

Application Pack

# Join us

**Assistant Head - Sixth Form**

Closing date: Midday 20 May 2026

Start date: January 2027



**Trinity**  
School



**ISI Inspectors observed that  
"students celebrate each  
other's differences and are  
actively inclusive".**

ISI Inspection Report 2024

## Welcome from the Headmaster

Thank you for your interest in working at Trinity. We hope that the information provided here and on our website will help you with your application and give you a flavour of our school.

Trinity is a special place to work and this derives, in part, from a kind and purposeful approach in all that we do. Our most recent inspection of the school took place in November 2024 and we were delighted that we were awarded a significant strength for our community; the relationships within the school and with our wider locality are key to our educational mission.

We warmly welcome inspiring staff and students from an unusually wide range of socio-economic and cultural backgrounds. Our purpose is to nurture good human beings, focusing on their character and the values that we want our students to make their own. We hope they will leave Trinity without any sense of entitlement, but with a humility that acknowledges the fact that there is always more to learn, as well as a sense of how they can impact the world positively.

Yours faithfully,

*AJKennedy*



## An introduction to Trinity School

Trinity School is a selective, independent day school for boys aged 10 – 18, with a thriving, co-educational Sixth Form. As one of the top independent schools nationally, students come from all over London and the South-East. Almost all go on to further education, work or apprenticeships. From September 2027, we will extend our co-education offering and we will welcome girls and boys in Years 6 and 7, and the school will grow from 1050 to about 1400 students over the next five years

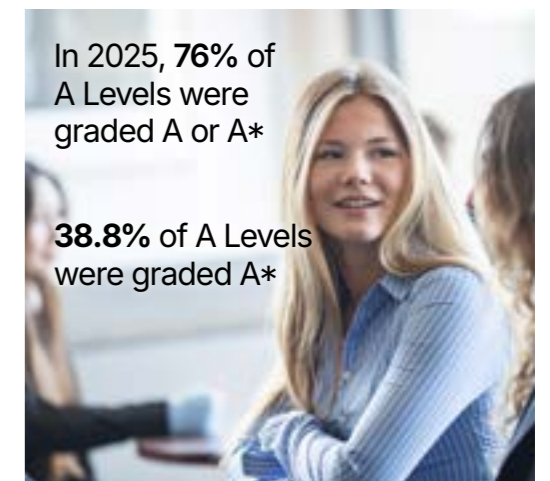
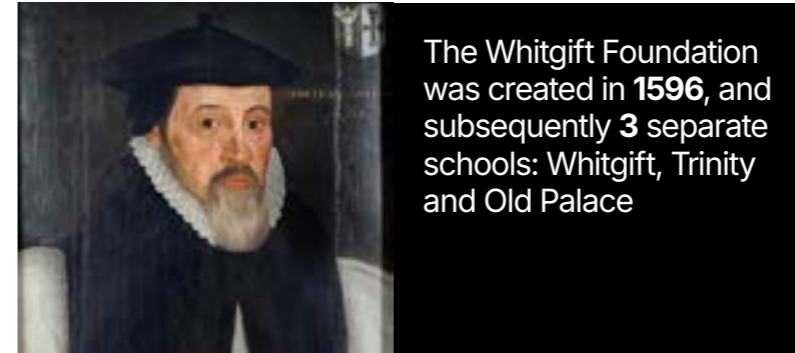
The school is one of two governed by the Whitgift Foundation, which was founded in 1596 by the then Archbishop of Canterbury, John Whitgift - the other school being Whitgift School for boys.

The school has been on its present site since 1965, and enjoys 27 acres of grounds as well as additional playing fields at Sandilands, fifteen minutes' walk from the school. The original building has been greatly extended, including the Mitre Theatre and the Shaw Building, which houses the Art, Design and Sports departments. We are about to enter a phase of very significant investment in the school's fabric as the school grows, which will transform our site. Most recently we have added a first class Performing Arts venue in the Trinity Concert Hall, a refurbished swimming pool, a Sports pavilion and a Music School.

Parents whose income falls below a specified threshold are eligible for a bursary and this enables us to attract students from an unusually wide range of socio-economic backgrounds. Parents choose Trinity as much for its well-grounded and diverse community as they do for the school's academic standards and breadth of co-curricular opportunities.

**"It is a school for any bright child, regardless of socio-economic background."**

Trinity Parent



On average, we provide coaching, tournaments and sessions to **1,500** local primary school children each term

At Trinity we have **1000+** students, aged between **10-18**

Over **90%** of our Sixth Form leavers have gone on to their first-choice destination over the past couple of years

**767** hours were dedicated to worthwhile causes by participants from Trinity in The Duke of Edinburgh's Award programme, in one year



Trinity received a 'significant strength' for our community, an important part of what we think makes Trinity so special



ISI Report 2024

**THE SUNDAY TIMES**  
Ranked **31st Independent Secondary school nationally** by The Sunday Times Parent Power Schools guide 2024, and 16th in London.

**50%** of the student body receives some form of fee remission. Our bursary programme is one of the most extensive in the UK



**86%** of GCSEs in 2025 were graded **9, 8 or 7**



**175** teaching staff  
**83** operational staff



### Vision and values

We welcome well-qualified, inspirational and dedicated staff who are committed to their own continual professional development. Our focus is on outstanding pastoral care; ensuring that relationships within the school are based on mutual respect within a highly supportive environment. Great outcomes are delivered through a culture of strong values. By focusing on ethos and character, we nurture extraordinary young people.

Trinity was founded to serve its community. Over the past few years, we have welcomed approximately 120 schools to a range of programmes including our STEMLink, CHEMLink and COMPLink events. The Trinity Primary School Maths Morning is another key event, while the Sports department teaches in local schools, provides in-person INSET and online resources, and hosts a range of tournaments, with our facilities also being used by many local schools.

Trinity also nurtures a partnership with Chipwepwete School in Malawi. We have raised more than £100,000, which has funded a free school meal programme and led to the construction of a library, teaching block and even a bridge so that students and their teachers can safely cross the river to reach school.



**“Students develop into caring individuals with an appreciation for the community and world in which they are growing up.”**

Trinity parent



**“At Trinity we want to nurture extraordinary young people.”**

Alasdair Kennedy



### A culture of care

Trinity's focus is on relationships and positive interactions as the cornerstone for success. Students are encouraged to think about important interpersonal qualities, such as kindness, empathy, courtesy and personal responsibility.

Student wellbeing is central to all that we do and the school's pastoral structure provides a framework within which students grow and flourish. Tutors and Heads of Year take a lead role in supporting students and liaising with parents on pastoral matters, while the pastoral team are all trained in mental health first aid, and work alongside the nurses, counsellor and clinical psychologist to provide both physical and mental health support.

There are around 20 boys in each form in the Lower and Middle School. In the Sixth Form, tutor groups are formed of ten to twelve students. Students see their Form Tutor twice a day and these relationships are key: Tutors are there to listen, advise and help our students make and understand their own choices, and to act as the primary contact with parents.

We are proud of our reputation for providing outstanding pastoral care and, in the last two years, 100% of our new parents said that we achieve this.

**"We have been very impressed by the quick response from the school when we had an issue with one of our sons. The peer monitoring system is great."**

Trinity Parent



**"The pastoral care is amazing ... the teachers are my eyes and ears."**

Trinity parent



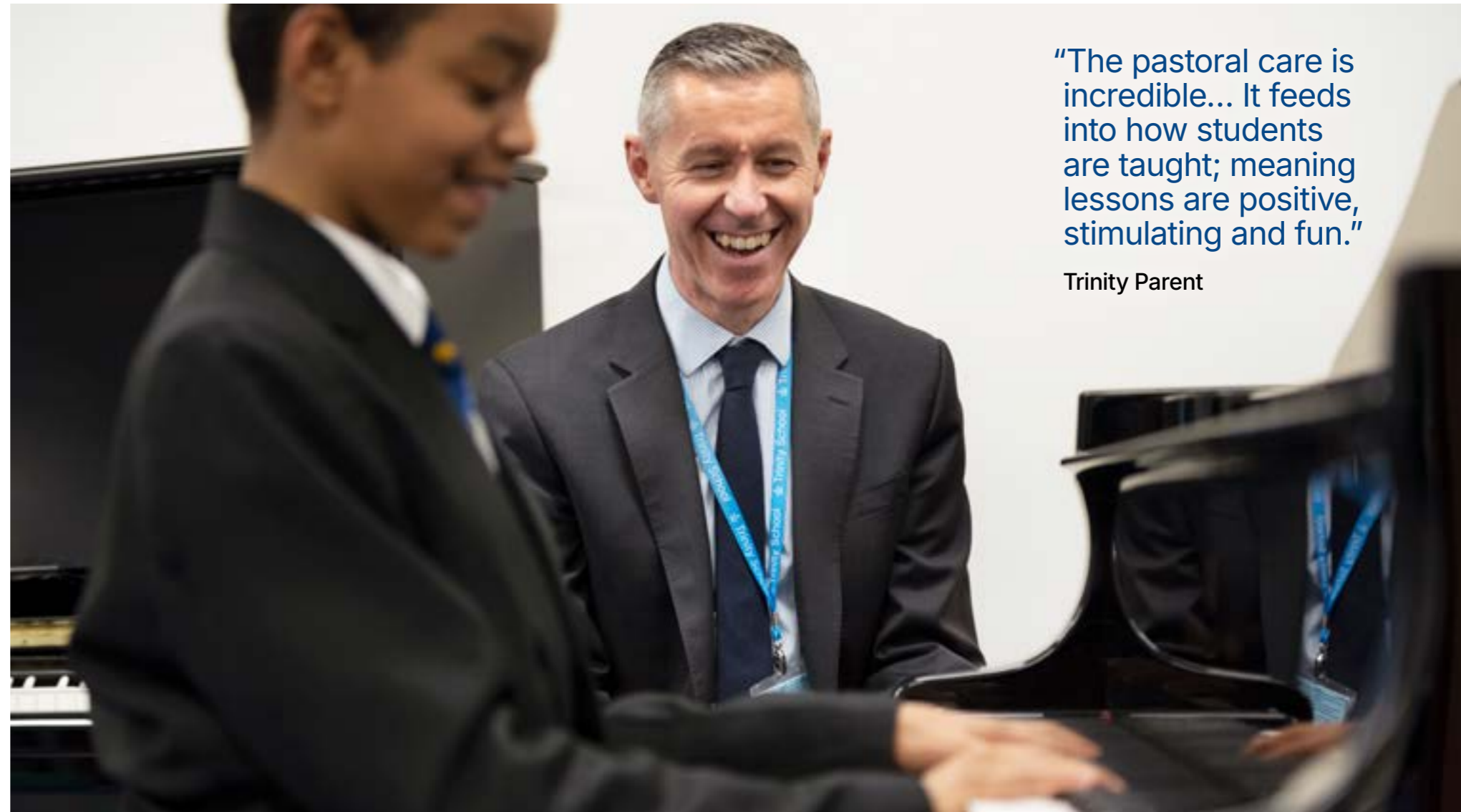
### A vibrant co-curricular life

Trinity enjoys a vibrant co-curricular life. Music at Trinity has an international reputation, and each year the Trinity Boys' Choir is involved in a varied programme of demanding professional work. Drama flourishes and the school's sporting reputation is also very strong, with regular national and international success. There are over 100 clubs and societies, and regular visits are arranged to concerts, plays and exhibitions. All members of staff assist with these activities.



**"The pastoral care is incredible... It feeds into how students are taught; meaning lessons are positive, stimulating and fun."**

Trinity Parent



## Teaching and learning at Trinity

Teachers and operational staff at Trinity enjoy a welcoming, comfortable and well-resourced environment. Our teaching is well researched and well evaluated, with professional development embedded into everything we do. We want our students to feel challenged and to approach difficulties with positivity and resilience, knowing that they are well supported.

Academic standards are consistently high, placing Trinity amongst the most successful schools in the UK. But, along with high academic standards, we believe that success comes in many different forms and seek out students with talents in specific areas such as Music, Art, Drama and Sport.

The School is divided into the Lower School (Years 6 to 8), Middle School (Years 9 to 11) and the Sixth Form. Most students in the Sixth Form study three or four subjects to A Level, while our Diploma programme helps students to engage in independent research and prepare for future pathways. To ensure that our students are stimulated and their potential fulfilled, we aim to teach "beyond the syllabus" while our co-curricular programme offers breadth and depth.

Our success has been on a consistently upward trajectory in recent years thanks in large part to exceptional teachers and teaching, and our supportive community.



**"Curriculum initiatives develop pupils intellectual curiosity and leadership skills, and a sophisticated social awareness."**

ISI Inspection Report 2024



## Training and Professional Development

We recognise that professional development is important for all staff at Trinity, it is our aim to support, encourage and role model positivity, resilience and a focus on life-long learning for everyone in our school community.

### Trinity Graduate Programme

We aim to support unqualified teachers as soon as they are appointed, giving them everything they need to become successful and effective teachers in their subject areas. This programme is four years long, covering an unqualified year, PGCE (+ QTS) and two years as an ECT; presently all fully funded.



### Aspiring Middle Leaders Programme

A year-long programme, delivered in collaboration with another local independent school. The course includes 1:1 coaching, a sustained change management project and a mixture of face-to-face and online workshops delivered by external speakers and in-school experts.

### Aspiring Senior Leaders Programme

A year-long programme available from September 2023, the aim is to support middle leaders with the move to senior leadership roles by providing experience in whole school impact projects and participation in skill-based seminars. Again, with coaching, external speakers and in-school experts.

### Other opportunities

We have a variety of opportunities for staff to contribute to the policy making and culture of both academic and pastoral provisions within the school. To name a few, we have: Teaching and Learning Steering Committee, Digital Learning Programme (whole staff in-school CPD), working groups and we actively support teachers with conducting practitioner inquiries and action research.

### Sustained CPD

We invest heavily in our professional development programmes – time, experience, and funding. This includes our Sustained CPD Programme which provides financial support for external courses which require sustained commitment from staff, such courses include: Masters Degrees, Sports Coaching, DELF training and life coaching.

## Working at Trinity

### Salary and benefits

The John Whitgift Foundation salary scale is substantially above that of the maintained sector and a generous budget is allocated to professional development, with a variety of internal training courses also provided. The benefits package is summarised on the following page.

All staff are entitled to free lunches in the school restaurant and free membership of the Trinity Sports Club. The Sports Club boasts a 25m swimming pool, fitness suite, two large sports halls and several squash courts which are available to use during school holidays as well as term-time for staff and their family.

Staff are encouraged to take advantage of school facilities and co-curricular opportunities e.g. the climbing wall, discounted scuba-diving lessons, choirs, internal art competition, chess club, running club etc. There is also an active Staff Common Room Committee running regular social events.

### Diversity, equity and inclusion

We are a diverse community at Trinity and strongly encourage applications from teaching and operational staff from a range of backgrounds.

We aim to create a welcoming, respectful and safe environment for all members of our community. We believe it is the responsibility of all to uphold these values to ensure an inclusive working environment where diversity is celebrated and everyone can contribute and thrive.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.



### Safeguarding and welfare of students

Trinity is committed to safeguarding and protecting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. Applicants will be required to comply with all safeguarding procedures including an Enhanced DBS check and full social media check.

We regularly undertake a review of policies and procedures in order to keep up to date with changing legislation.

**"Students' natural intellectual curiosity and eagerness to learn is strongly supported by energetic, imaginative teaching."**

## About The John Whitgift Foundation

We are part of the John Whitgift Foundation, a leading education and care charity with a vision to support people of all ages and backgrounds. As one of the largest bursary providers in the country, it grants thousands of young people access to an outstanding education that many could not otherwise afford. Through its care homes and services, it also gives older people a sense of community, comfort and joy in later life.

Thanks to the support of the Foundation in addition to our own fundraising activities, Trinity's bursary programme is one of the most extensive in the UK. Our aim, through our '1 in 5' campaign, is to be able to offer life-changing bursaries to 20% of our student population.

Find out what our staff had to say about working at Trinity in [this video](#).



## Benefits

Full details available on:  
[www.johnwhitgiftfoundation.org](http://www.johnwhitgiftfoundation.org)

### Discount Club

Exclusive savings on 1000s of products and services

### Health Wellbeing Scheme

Corporate discounts at over 2,500 health clubs and gyms. Free use of the school Sports Club.

### Private Medical Insurance

Favourable rates for staff who wish to be covered by a private medical insurance policy

### Bupa Cash Plan

Help towards the cost of your everyday healthcare

### Croham Hurst Golf Club

Concessionary Membership and Green Fees

### Give as You Earn

Tax free donations to your chosen charity

### Staff Fee Remission

Discounted school fees for School Staff

### Season Ticket Loans

Help with your yearly travel costs

### Life Assurance

Pension scheme members are also entitled to group life assurance

### Childcare Scheme

Tax free Childcare Schemes

### Pension Scheme

Membership of a generous money purchase pension scheme for all operational staff and the Teachers Pension Scheme (TPS) for teachers currently

### Professional Development

Apply for funding towards sustained continuing professional development (including Masters and PGCEs)

**School accommodation (for a family if needed) may be available**

## The Trinity Leader

### We expect departmental leaders to:

#### Lead strategy

- Liaise with senior leaders on the future needs and ambitions of the department through departmental development plans, within the framework of the school development plan
- Participate fully in whole-school discussions formulating school policy, such as the Heads of Department and managers meetings and any associated sub-committees
- Ensure that departmental policies and practices remain current and are adhered to by departmental colleagues
- Implement whole-school policies
- Participate in any marketing initiatives, as required, including admissions events

#### Lead people

- Manage the performance of all members of the department, overseeing their wider contribution to the school as well as their wellbeing, as appropriate
- Oversee the PDR and Annual Review processes for all members of the department
- Encourage colleagues to engage in high-quality CPD
- Lead weekly meetings with members of the department focusing on sharing good practice and high-quality teaching and learning strategies
- Find other opportunities to promote an atmosphere of collaborative teamwork
- Delegate suitable responsibilities to each member of the department
- Work with senior leadership in appointing new staff and overseeing their induction.

#### Lead resources

- Manage the use of departmental space to create an effective, stimulating and safe environment for teaching and learning
- Oversee the effective and efficient administration and organisation of the department
- Formulate an annual budget proposal to meet the maintenance needs and development priorities of the school
- Ensure the agreed budget is effectively monitored and spent.

### What are we looking for?

#### Passionate individuals

- Candidates who agree with the core values and ethos of Trinity School. Helping us to nurture extraordinary values
- An ability to articulate their passions through outstanding written and verbal communication skills Showcasing strong inter-personal skills with all members of the Trinity community.
- A confidence within ICT and an eagerness to be innovative with their use of technology.

#### Compassionate individuals

- Compassionate individuals who value that learning looks different for each individual and the eagerness to target or differentiate their support, as appropriate
- Candidates with a shared commitment to safeguarding and promoting the welfare of others
- A commitment to nurturing an inclusive environment.

#### Engaged individuals

- Full participation in life at Trinity School
- Evaluative of their professional practice and keen to drive forward.

#### Inspirational leaders

- Lead a community of like-minded individuals with an appetite for maintaining best practice
- Support the development of others in a nurturing, compassionate and pragmatic way
- Experience of managing change: highlighting the reasoning, running the process, and evaluating the effectiveness
- Mindful of external opportunities and ideas and bringing these to the Trinity community
- Ensure the community works collegiately towards the wider values and objectives of the school.

## The Post – Assistant Head - Sixth Form

We are seeking to appoint a Head of Sixth Form who has the relational, intellectual and pastoral skills to lead a flourishing Sixth Form community within the context of the whole school.

There are around 1050 students at Trinity, with 330 in the Sixth Form. The majority of boys come through our Lower and Middle Schools, but each year about 60-70 students, mostly girls, join the school at 16+. The students benefit from a purpose-built Sixth Form Centre, which has an open café-style space as well as separate work and IT spaces for students.

The pastoral strength of the Sixth Form is essential to its success, and the Head of Sixth Form leads this with the Sixth Form Team and the Tutors. The successful integration of new students into the Sixth Form is a key part of this. It is most important to us that every student is known and valued individually, and that they feel they belong in our community; they can then, with confidence, make full use of all the opportunities available to them.

All students are expected to be academically ambitious, studying four A levels initially alongside our own Diploma programme. This programme has a number of elements, including critical analysis and research skills, personal development and wellbeing, leadership training and community placements as well as elective courses. In addition, every student will undertake an EPQ or an internally run Sixth Form Project.

There is an enormous range of co-curricular activities and trips available to our students. Sport, music and drama are all highly successful at an elite level, but it is equally important that every student is able to join in and contribute to the many clubs and societies on offer, many run by our Sixth Formers themselves.

As Trinity continues to evolve, the successful candidate will play a central role in shaping the next phase of the school's development. With the extension of co-education into the Lower School over the coming years, alongside significant building developments on site, the Head of Sixth Form will be an important voice in ensuring clear impetus and thoughtful leadership during this period of change, helping to articulate and realise a compelling vision for the Sixth Form within a fully co-educational Trinity. The Sixth Form is going to grow towards 400 students as the school expands, and a new Sixth Form centre is expected to be built by summer 2028.

Reports to  
Headmaster

## Job Purpose

- To build a Sixth Form community characterised by warmth, fun, wellbeing, ambition and learning;
- To lead the growth of each of our Sixth Form students by maintaining our ethos of high expectations in their personal development and in their motivation and capability to learn;
- To work as part of the Senior Management Team (SMT) to ensure we provide the best opportunities, both academic and other, for our Sixth Formers;
- To lead and support the Sixth Form Team and the Sixth Form Tutors in ensuring that all our students are engaged and growing through the opportunities provided;
- To ensure all students are well prepared for their destinations in higher education or careers beyond the Sixth Form.
- To build positive relationships with the school community, including with the parent body, all staff, as well as with prospective parents and students applying for 16+ entry.

## Job Description

#### Member of the Senior Management Team

As part of SMT, the Head of Sixth Form will work with the Senior Team on all whole-school strategic and business issues, and take responsibility for leading all aspects of Sixth Form. The SMT has ten members.

They will also be a leading member of key strategic bodies including Senior Middle Management, Academic Heads of Department and Heads of Year.

They will take responsibility, with the Head of Futures, for the school's CEAIG policy, and report to governors on Sixth Form Admissions and Futures.

Assisted by Sixth Form Team, they will be responsible for the following:

#### Management of the Sixth Form

- To oversee the management of all aspects of Sixth Form life including routine matters such as Sixth Form assemblies, the Sixth Form Centre and the Mitre Café;
- To oversee the management of the Sixth Form Team (SFT), including the Deputy Head of Sixth Form, and the two Heads of Year, the Head of Futures, the Assistant Head of Futures, The Head of EPQ and Sixth Form Projects, The Oxbridge Co-ordinator, the Academic Mentor and, in conjunction with the Head of Admissions, the Admissions Manager (Sixth Form Lead)
- To work with the Headmaster and Deputy Heads to manage pastoral and disciplinary matters.
- To promote student leadership in the Sixth Form, including the teams of Prefects and Senior Prefects, the Sixth Form Council, and ensuring the organization and promotion of charity events, leavers' events, the Graduation Ball and the leavers' yearbook.

#### Academic matters

- To embody and promote the intellectual curiosity and ambition of our Sixth Formers, through both the curriculum and the range of academic societies and activities;
- To work with the Headmaster and Deputy Head Academic to plan and implement any future Sixth Form curriculum changes;
- To oversee our processes for A level subject choices;
- To lead Heads of Department on academic matters relating to the Sixth Form (notably 16+ entry, Oxbridge preparation and Futures) in collaboration with the Deputy Head Academic and the Deputy Head of Sixth Form;
- To work with the Deputy Head Academic and Tutors on matters relating to Sixth Form assessments and reports, to ensure each student is tracked and supported as appropriate.

### Pastoral care

- To manage the Sixth Form Team, along with the Deputy Head of Sixth Form, and the Sixth Form Tutors (about 32 in total);
- To manage the Sixth Form Heads of Year, along with the Deputy Head of Sixth Form, and to oversee their support and management of Tutors' meetings, and performance reviews;
- To work with Tutors, students, staff and parents as necessary to deal with significant pastoral, safeguarding or disciplinary matters.
- To be a Deputy Designated Safeguarding Lead, working under the School DSL;
- To develop positive, trusting relationships with Sixth Form students and their parents.

### Entry to Sixth Form and 16+ Admissions

- To market the Sixth Form, both externally and internally;
- To produce the Sixth Form A Level Subject Guide (in collaboration with the Heads of Department) and to contribute to the Admissions Handbook in regard to 16+ admissions;
- To organise and oversee our 16+ entry process in collaboration with the Deputy Head Academic and the Head of Admissions;
- To organise and manage the A Level Choices Evenings for the external and internal applicants and their parents as well as other 16+ admissions open events for prospective applicants;
- To oversee the transition of internal students and external students into the Sixth Form.

### UCAS and Futures

- To oversee, in conjunction with the Deputy Head Academic, the process for awarding UCAS grades.
- With the Head of Academic Projects, Head of Futures and Assistant Head of Futures, ensure that the Sixth Form curriculum, and particularly the Diploma, provides the best possible preparation for future pathways and of the development of broader skills and attributes, in line with the school's aims.
- To lead on university applications through the line management of the Head of UCAS and the Deputy Head of Sixth Form (who co-ordinates Oxbridge applications);
- To share in checking application forms, personal statements and references, assisting Tutors and sending applications.

### Prefects

- To oversee the selection process and Prefect training.
- To liaise with the Headmaster and Deputy Head of Sixth Form in appointing the student 'Heads of School', and to support them in the organising and running of Prefect duties.

### Sixth Form Events

- To oversee the organisation of Sixth Form parents' evenings, induction and welcome events, pastoral information evenings, UCAS and Oxbridge evenings, the Graduation Evening and Leavers' Ball.



## Terms and conditions

- The Whitgift Foundation Salary scale is substantially above that of the maintained sector
- This is a full-time role
- A commitment to the extra-curricular life of the School is expected of all staff and expertise in one or more activities will be an advantage
- Trinity School is committed to safeguarding and protecting the welfare of children, young adults and expects all staff and volunteers to share this commitment. All applicants will be required to comply with all safeguarding procedures including an Enhanced DBS check
- Successful candidates will be subject to a social media check

## Application Process

### Timescales

Please apply online at [www.trinity-school.org/vacancies](http://www.trinity-school.org/vacancies) as soon as possible and no later than midday on 20th May 2026.

First interviews are likely to be held w/c 1 June 2026, with second interviews taking place w/c 8 June 2026.

Trinity School reserves the right to interview and appoint before the published closing date.

# Please contact

Mrs Sharon Wilson

PA to Headmaster

**[hmsec@trinity.croydon.sch.uk](mailto:hmsec@trinity.croydon.sch.uk)**

Trinity School, Shirley Park, Croydon CR9 7AT

020 8656 9541

Further details about Trinity may be found on our website [www.trinity-school.org](http://www.trinity-school.org).

Apply online at [www.trinity-school.org/vacancies](http://www.trinity-school.org/vacancies)

Thank you for your interest in Trinity School

