



BOSTON
HIGH SCHOOL

Boston High School, Spilsby Road,
Boston, Lincolnshire, PE21 9PF

Tel: 01205 310505 | **Email:** enquiries@bostonhighschool.co.uk

www.bostonhighschool.co.uk

LEADING LEARNING TOGETHER

VACANCY

**Sixth Form Officer (Academic Progress and Pastoral Care)
Required from September 2026**

HOURS & SALARY

37.5 hours (8.15am – 4.15pm)

39 weeks per year (term time, plus one additional week)

G5 – FTE £27,254-£30,024 Pro rata £23,711-£26,121

CLOSING DATE FOR APPLICATIONS:

Wednesday 1st July 2026 (Midnight)

INTERVIEWS WILL BE HELD ON:

Tuesday 7th July 2026

We are seeking a dedicated, organised and student-focused Sixth Form Officer to join our supportive secondary school. This is an exciting opportunity to play a key role in supporting students' academic success and personal development within a thriving Sixth Form environment.

To work closely with the Assistant Headteacher: Head of Sixth Form and Careers to support and enhance the academic progress, personal development, attendance, behaviour, and pastoral wellbeing of Sixth Form students, including maintaining effective communication with parents/carers and contributing to safeguarding and inclusion.

The successful candidate will build strong relationships with students, staff and families, monitor progress and engagement, and provide targeted pastoral support to help students achieve their full potential. We are looking for someone who is proactive, approachable and committed to supporting young people at this important stage of their education.

We reserve the right to appoint prior to interviews.

An application form and further information, including a job description, can be downloaded from our school website www.bostonhighschool.co.uk. If you have any queries or questions after reading the job description, **please contact Nadine Swain via email below.**

Please return all application forms, together with a letter of application (no more than 1 side of A4) to:

Mrs N Swain, Boston High School, Spilsby Road, Boston, PE21 9PF

Tel: 01205 310505 **Email:** jobs@bostonhighschool.co.uk

This school is committed to safeguarding and promoting the welfare of children. As part of our safer recruitment practices, an Enhanced Disclosure and Barring Service (DBS) check and an online presence search (excluding social media) will be undertaken. All re-employment checks are carried out in line with 'Keeping Children Safe in Education'.