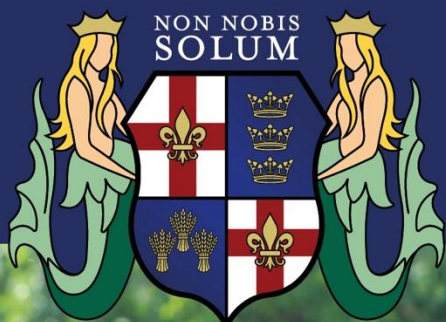




BOSTON HIGH SCHOOL



APPLICANT INFORMATION PACK

SIXTH FORM OFFICER (ACADEMIC PROGRESS AND PASTORAL CARE)

WELCOME FROM THE HEADTEACHER



Dear Applicant,

Thank you for your interest in joining the team at Boston High School. We are delighted that you are considering applying for a position within our school community.

At Boston High School, we pride ourselves on fostering an environment where every member of staff feels valued and supported. Our commitment to excellence in teaching and learning is matched by our dedication to professional development and wellbeing. We believe that by working collaboratively, we can provide the very best education and opportunities for our students.

Our mission statement is **LEADING, LEARNING, TOGETHER**:

- **LEADING:** Leading as individuals and as a community helps you grow in confidence, resilience, and character. Skills that allow you to thrive in school and life.
- **LEARNING:** Learning is at the heart of success. By working hard and aiming high, you can achieve your ambitions and reach your full potential.
- **TOGETHER:** Supporting one another creates an inclusive, caring environment where everyone feels they belong and is valued as part of the school community.

Founded in January 1921, Boston High School has a proud legacy of excellence, relocating to our current site on Spilsby Road in 1938. Our school offers a prestigious, inclusive, and collaborative environment where academic excellence, creativity, and mutual respect empower every student to thrive. We are an over-subscribed Selective Academy for girls aged 11-16, and home to an established and successful mixed comprehensive Sixth Form for students aged 16-18.

If you choose to apply, you will be joining a team that is passionate about making a difference and ensuring that every student achieves their full potential. We encourage creativity, innovation, and a shared sense of purpose, and we are always excited to welcome individuals who share these values.

Please take some time to explore our website and learn more about our ethos, achievements, and the exciting opportunities we offer. If you would like to discuss this position further or arrange a visit to our school, please email jobs@bostonhighschool.co.uk.

We look forward to receiving your application and learning more about how you can contribute to our vibrant school community.

Kindest regards,

Mrs AM Franks
Headteacher

BOSTON HIGH SCHOOL

ABOUT US

At the heart of our school lies a commitment to core values, embodied in our CODE, which emphasises aspiration, fairness, equality, the rule of law, respect, tolerance, justice, care, and courtesy.

These principles guide everything we do, helping our students thrive both academically and personally.

Commitment | Opportunity | Discipline | Excellence:

COMMITMENT; towards our school, ambitions, achievement, progress, development, learning, safety. Also, commitment to each other, to our duties, and our broader commitment to local, national and global needs.

OPPORTUNITY; a determination to take advantage of opportunities in life; to be the best we can be.

DISCIPLINE; a recognition that a disciplined and focused attitude is essential in order to achieve our best and to give of our best.

EXCELLENCE; a determination to achieve to our highest possible standards and contribute fully to society.

We are dedicated to supporting our staff through our Wellbeing and Workload Charter, along with significant investment in continuous professional development (CPD) at every stage of their career. Our robust Professional Pathways structure offers tailored support, including comprehensive guidance for Early Career Teachers (ECTs), National Professional Qualifications (NPQs), and preparation for future leadership roles. This commitment ensures that every team member is empowered to grow, succeed, and embrace their next professional challenge with confidence.

Our most recent Ofsted inspection in July 2024 resulted in a **GOOD** rating, affirming the strength of our school community and our commitment to excellence.

To see our school's Ofsted reports please click here.

We are proud to share some of the standout highlights from this glowing report, which showcases the dedication, passion, and high standards and expectations that define Boston High School:



The school has an inclusive and welcoming ethos... Pupils say that they feel safe in this popular school.

Pupils behave and attend well. They are friendly and polite.

Pupils with special educational needs and/or disabilities (SEND) are well supported. They benefit from the close support of adults and dedicated learning spaces, such as the 'hub' and 'snug', which strongly promote inclusion in the main school and into the sixth form.

The school has developed an ambitious and inclusive curriculum for all pupils. It offers a broad range of academic subjects that meet the interests and aspirations of pupils...

The school promotes pupils' personal development well. A well-thought-out enrichment course is complemented by a range of extra-curricular activities and visits.

Staff feel well cared for and are highly supportive of the school... Morale is positive.

INFORMATION ABOUT OUR SCHOOL PRIORITIES

Boston High School mission statement:
LEADING LEARNING TOGETHER



We believe in our students and in their generation; we pledge to do all that we can to help them to achieve high standards / outcomes and live fulfilled, safe, happy, and productive lives in their communities as valued citizens.

We will recognise and prioritise the safety, well-being and development of our whole community and ensure students and staff are cared for, supported, and are kept safe – physically and emotionally.

Leaders will continue to ensure that we maintain a clear and ambitious vision for providing high-quality education to all pupils and that is seen through strong, shared values, policies actions and outcomes.

Our culture of safeguarding is paramount to all at BHS. Our culture, policy and practice must identify those at risk or who need help; we must help reduce the risks through support, referral in a timely manner and manage safe recruitment, training, awareness, and any allegations to avoid risk and Keep Children Safe in Education.

- We seek to continually develop as teachers and as a school; reviewing and developing delivery, teaching methodologies and pedagogy to ensure our curriculum delivery meets needs.
- We seek to ensure that all learners can excel, succeed, and achieve beyond potential and fulfil their ambitions.

- Our whole community culture should be based upon the principles of aspiration, excellence, fairness, respect, tolerance, justice, care, courtesy, compassion; underpinned by ensuring we maintain our non-negotiable professional standards built upon integrity and trust.
- Standards of behaviour and discipline are high; we are firm but fair in application. Maintaining a positive learning environment.
- Our learners are individuals, and we respect their needs. Furthermore, we expect all to respect the needs of others.
- We are ambitious for our learners; we expect all to work hard, to accept the challenge, to delight in the accumulation of knowledge and to find enrichment, reward, and enjoyment in their learning.
- We are determined to build upon the principles of reflective practice, evaluation, and quality assurance to strive to be an improving Teaching & Learning community; school information informs practice; improves outcomes.
- We aspire for our learners to develop the capacity to become highly capable, independent, caring, considerate and responsible people to make a positive contribution to our society and our environment in the service of others.
- We aspire for our learners to be adaptable, resilient, and confident people who embrace, and grasp opportunities presented by change; to make a positive impact.

Behaviour & Personal Development mission statement:
Commitment, Opportunity, Discipline, Excellence

COMMITMENT: Every student is committed.

- Exhibits a thirst for learning and knowledge, demonstrating perseverance.
- Takes responsibility for own learning and behaviour, committed to our school values.
- Has high expectations for self in all areas of school including classwork, homework, attendance, and wears our school uniform correctly, taking pride in appearance.
- Always acts safely, looking after self and others.

OPPORTUNITY: Every student grasps opportunities.

- Attends school, arrives on time, and is prepared for the day ahead, ready to learn.
- Takes advantage of opportunities that are presented and actively seeks opportunities.
- Is working towards a personal goal and aspirations.
- Embraces the chance to learn from others.

DISCIPLINE: Every student considers themselves and others.

- Takes ownership of own behaviour and understands the consequences.
- Treats others the way they want to be treated.
- Accepting of other's views and beliefs, considering our British Values.
- Respects the school community and school environment, demonstrating respect for our school values, standards, and expectations.

EXCELLENCE: Every student is ambitious.

- Embraces change and challenge.
- Actively learns from mistakes.
- Applies a positive mindset.
- Is adaptable; looks to solve problems and thinks creatively.

Staff: Curriculum mission statement: **Love of Learning, Opportunity, Resilience, Respect**

Our Curriculum Intent, Implementation and Impact are rooted in the desire to instil a Love of Learning, create lifelong Opportunities, instil a sense of Respect, and develop our learners' Resilience; we define this as our LLORR curriculum mission statement:

- We seek to continually develop as teachers and as a school; reviewing and developing delivery, teaching methodologies and pedagogy to ensure our curriculum delivery meets needs – we are a learning community for all (inc. staff CPD).
- We seek to ensure that all learners can excel, succeed, and achieve beyond potential and fulfil their ambitions.
- Our whole curriculum culture is built upon the principles of aspiration, excellence and fairness.
- Our learners are individuals, and we respect their needs. Furthermore, we expect all to respect the needs of others in our learning community.
- We are ambitious for our learners; we expect all to work hard, to accept the challenge, to delight in the accumulation of knowledge and to find enrichment, reward, and enjoyment in their learning.
- We are determined to build upon the principles of reflective practice, evaluation, and quality assurance to strive to be an improving Teaching & Learning community.
- We aspire for our learners to be adaptable, resilient, and confident people who embrace, and grasp opportunities presented by change; to make a positive impact at Boston High School and beyond.
- We do all that we can to ensure curriculum choices are made to best serve our students and prepare them for the next steps on their educational / lifelong learning journey.



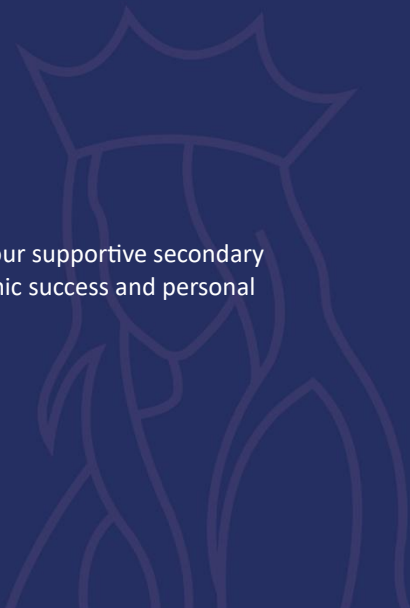


SIXTH FORM OFFICER

SALARY	G5 - Pro rata £23,711 - £26,121
JOB DETAILS	Full Time – 37.5 hours per week
REQUIRED FOR	September 2026
APPLICATIONS CLOSE	1st July 2026
INTERVIEW DATE	7th July 2026

IMPORTANT INFORMATION

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.



SIXTH FORM OFFICER

JOB DESCRIPTION



Job Title: Sixth Form Officer (Academic Progress and Pastoral Care)

Reports to: Assistant Head: Head of Sixth Form & Careers

Purpose of job:

- 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.

Main Responsibilities:

Academic Progress and Support

- Provide targeted academic support to students, identifying and addressing barriers to learning, including supporting effective revision strategies and study planning.
- Plan and deliver regular group and 1:1 academic tutorials, maintaining accurate records and sharing relevant updates with the Assistant Headteacher: Head of Sixth Form and Careers and subject departments.
- Produce and analyse weekly academic and pastoral tracking reports using SIMS, identifying trends and students requiring intervention.
- Liaise with subject departments to ensure timely communication regarding student progress and appropriate intervention strategies.
- Apply inclusive and adaptive strategies that take account of individual student needs, including SEND, disadvantage, and high prior attainment.

Attendance Monitoring and Intervention

- Monitor Sixth Form student attendance and punctuality, identifying patterns of concern and intervening promptly.
- Implement and track attendance improvement strategies in collaboration with the Assistant Headteacher: Head of Sixth Form and Careers and relevant staff.
- Maintain accurate attendance records and contribute to reporting and analysis.
- Liaise with parents/carers and external agencies, where appropriate, to address attendance concerns and support sustained improvement.

Pastoral Care, Safeguarding and Mental Health

- Provide high-quality pastoral support and guidance for students, addressing academic, personal, and emotional wellbeing needs.
- Act as a key point of contact for concerns relating to student mental health, referring appropriately in line with school safeguarding procedures.
- Work closely with the Designated Safeguarding Lead (DSL) and wider safeguarding team to report and respond to concerns in line with KCSIE guidance.
- Promote positive mental health, resilience, and wellbeing, supporting students to develop effective coping strategies.
- Ensure all safeguarding records are accurate, confidential, and maintained in line with statutory requirements.

Parental Communication

Maintain effective, professional, and timely communication with parents/carers regarding student progress, attendance,

behaviour, and wellbeing.

- Conduct and record parental conversations, particularly where concerns arise, ensuring clear actions, expectations, and follow-up.
- Support the organisation and delivery of parent/carer events, including guidance evenings and progress discussions.

Behaviour and Uniform Expectations

- Monitor and promote high standards of behaviour and conduct within the Sixth Form, including adherence to dress code expectations.
- Address concerns around uniform and presentation in a consistent and supportive manner, in line with school policy.
- Support students in understanding and meeting Sixth Form expectations, promoting a positive and professional learning culture.

SEND and Inclusion

- Work closely with the SENDCo and wider inclusion team to support students with identified needs.
- Contribute to the implementation of support plans and reasonable adjustments for Sixth Form students.
- Ensure that strategies used reflect individual needs and promote equity of access to learning and wider opportunities.

Sixth Form Provision and Environment

- Contribute to establishing and maintaining a purposeful, calm, and well-resourced Sixth Form study environment.
- Liaise with departments to ensure the Sixth Form Study Centre supports effective independent learning.
- Develop understanding of available programmes, support services, and opportunities, promoting these proactively to students.

Event Enrichment and Progression

- Support the Assistant Headteacher: Head of Sixth Form and Careers in the planning and delivery of key Sixth Form events, including: Open Evening, Guidance meetings, Year 12 Induction, Year 12 Stay Safe Day, Student Finance Parental meeting, Year 12 Settling in meeting, Results Days (GCSE and A Level)
- Assist with the coordination and delivery of the enrichment programme.
- Support the annual UCAS process, ensuring students are well-guided through each stage.

Tutor responsibilities:

- Act as a Sixth Form tutor, contributing to the delivery of the tutorial programme and supporting students' academic and personal development.

General Responsibilities

- Maintain accurate and confidential records in line with GDPR and safeguarding requirements.
- Work collaboratively with colleagues to support whole-school priorities, including inclusion, wellbeing, and raising achievement.
- Uphold the school's values, expectations, and commitment to safeguarding and student welfare at all times.
- Undertake any other duties commensurate with the role as directed by the Assistant Headteacher: Head of Sixth Form and Careers or senior leadership.

PERSON SPECIFICATION

EXPERIENCE AND PROFESSIONAL ATTRIBUTES	ESSENTIAL	DESIRABLE
Excellent communication and interpersonal skills	✓	
Motivates staff and student, and sets an example of high standards	✓	
Evidence of continued professional development		✓
SKILLS AND BEHAVIOURS	ESSENTIAL	DESIRABLE
Works well in a team	✓	
Selects appropriate teaching material and makes good use of available resources		✓
Confident user of IT	✓	
Ensures a safe learning environment	✓	
Secures high standards of behaviour in the classroom	✓	
Takes an active approach to self-development		✓
MANAGEMENT AND LEADERSHIP	ESSENTIAL	DESIRABLE
Ability to make informed use of assessment, information and data to raise achievement	✓	
SAFEGUARDING	ESSENTIAL	DESIRABLE
Is pro-active in reporting safeguarding issues and concerns to relevant persons, in accordance to school policy	✓	
Promotes welfare of students	✓	

APPOINTMENT PROCESS

HOW TO APPLY

Application Forms can be found on our school website www.bostonhighschool.co.uk.

Completed forms can be submitted to 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'.

