



CANDIDATE INFORMATION PACK

Head of Sixth Form

JOB DESCRIPTION

Head of Sixth Form

Job Purpose

To ensure that the curriculum, pastoral care and co-curriculum in the Sixth Form at DBS is implemented effectively to provide our students with the best possible academic outcomes and preparation to the worlds' best universities.

The post holder must subscribe fully to DBS's special ethos, the Core Values of DBS – known as The DBS Way – and understand how academic study, pastoral care and co-curricular activities contribute equally within it. The person will actively promote this unique DBS Vision through enthusiastic participation in all areas of School life, leading by example, and serving as a role model of uncompromising ethics, personal honesty, and high professional integrity.

The Head of Sixth Form will be responsible to the Head of Upper School for the quality of support and academic tracking and implementation of interventions to achieve academic excellence across the Sixth Form. The Head of Sixth Form will be a member of the Upper School Leadership Team.

The post holder will line manage the Sixth Form Tutors and the university counsellors.



KEY RESPONSIBILITIES

Key Aims

- Develop a strategic vision for the Sixth Form that aligns with the strategic vision of DBS
- Continue to further develop the Sixth Form as a centre of academic excellence, retaining and attracting a large cohort of high calibre students and supporting varied enrichment and leadership programmes
- Proactively track the academic and pastoral progress, university entrance process and achievements of students in Year 12 and Year 13
- Prepare students for university, the world of work and life beyond school

Leadership and Management

- Develop a distinct Sixth Form identity and ethos
- Lead on the creation and implementation of the Sixth Form School Improvement Plan
- Be responsible for the day-to-day internal management, organisation, operation and administration of the Sixth Form
- Assist in the proofreading of Sixth Form school reports
- Contribute to the formulation and adherence to policies within the Sixth Form
- Liaise with the admissions department in the assessment of prospective students for Sixth Form study
- Oversee a programme of careers and university advice in conjunction with the University Guidance Counsellors
- Co-ordinate the application processes for university entrance and to advise students, staff and parents
- Oversee the appropriate liaison with university admissions and other external agencies and ensure positive relationships are fostered
- In conjunction with the Deputy Head of Upper School and Examinations Officer, manage the calendar for the Sixth Form; reporting process, study leave, Sixth Form events and Parent Consultation Evenings
- Promote and support the House Leaders and House ethos
- Manage the Sixth Form budget
- Organise and lead Sixth Form Assemblies.

Safeguarding Responsibilities

- To uphold the highest standards of safeguarding, consistently promoting the safety and well-being of all students in line with the school's Child Protection and Safeguarding Policy.
- To be vigilant in recognising the signs of abuse or harm, and to follow all school procedures for reporting concerns about students or adults without delay.
- To ensure that safeguarding is embedded in daily practice, including classroom interactions, co-curricular activities, off-site visits, and digital environments.
- To complete all required safeguarding and child protection training, including regular refreshers, and to remain fully informed of policy updates and expectations.
- To support a culture of openness, fairness, trust, and respect where all students feel safe, heard, and valued.
- To contribute to a shared responsibility for safeguarding by proactively collaborating with colleagues, Designated Safeguarding Leads, and relevant external agencies when appropriate.
- To support and monitor safeguarding practices within your area of responsibility, ensuring consistency with the school's wider safeguarding strategy and compliance with international accreditation expectations.



Teaching, Learning and Assessment

- Maintain an overview of the A Level Curriculum as experienced by students and liaise with Heads of Faculty to ensure the smooth progression to A Level courses
- Lead, support and monitor Sixth Form initiatives to develop effective learning approaches used by students in the Sixth Form that reinforces academic excellence
- Lead and manage the UCAS process for the UK, and the equivalents for US, Australian, Thai and other world-class universities.
- In collaboration with the University Guidance Counsellors, lead and prepare the relevant literature for parents, students and staff including university guidance booklets, relevant sections of the Staff and Parent handbooks, Student Handbook and the School website.
- Assist the Deputy Head of Upper School with a full review on IGCSE / A-level results, making recommendations for progression
- Be up to date with, and in a position to advise on, all aspects pertaining to university applications
- Attend and participate in FOBISIA network meetings with other professionals to enhance curriculum practice



Pastoral Care

- Assume responsibility for the welfare of students; follow up incidents; maintain detailed records and student files on iSAMs; have meetings with parents during or after school as required, communicate with parents; chair Sixth Form meetings and attend management meetings.
- Working with the Head of English and Head of Language Support to develop an effective programme of English progression within the Sixth Form to support university admissions
- Develop effective intervention strategies to ensure all students are supported in achieving their potential
- Oversee the Prefect application process and selection of Head Boy/ Head Girl (from academic year 2023-24) and Prefect Team and work alongside the students in fostering their leadership skills
- Oversee a pastoral Wellbeing programme for students to meet their academic and pastoral needs

Communication

- Ensure that positive communication is maintained with parents through reports, parents' evenings, letters and other informal opportunities e.g. Seesaw/Newsletters/Google Classroom.
- Respond to parental enquiries by telephone, letter or email as appropriate.
- Keep accurate records of all communication with parents, and any other pertinent pastoral information relating to students on iSAMs.

Professional Standards

- To attend assemblies, departmental meetings, parents' evenings, school functions, residential trips and other staff meetings as appropriate.
- To undertake supervisory duties during the school day.
- To recognise the importance of being an exemplary role model to all children within the School.
- To maintain high standards of professional behaviour in accordance with the school ethos, including timekeeping and personal presentation.
- To take personal responsibility for evaluating and reflecting upon your teaching in order to continually develop and improve your practice.
- To always maintain professional and productive relationships with colleagues.

Commitment to Professional Development

- To engage actively in ongoing professional development, demonstrating a commitment to reflective practice and continuous improvement.
- To take full advantage of in-school training opportunities and contribute to the professional learning culture through collaboration, coaching, or sharing best practice with colleagues.
- To participate in professional learning aligned with school priorities, student needs, and personal development goals, including safeguarding, wellbeing, and intercultural understanding.
- To stay informed of current educational research, innovations in teaching and learning, and subject-specific developments, applying them where appropriate to improve practice.
- To contribute to whole-school initiatives, CIS accreditation activities, and strategic projects as part of the school's improvement agenda.
- To seek and respond to feedback in a professional manner, using it to enhance teaching effectiveness and student outcomes.

Contribution to School Improvement, Innovation and Use of Technology

- To contribute actively to the school's strategic goals and improvement priorities, including those linked to accreditation processes.
- To participate in innovation and development projects that enhance learning, wellbeing, or global citizenship across the school.
- To bring creativity and evidence-informed practice to initiatives that improve student outcomes, teacher effectiveness, or community engagement.
- To collaborate with colleagues in project teams, curriculum reviews, and inquiry-based professional learning focused on the school's future aspirations.
- To take ownership of improving one's own practice while also supporting a culture of collective growth across departments and year groups.
- To integrate technology meaningfully into teaching and learning in ways that enhance engagement, creativity, and personalised learning.
- To model and promote ethical, responsible, and safe use of digital tools among students, aligned with the school's digital citizenship framework.
- To stay informed of developments in educational technology and incorporate relevant innovations that support high-quality learning.
- To use digital tools effectively for assessment, communication, collaboration, and resource creation.
- To support the development of students' digital literacy and critical thinking skills, preparing them for life in a connected and rapidly evolving world.

Person Specification

(E is Essential; D is Desired)

Qualifications

- Bachelor Degree. (E)
- Postgraduate Certificate of Education (or equivalent). (E)
- Qualified Teacher Status. (E)
- Evidence of further postgraduate study. (D)

Skills and Experience

- Proven experience in leading, developing and motivating high-quality teams. (E)
- A commitment to academic progress and the welfare and safeguarding of students. (E)
- Knowledge and understanding of recent educational developments and best practices. (E) A proven track record of high-quality teaching. (E)
- A strong academic background, stature and experience that will command the respect of students, parents, colleagues and the wider community. (D)
- Experience of teaching Upper School students through to Year 13. (D)
- Experience in leading or overseeing the preparation of students for University. (D)
- Experience of working with children who have English as a Second Language. (D)
- Excellent of working knowledge of the National Curriculum for England. (D)
- An understanding of how Digital Technologies can be used to enhance curriculum. (D)
- An understanding of the demands of an International independent day school environment. (D)
- A proven track record of highly successful school leadership experience. (D)

Personal Qualities

- A highly visible leader with the charisma and energy to inspire and motivate. (E)
- Understanding of how to work effectively and efficiently with stakeholders, building strong teams and delegating effectively. (E)
- Ability to inspire children with a love of learning. (E)
- Strong personal relations and team-working skills. (E)
- Ability to use digital technologies to enhance learning. (E)
- Energy, charisma and dynamism with the vision and drive to create productive learning environments and excellent outcomes for all children. (E)
- Ability to work with and apply all school policies. (E)
- An understanding of the needs, challenges and opportunities of an international school community. (D)



REMUNERATION

The successful candidate will receive excellent salary and benefits commensurate with their experience.

This will include:

- Competitive salary.
- On-site accommodation (if recruited from overseas) for first year of contract at least. Option to move off-site and receive housing allowance from the second year.
- Start and end of contract flights (for dependent spouse and children too).
- Annual flight allowance (for dependent spouse and children too).
- Medical insurance (for dependent spouse and children too).
- 100% Tuition fees contribution for up to two children (50% for subsequent children).
- An end of contract gratuity.



APPLICATION PROCESS

Please apply through TES.

If you have any additional questions about the role then please contact:
Nattavadee Phlages, Headmaster's PA at nattavadee.p@dbsbangkok.ac.th





DENLA BRITISH SCHOOL



DBS

Always to Greater Things