



# Saint Francis Xavier

CATHOLIC SIXTH FORM COLLEGE



# Associate Assistant Principal Application pack January 2026



# LETTER FROM THE PRINCIPAL

## Graham Thompson

**I am delighted that you are considering applying to work at Saint Francis Xavier Catholic Sixth Form College.**



At St. Francis Xavier we understand the importance of recruiting talented and well-qualified staff to maintain excellence in all that the College does. We are a thriving sixth form college and this could be your opportunity to join an outstanding team of enthusiastic and committed individuals who value the welcoming, friendly and supportive environment that exists here. Both teaching and support staff are enthusiastic, creative and committed to making a positive contribution towards the College community. Our staff are passionate about working with young people and always go the extra mile to provide guidance and support to help them succeed. If this sounds like you, we want to hear from you!

The College is a wonderful and vibrant place to work. It offers outstanding education to students aged 16-19 and we are dedicated to the pursuit of quality in teaching and learning and to the achievement of high standards in everything that we do. Teachers are encouraged to research innovative and creative teaching, learning and assessment strategies to engage learners and continue to improve outcomes for all.

### **So what can the College offer you?**

Because we know that our staff are passionate about education, learning and self-development, as a new teacher to the College you will have the opportunity to develop professionally through a programme of training developed both in-house and through external agencies. Participation and collaboration are core values and expected behaviours of all staff at SFX; every staff member is a source of new ideas, useful insights and feedback. We are a highly skilled community and keen to learn from each other as well as look outwards. The sharing of materials and ideas is standard amongst teaching staff; resources are easily accessible through Google Drive. To this end, supported experiments and exchange of sound teaching and assessment strategies are encouraged, with the needs of the learner at centre of all we do.

We recognise and value the contribution of all staff and the positive relationships they have with our learners is key to our success. As such, the College seeks to recruit, retain and develop high quality staff. We value our staff and their contribution to the College and are committed to developing and retaining our employees. If you would like to be a part of one of the best sixth form colleges in the country and join our vibrant community of teaching and support staff, then we can't wait to hear from you!

I very much look forward to welcoming you as a member of the St. Francis Xavier College community.

Graham Thompson

Principal

# ABOUT US

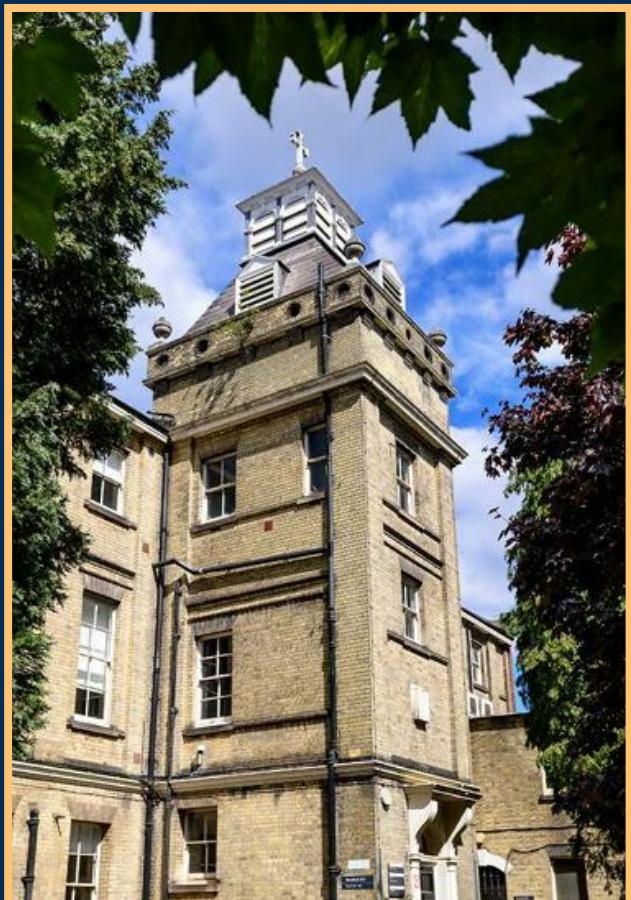
St. Francis Xavier Sixth Form College is based in Balham, South London. We offer a fantastic choice of courses, with a strong record of success.

We are ranked the 2nd best sixth form college in the UK for student progression to university based on prior attainment.

## Outstanding Results

Our high quality of teaching, facilities and academic support help every student reach their potential and achieve their progression goals.

- **98% pass rate** in A level, BTEC, CTEC and UAL level 3 courses, with 50% of those students achieving high grades.
- **95% of our 400+ UCAS** applicants progressed to university - far higher than most colleges.



## Course Choices

We offer a broad range of courses which include:

- 28 A level/Applied subjects,
- 11 Level 3 Extended Diplomas
- 4 T levels.

We also have Level 2 and Foundation options available.

## Ofsted rated:

**'Good with Outstanding Features'**

Following an inspection in November 2023, Ofsted graded St Francis Xavier Catholic Sixth Form College good with outstanding features.

Personal development and provision for learners with high needs were both graded outstanding, while good grades were received for quality of education, behaviour and attitudes, leadership and management and education programmes for young people.

With all areas being graded good or outstanding, the report contains many positive findings. Inspectors were particularly impressed by the '**welcoming nature of the college**', the '**well-qualified teachers with strong subject knowledge**', the '**exceptionally high quality**' **tutorial programme** and the way **leaders and managers** '**rigorously monitor the quality of education they provide.**'

Full details and the link to the report can be found at <https://www.sfx.ac.uk/about-us/ofsted>

# MISSION STATEMENT



**St. Francis Xavier Sixth Form College** is an inclusive educational community, rooted in the Catholic faith with Christ at its centre. Our aim is to provide a broad curriculum which emphasises the pursuit of excellence and focuses on career preparation, leadership and service to others. We are committed to preparing the whole person to lead a life of purpose and success in a just and sustainable world.

**We express our commitment  
in the following values:**

- Kindness**
- Service**
- Faith**
- Inclusion**
- Courage**
- Honesty**
- Respect**
- Forgiveness.**



# STAFF WELLBEING & BENEFITS

We want staff to enjoy working at St Francis Xavier College. We aim for all our colleagues to feel supported to develop, maintain positive wellbeing and achieve a healthy work/life balance. We strive to create a warm and welcoming staff community.

**We have recently been awarded the Carnegie Bronze FE Mental Health Award in recognition of the work we do to support the wellbeing of staff and students.**

There are two dedicated Wellbeing Afternoons and one dedicated Wellbeing Day each year.



Further staff wellbeing initiatives take place throughout the year, including **free weekly fitness classes**, a **subsidised massage service**, **daily prayer in the chapel** open to all, **charity collections** and **complimentary snacks on Fridays** to encourage mingling in the staff room.

We regularly seek feedback and suggestions for further ways to improve staff wellbeing from our colleagues. Our **Staff Pulse survey** runs every half term, with outcomes discussed by senior leaders and at the regular **Staff Wellbeing Forum**.

## Staff benefits include:

- Excellent training opportunities;
- Free use of our state-of-the-art gym;
- Free Fitness Classes for Staff;
- Staff wellbeing days and activities;
- Staff social activities;
- Free annual flu vaccinations for staff;
- Free eye tests;
- Cycle to work scheme;
- Subsidised on-site staff massage service;
- Confidential Counselling Services;
- An on-site nursery
- Membership of the Teachers' Pension Scheme or
- Membership of the Local Government Pension Scheme;
- Just a 2-minute walk from Clapham South Station;
- Free On-Site Parking and bike store;

*"I have never worked in an organisation where wellbeing is set as one of the utmost important caring values".*

**Survey scores for questions relating to workload are significantly above the national average and the overwhelming majority of staff responding that they would recommend the college as a place to work.**

Our most recent Ofsted report recognised the supportive nature of the college, noting that **'leaders are considerate of staff workload'** and that **'teachers appreciate that opportunities for professional development do not come at the cost of increased workload'**.

# YOUR INDUCTION & CPD

College Principal Graham Thompson, puts staff development to the forefront of his strategic planning, so that teaching and learning is developed through in-house training alongside partnerships with external agencies. Participation and collaboration are core values and expected behaviours of staff at St Francis Xavier: every employee is a source of new ideas, useful insights and feedback. We are a highly skilled, outward-looking community who engage deeply with pedagogical research, while also being keen to learn from each other.



**Our induction programme for ECTs** is run in conjunction with Wandle Teaching School Hub, who provide training and act as the Appropriate Body.

**ECTs are supported by a dedicated mentor and complete a two-year statutory induction**, including topics such as safeguarding, equality & diversity, behaviour for learning, assessment for learning strategies and the use of data to drive progress. Secondary School work experience is usually arranged for two weeks in the summer term of an ECT's second year.

Teachers who have completed a post-compulsory PCET also receive a mentor for their first year and are supported to achieve QTLS. All induction activities are overseen by Head of CPD, Tom Spindler

All **new staff are assigned a buddy** in order to help them integrate into the college.

The sharing of materials and ideas is standard amongst teaching staff: resources are easily accessible on site or remotely through Google Drive.

As part of our **digital innovation strategy**, the college provides all teachers with an **iPad** and colleagues are **encouraged to research innovative digital tools** which can further increase learner engagement and continue to improve outcomes for all students.

**The college is committed to developing talent and helping colleagues achieve their career ambitions.** According to our most recent Ofsted report, *"Staff feel well cared for and support leaders in the promotion of a culture of continuous improvement"*.

Feedback is regularly sought from colleagues using the TES Staff Pulse survey: the average scores given in response to questions concerning goal setting and support are both significantly above national averages.

Reflecting at the end of their induction period, one ECT commented *"I have excellent support from colleagues, my mentor and induction tutor"*.

When surveyed about the effectiveness of INSET sessions, staff overwhelmingly report that their training has had a positive impact on their practice.

**A culture of pedagogical exploration** is fostered through opportunities for open exchanges of teaching strategies and meaningful feedback conversations, with the needs of our learners at the centre of everything that we do. **We invest heavily in our staff, because we know they are key to the continued success of St Francis Xavier Sixth Form College.**



# JOB DESCRIPTION

## Associate Assistant Principal

(Cross College Role to be determined following interview)

**A.** St Francis Xavier College is a Roman Catholic Foundation. All teachers should endeavour to maintain and develop the Catholic character of the College in accordance with the directions given by the Governors and subject to the directions given by the Principal. St Francis Xavier staff and students collectively agreed the values to which we should all contribute through consultation. These values are:

- Kindness
- Service
- Faith
- Inclusion
- Courage
- Honesty
- Respect
- Forgiveness

**B.** The College has a strong commitment to equal opportunities and respect for all members of our community regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

**C.** This post is offered subject to the conditions of service as set out in the agreed contract.

**D.** For further information about the duties of all members of staff, terms and conditions, mission and policy framework of the College please see Staff Handbook available on the College intranet.

**E.** This job description is non-contractual. This means that should the needs of the College change in the future, the Principal may require reasonable variations consistent with the job title. Such changes will only be made after consultation with you.

**Reporting to: Associate Principal for Curriculum and Quality**

**Purpose:** The Associate Assistant Principal will join the Senior Curriculum Team whose role is to support the strategic and operational management of the curriculum. As well as line managing a number of Heads of Department each Associate Assistant Principal has a significant cross-college responsibility which will be determined following interviews.

**This position will encompass the following roles and responsibilities:**

**Quality Management and Improvement**

1. To ensure that course plans and schemes of learning within your Faculty are coherent, appropriate to learning needs and meet the requirements of the awarding bodies with respect to sequencing, assessment method, timing and weighting
2. To ensure that course entry requirements are kept under review and are appropriate, clear and comparable across subjects.
3. To develop or build on expertise with respect to the objectives, structure and assessment methods of both the academic and the vocational curriculum.
4. To ensure that each course publishes to its students the assessment framework for their course programmes (reflecting the requirements of the external awarding body) and how the elements of the course will be assessed, both discretely and in aggregation.
5. To ensure that student assessment records are kept and that compliance is achieved with regard to e-markbooks.
6. To ensure that internal and external verification, moderation and assessment procedures are carried out accurately, effectively and efficiently and in compliance with external awarding bodies.
7. To use management information data to drive forward improvement.
8. To ensure that course targets for the maintenance or improvement of standards reflect College and sector-wide benchmarks for recruitment and achievement (and components thereof) are set and met.
9. To evaluate and moderate departmental SARs in the Faculty and to monitor departments' progress against action plans on an on-going basis. In particular to identify underachievement and to work with Heads of Departments and Team Leaders to improve performance. To monitor the implementation of department Quality Improvement Plans and to assess their impact.
10. To manage quality improvement across the Faculty through participation in college Quality Days and by sitting on Quality Boards
11. To challenge areas of underperformance and liaise with HoDs, Team Leaders and members of the SLT to identify and apply remedial strategies
12. To participate in the quality activities of lesson observations, paired lesson observations, peer observations, department "health checks" and any other measure related to quality improvement in teaching, learning and assessment.

13. To assist the Associate Principal (Curriculum & Quality) in promoting the development of effective and innovative approaches to teaching, learning and assessment.
14. To regularly liaise with the Pastoral AAP's on matters of attendance and student progress.

### **Audit and Inspection**

15. To play a key role at external inspection, internal and external audit and to ensure that staff members within the Faculty are aware of any requirements to support those activities. To ensure that all non-financial records and statistics required by external regulatory bodies are provided in an accurate and timely manner.

### **Management of Human Resources**

16. To be line manager for the Heads of Department and Team Leaders of the Faculty and work with the Principal and the Associate Principal (Curriculum & Quality) in recruitment, advertising of vacancies, short-listing, interviewing, selection, deployment and performance management of staff.
17. To ensure appropriate and comprehensive procedures for new staff induction and probation and additional support and scrutiny for existing staff members taking on new roles and responsibilities.
18. To participate in the College's Performance review Process, appraising relevant staff on an annual basis or more often as appropriate.
19. To have oversight of the continuing professional development needs of all members of staff in the Faculty. To monitor the implementation of a professional development plan for the Faculty and assess its impact.
20. To have oversight for monitoring staff health, safety and welfare in their Faculty (including on-going opportunity for staff disclosure under the DDA), in consultation with members of the Senior Team as appropriate.
21. To monitor and manage staff absence in partnership with the Head of Human Resources, Heads of Departments and Team Leaders.

### **Financial Management**

22. To be a cost centre head with responsibility for the departmental budgets within the Faculty. To work with the Business Manager to ensure appropriate resources are in place to support the learning and welfare of students in their area.

## **Curriculum Planning and Operational Implementation**

23. To keep up-to-date with the 14-19 and HE curriculum landscapes and participate in keeping the curriculum under review to ensure that it is responsive to the needs of learners and cost-effective.
24. To develop learning and progression pathways which accommodate inclusive strategies and promote academic excellence.
25. To participate in the operational implementation of the curriculum in liaison with relevant staff members.
26. To support and facilitate the timetabling process in their Faculty, including rooming and staff deployment, and to liaise with relevant staff members at all levels of the organisation.

## **Student Management and Guidance**

27. To take part in the preparation and co-ordination of information related to their area of responsibility in the prospectus, handbooks and other relevant documentation.
28. To assist with student guidance and enrolment procedures.
29. To support the organisation and supervision of students during public examination sessions.
30. To participate in the duty rota as negotiated with the senior leadership team.
31. To assist the Heads of House with student welfare and discipline, monitoring and review of students' achievement and progress, the provision of information to support the Learning Code and Cause for Concern processes, and liaison with parents.

## **Health and Safety**

32. To take responsibility for authorising College journeys and trips in their faculty, including ensuring health and safety procedures are in place and financial procedures and regulations met.

## **Catholic Ethos**

33. To support, sustain and develop the Catholic ethos of the college and to attend wherever appropriate, college cultural, social, sporting and religious events.
34. To have an understanding of and commitment to the College's Equal Opportunities Policy and an ability to contribute to the implementation of the policy through the duties of the post.

## Cross College

35. To take responsibility for one or more significant cross-college roles (to be determined following interview). These maybe on rotation with the other Associate Assistant Principals, where appropriate:

- T-Level and Applied General/Vocational Lead.
- A-Level Lead
- Student well-being
- Staff well-being in conjunction with Head of Human Resources.
- Time-tabling and curriculum planning (whole college) in conjunction with Associate Principal (Curriculum & Quality)
- Management and organisation of the College's lesson observation scheme.
- Management and organisation of teacher CPD and INSET
- Digital Innovation for Curriculum Improvement Lead
- Development and management of Key Performance Indicator data, including Qualification Achievement Rate Data, Value Added Data and student progression information.

36. To undertake any duties or responsibilities as may be reasonably required by the Principal.



# PERSON SPECIFICATION

	Essential	Desirable	Assessed by
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A good honours degree or equivalent.</li> <li>• A teaching qualification.</li> <li>• A record of relevant continuous professional development (including a significant leadership/management component).</li> </ul>	<ul style="list-style-type: none"> <li>• Post-graduate degree.</li> <li>• Post-graduate accreditation for educational management or leadership training.</li> </ul>	Application Certificates References
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Significant and successful recent curriculum middle management experience in a comparable educational setting.</li> <li>• Experience of performance management and self-assessment in an educational setting and of tackling under-performance successfully.</li> <li>• Experience of managing change effectively.</li> <li>• Experience of achieving success in own teaching and learning outcomes.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with young adults from a range of backgrounds, with diverse prior achievement and abilities.</li> </ul>	Application Interview Assessment Tasks References
<b>Leadership &amp; leading teams</b>	<ul style="list-style-type: none"> <li>• Ability to inspire and motivate staff, students, parents to achieve the aims of the school.</li> <li>• Ability to analyse data, develop strategic plans, set targets and monitor/evaluate progress towards these.</li> <li>• Knowledge of what constitutes quality in educational provision, the characteristics of effective colleges and strategies for raising standards and the achievement of all students.</li> <li>• Understanding of and commitment to promoting and safeguarding the welfare of students.</li> <li>• Experience of working in and leading teams.</li> <li>• Ability to delegate work and support colleagues in undertaking responsibilities .</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to articulate and share a vision.</li> <li>• Evidence of having successfully translated vision into reality at cross-school/college level.</li> <li>• Understanding of effective budget planning and resource deployment.</li> </ul>	Application Interview Assessment Tasks References
<b>Skills, Qualities &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• High quality teaching skills.</li> <li>• High expectations of students' learning and attainment.</li> <li>• Ability to build and maintain positive relationships with staff and students.</li> <li>• Strong commitment to school/college improvement and raising achievement for all.</li> <li>• Good communication skills.</li> <li>• Good interpersonal skills.</li> <li>• Confidence, drive, enthusiasm.</li> <li>• Flexibility and resilience.</li> <li>• Ability to organise work, prioritise tasks, make decisions and manage time effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to remain positive and enthusiastic when working under pressure.</li> </ul>	Application Interview Assessment Tasks References

# HOW TO APPLY

To apply, please complete the application form via the TES website or our careers page. The application form includes a personal statement which should clearly demonstrate how you meet the requirements set out in the Person Specification and should not be longer than 2 pages of A4. Please ensure that all CV gaps are accounted for in your career history.

## **Reference details**

Please provide names, addresses and contact details for two referees, one of whom should be your current or most recent employer. We expect to take up 2 references for candidates who have been shortlisted prior to the interview.

## **Closing Date**

Applications must be received no later than: **Wednesday 15th October 2025**

## **Interviews**

Interviews will take place week commencing: **Monday 20th October 2025**

## **Safeguarding**

St Francis Xavier Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Candidates are expected to demonstrate a sound understanding of and commitment to safeguarding and welfare of students. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. As well as verification of identity, we ask all successful candidates to undertake an enhanced DBS disclosure. In line with Keeping Children Safe in Education (KCSIE) guidance, we may also conduct an online search about any shortlisted candidates as part of our due diligence to identify any matters that might relate directly to our legal duty to meet safeguarding duties, in accordance with Keeping Children Safe in Education (KCSIE).

## **Data Protection**

As part of our recruitment process, St Francis Xavier Sixth Form College collects and processes personal data relating to job applicants. The College is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. For further information please read our Privacy Notice.

## **Notification and Feedback**

Candidates who have taken part in interviews will be notified of our decision as soon as possible and feedback will be provided for all candidates invited to interview.

## **Additional Information**

If you have any other questions about the role or the application process please contact Anna Mason, HR Manager on [a.mason@sfx.ac.uk](mailto:a.mason@sfx.ac.uk) or 020 8772 6094

# HOW TO FIND US

## TUBE

Clapham South tube station is a 2-minute walk away. Turn right as you exit away from Clapham Common along the high road and take the first right turn onto Malwood Road.

## TRAIN

Balham train station is a 12-minute walk or 5-minute bus ride away. As you come out of Balham station, walk straight along the high road past McDonald's and Sainsbury's. Malwood Road is the left turn opposite Shell Petrol station and Burger King.

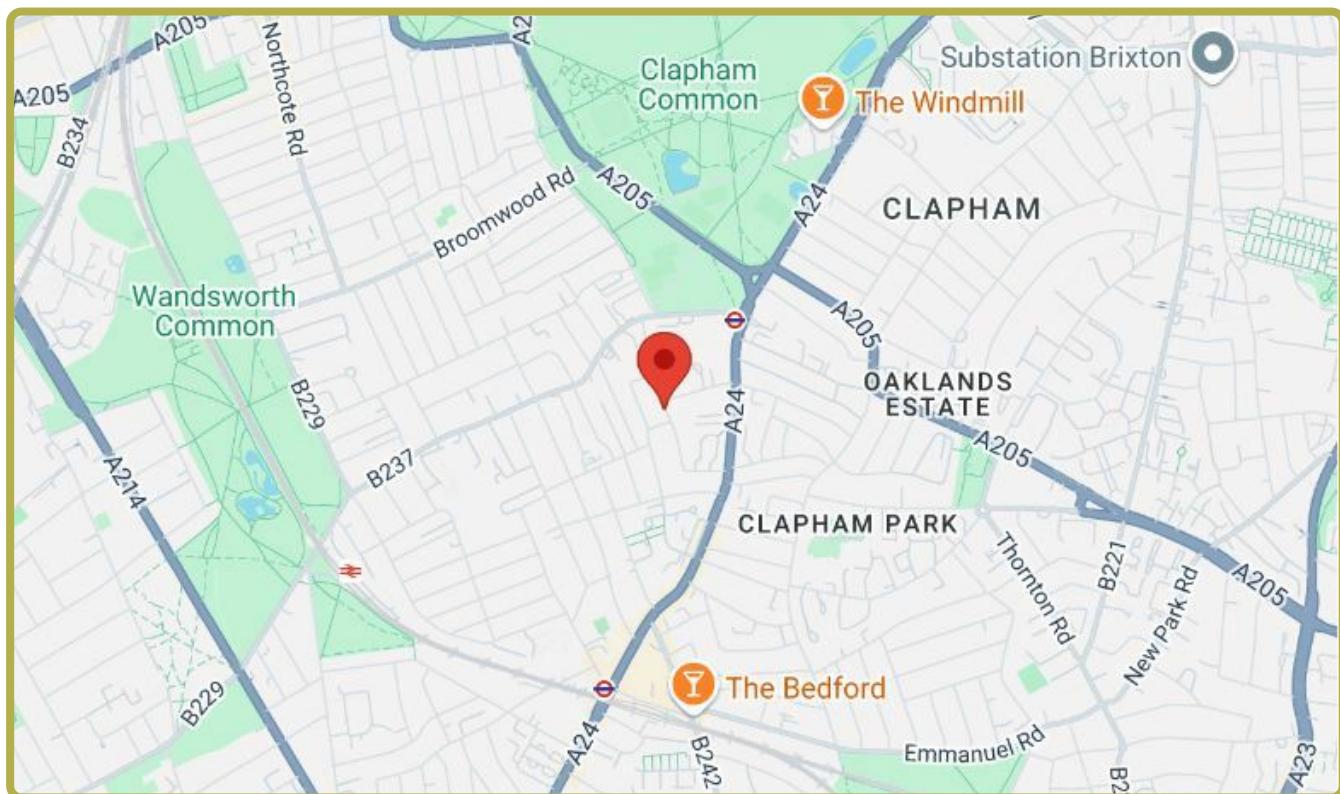
Clapham Junction is a 14-minute G1 bus journey away.

## CAR

Free on site car parking is available for staff and visitors.

## BIKE

Bike parking and storage facilities are available on site and the College participates in 'cycle to work scheme' with *Cycle scheme*.



## BUS

The following routes stop nearby:

- 50** - Croydon / Thornton Heath / Norbury / Streatham / Clapham / Stockwell
- 155** - Tooting / Balham / Clapham / Stockwell / Oval / Kennington / Elephant & Castle
- 249** - Clapham / Balham / Tooting / Streatham / Crown Point / Crystal Palace / Anerley
- 315** - West Norwood / Streatham / Balham
- 355** - Mitcham / Tooting / Balham / Clapham / Brixton
- 690** - West Norwood / Tulse Hill / Herne Hill / Brixton / Clapham / Wandsworth Common
- G1** - Streatham / Tooting / Wandsworth Common / Clapham Junction