Higher Education Admissions Tests
- Wider curriculum
- Applications to universities in the US and Canada
- Prefects

In addition, the Director of Sixth Form KES will line manage:

- Head of Divisions (Year 12)
- Head of Sixths (Year 13)
- Psychology lead and, in future, a proportionate number of academic departments
- TOK lead

Pupils

- To act as a role model for pupils and to take an interest in their lives.
- Support School events such as concerts, sporting fixtures, productions and to deliver assemblies.
- To ensure equality of opportunity to all pupils.
- To work with the Senior Leadership Team of both schools on matters as required.

Parental relations

- As appropriate, to be the point of contact for parents and prospective parents in matters relating to their son's education.
- To communicate clearly with parents and carers towards a climate of mutual support.
- To be the Sixth Form's figurehead.

Finance, Estates.

- Participate in determining the budgetary and the estates needs of the Schools.

Marketing and admissions.

- To promote the Sixth Form at key events and to build and maintain relationships with prospective and current parents.
- To ensure that pupils new to the Sixth Form are inducted effectively.

Fundraising and development.

- Identify opportunities for the School and to play an appropriate role in any subsequent activity to encourage a positive view amongst the current Sixth Formers of the alumni community.
- Liaise with the development office; sharing information and devising events as appropriate.

Foundation

- Lead in devising Foundation-wide and/or City-wide events for Sixth Formers, as agreed with the Chief Master & Principal.

The post holder would have a reduced teaching allocation (c.10 periods).
The post holder will have some administrative support to fulfil the demands of the role.

Person specification

Expertise

- Prior experience of leadership, at either Middle or Senior level
- An excellent knowledge of the higher education sector both in the UK and abroad and recent changes to application processes.
- An understanding of what makes an excellent career education.

Personal qualities

- Committed to creating an inclusive environment where every member of the School community is known and valued.
- Strongly collaborative nature
- Strong presence and presentation skills.
- Has the highest expectations of pupils learning and achievement.
- Articulate and approachable with excellent interpersonal skills.
- Integrity and professionalism.
- Committed to collaboration and thrives in a team dynamic.
- Is able to manage a number of different priorities.
- Excellent team management skills and the ability to develop a positive, reflective culture.
- Is resilient and able to perform consistently well in a busy and demanding environment.

June 2025

How to apply

To apply for this role, please forward a completed application form and equal opportunities form (both available for download [here](#)) and a covering letter addressed to the (Acting) Second Master (Mrs Louise Leigh) – by email to: kesrecruitment@keschools.org.uk.

The deadline for applications is **9am on Wednesday 18 June 2025**; however, applications will be reviewed on receipt and so early applications are encouraged. We reserve the right to bring forward the closing date and interview date if sufficient applications have been received.

First round interviews will provisionally take place in the week commencing **25 June 2025**.

If you have any queries about the role or would like to discuss it in more detail, please contact HR on kesrecruitment@keschools.org.uk

King Edward's School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available, we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the website www.kes.org.uk.