



Dunottar School



Working at Dunottar

ASSISTANT HEAD (SIXTH FORM)

For September 2026



Welcome to Dunottar School

Dunottar is a vibrant, co-educational independent secondary school in Reigate, Surrey. We have 460 pupils across Years 7-13 (ages 11-18) and are part of United Learning's family of schools. We are also entering an exciting phase of growth, having recently been granted permission to expand our roll to 600 students. 2026 is an important milestone in our school's rich history as it marks our Centenary year. At Dunottar our aim is to bring out the best in every pupil, enabling them to be the very best they can be. Pastoral care is at the heart of everything we do, and we pride ourselves on our warm and nurturing, family environment. In addition, we offer an outstanding education to our pupils and, through excellent teaching and high levels of individual support, seek to enable them to achieve added value which is comparable with what is achieved in the top schools in the UK.

We are delighted that you are considering working at Dunottar School. We are a close-knit team where every professional's impact and input is valued. As a rapidly developing school, I am looking for staff who pride themselves on the highest possible professional standards, are keen to immerse themselves in school life and who relish the creativity of the opportunity that is provided here.

In return, you will enjoy an exciting and rewarding professional life where you will genuinely feel that you are shaping not just the futures of the children we teach, but the school itself. As part of United Learning's family of schools, your professional development opportunities are second to none. Our staff benefit from the expertise that comes from working with other dedicated teachers and staff from a variety of different schools and contexts; so whatever stage of your career you are at, I am confident that you will continue to learn and develop by becoming part of our team.

Mark Tottman, Headmaster



Job Description

- Job Title:** Assistant Head (Sixth Form)
- Job Summary:** This senior management role will be responsible for shaping and leading a high-performing Sixth Form, driving academic excellence, student leadership and wellbeing, and contributing strategically to whole-school development.
- Reporting to:** Deputy Head (Pastoral) and working closely with other members of the Senior Management Team, as well as with the wider Pastoral and Academic Teams.
- Working Hours:** Full-time

Overview

At Dunottar School we are proud of our thriving community where Warrior Learning underpins everything we do. Our Sixth Form is a vital part of this vision: a place where students develop resilience, independence, and adaptability, preparing them for success in life beyond school. Here, learners are challenged academically, supported pastorally, and inspired to lead with confidence and purpose.

This is a pivotal moment in Dunottar's journey. With planning permission recently granted to grow the school from 460 to 600 students, we are entering an exciting phase of our development, which will include a larger, more ambitious Sixth Form. We are seeking an exceptional leader to join our Senior Management Team as Assistant Head (Sixth Form), a role that will grow the Sixth Form, inspire students, and drive improvements in academic outcomes.



The Role

The Assistant Head (Sixth Form) will:

- Contribute to the strategic vision and to whole-school development as a member of the Senior Management Team.
- Lead and champion the growth of the Sixth Form, ensuring it becomes a flagship for academic excellence and student leadership.
- Drive improvements in academic outcomes and student progress.
- Inspire students and staff through visionary leadership and a culture of aspiration.
- Promote Dunottar's Sixth Form in recruitment, retention, and public profile.
- Serve as Deputy DSL, ensuring safeguarding and wellbeing are central to Sixth Form life.



Key Responsibilities

Strategic Vision

- Develop and articulate a clear, ambitious vision for a growing Sixth Form.
- Lead recruitment and retention strategies in collaboration with Admissions.
- Promote Dunottar's ethos and Warrior Learner principles, preparing students for success beyond school.
- Review and update Sixth Form policies and programmes.

Academic Focus

- Champion academic excellence and high standards of teaching and learning.
- Monitor performance and implement strategies for improvement.
- Lead study skills and Warrior Learning programmes.
- Provide expert guidance on post-18 pathways.
- Build partnerships with universities, employers, and external organisations.

Pastoral Care

- Ensure outstanding pastoral provision and wellbeing support.
- Oversee the Sixth Form tutor system and manage student welfare.
- Support students through transitions and challenges.
- Act as Deputy DSL, upholding safeguarding responsibilities.

Co-Curricular & Leadership

- Promote enrichment and leadership opportunities.
- Oversee the Student Leadership Team.
- Encourage participation in community engagement and whole-school events.

Wider School Contribution

- Attend and contribute to school events, particularly those involving the Sixth Form.
- Deliver assemblies and represent the Sixth Form at key occasions.
- Contribute to whole-school initiatives and strategy.



Person Specification

Essential

- Evidence of outstanding Sixth Form teaching with a proven record of strong academic impact.
- Effective leadership experience within a school setting.
- Strong understanding of post-16 education, curriculum, and assessment.
- Strategic mindset with excellent communication skills.
- Flexible, results-focused, and highly organised.
- Commitment to safeguarding and student wellbeing.
- Ability to innovate and develop new initiatives.
- Visionary and inspirational leader who motivates students and staff.
- Able to recruit new students into the Sixth Form and retain current students from lower year groups.

Desirable

- Experience in university admissions guidance and careers education.
- Evidence of successful team leadership and staff development.
- Previous experience of working in an independent senior school.

This job description is not intended to be all-inclusive and the post holder may perform other duties reasonably required by the Headmaster. The organisation reserves the right to alter the content of this job description after consultation to reflect changes to the job or services provided, without altering the general character or level of responsibility.



Part of United Learning

Dunottar School is part of United Learning, a large, and growing, group of over 100 schools aiming to offer a life changing education to children and young people across England.

Our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, our Group-wide intranet, our own curriculum and our online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

The Package

- **Salary:** Appropriate point on the United Learning Independent School Leadership Pay Range commensurate with skills and experience.
- **Pension:** TPS or APTIS Pension Scheme.
- **Remission of fees:** For your children at UL independent schools (in line with the usual admissions policy) - currently 33%, pro rata for part-time staff.
- Tailored **Continuous Professional Development**
- **Employee benefits:** A variety of benefits including gym, cycle and car lease schemes; access to an Employee Assistance Programme which provides independent, confidential advice 24 hours a day; money back towards the cost of essential healthcare; a range of discounts, including retail and entertainment discounts via Westfield Health.
- **Dining:** Free school lunch.
- **Sports and leisure:** Use of the swimming pool, the Courtyard Gym and tennis courts (at specific times).
- **Wellbeing:** Staff access to confidential advice, staff social events.

Our Location and Facilities

Dunottar School is based in a handsome Palladian-style mansion set in 15 acres of beautiful grounds, just outside Reigate town centre. In addition to the main Mansion House, the school has modern wings housing classrooms, a university-style Sixth Form Centre with rec room and café. The school has a £4.5m Performing Arts Centre, with music practice rooms and a 500-seat theatre, art and DT studios. Our sport facilities comprise of a 25m indoor swimming pool, a large Sports Hall with a 4-lane cricket net system, three floodlit outdoor netball courts and a sports field. Rugby and football fixtures are played at South Park FC and Old Reigatians RFC, where we have use of extensive and well-maintained rugby and football pitches (including a 4G pitch).



Contact Information

Dunottar School, High Trees Road, Reigate, Surrey, RH2 7EL

Tel. 01737 761945 / Email. HR@dunottarschool.com

www.dunottarschool.com