



CHRIST THE KING  
SIXTH FORMS

# Assistant Principal

## Character Education and Wellbeing (Pastoral)

### Candidate Information pack



Dear Colleague,

Thank you for your interest in becoming our new Assistant Principal of Character and Wellbeing at Christ the King Sixth Forms - Aquinas. I hope the information you find here will give you a good picture of what is required and will inspire and encourage you to apply for a role where you can use your skills to make a difference.

Our college motto 'Ut Vitam Habeant' – 'that they may lead life to the full'. We want all of our 2,200 students across our three sites to have the fullest life chances they can. Our vision is to be the best provider of sixth form education in South East London, with a reputation for excellence with students, parents, schools and members of the wider community. Christ the King Sixth Forms was graded as 'Good with Outstanding features' in our most recent Ofsted.

Our aim is for all our students to make excellent progression to the next level; our progression rates to university or work are very high and we achieve strong outcomes. We are an inclusive highly ambitious Sixth Form, where everyone – students and staff – matter, and we pride ourselves on our commitment to become an outstanding sixth form.

We are now seeking to appoint an exceptional Assistant Principal to lead Character and Wellbeing at the Aquinas site. Our Aquinas site has a focus on academic excellence and combines the Christian values of a Catholic college with a high-quality curriculum, developed in partnership with employers and universities.

This is an excellent opportunity to join a talented staff team, who are highly skilled in Sixth Form education. The Christian values of the Catholic sixth form, combined with the Sixth Forms holistic approach to student character, skill, social, spiritual and emotional well-being, will provide a pastoral leader with a career defining opportunity to work in a truly unique setting. As an outstanding practitioner you will be supported to ensure the pastoral wellbeing needs of all learners are met in an environment of positive encouragement and mutual respect. As a key member of the site leadership team, you will be working closely with a range of staff to promote the wellbeing of students, ensuring provision is best practice, highly successful, innovative and well regarded.

Candidates should be committed to supporting and promoting our sixth forms ethos that strives to treat everyone inclusively and recognises the importance of a holistic approach to education in our diverse community. Students are taught in great, modern facilities by specialist teachers with a focus on progressing to university or employment.

The successful applicant will have the support of a highly committed, passionate and skilled leadership and management team who are equally committed to working together to continue our positive journey.

If you decide to pursue your interest further, then we look forward to receiving your application.

Yours sincerely,

Shireen Razey OBE  
**Executive Principal**



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# OUR VISION AND ETHOS

As Catholic sixth forms, we have a distinctive ethos which underpins all our work and is a key factor in our success. While we put great stress on qualifications, hard work, effort and academic success, we're about far more than that. We are here to educate young people in the widest sense, developing the whole person so that all our students realise their full potential. We not only want our students to leave us as rounded, thoughtful, caring and confident adults equipped with the skills and attitudes they need to make a success of their lives, we also want them to be ready to make a positive contribution to society.

Through our character education programme, The CTK Graces, we help our students to develop the traits and attributes of grit, respect, awareness, curiosity, endeavour and self-control so that they have the qualities they need to be discerning and to thrive in the highly competitive world that awaits them. Our tutorial and pastoral support systems ensure that every young person is nurtured and valued as an individual. Our sixth forms are underpinned by values of mutual respect and positive encouragement.

We welcome students of every faith and none at all, and all our young people take part in a learning programme in which they are invited to consider the personal, spiritual and moral issues they will face as they move into adult life.



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# OUR SIXTH FORMS



**CTK AQUINAS**  
A CHRIST THE KING SIXTH FORM

CTK Aquinas is a selective A Level centre for excellence, offering a wide range of **A Level** courses aimed at high achieving students. Located in Brockley with excellent transport links, CTK Aquinas students are high achieving and are not afraid to aspire to be extraordinary and they encourage everyone to do the same.



**CTK ST MARY'S**  
A CHRIST THE KING SIXTH FORM

Located in Sidcup on the Kent borders and surrounded by green playing fields, CTK St Mary's offers a wide curriculum of **A Level**, **BTEC**, and **T Level** courses. CTK St Mary's student are like-minded, ambitious and hard-working students, inspired and motivated to succeed with the support of high-quality teaching.



**CTK EMMANUEL**  
A CHRIST THE KING SIXTH FORM

CTK Emmanuel is located on the Blackheath borders and is a professional centre for excellence, offering **BTEC**, **T Levels** and **A Level Profession Pathways** with highly specialised routes to university. CTK Emmanuel students aspire to be the best and to reach the top in their chosen profession.



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# JOB DESCRIPTION

**Job Title:** Assistant Principal (Character Education and Wellbeing - Pastoral)

**Responsible to:** Deputy Principal (Pastoral)

**Job purpose:** To have site level operational responsibility for delivery of the strategic systems, processes and partnerships that ensure the Sixth Forms holistic approach to student character, skill, social, spiritual and emotional well-being is exceptional. This includes leading ethics/tutorial, wider learning and enrichment, safeguarding and external partnerships so that student personal development, behaviour and attitudes at the site are outstanding. As a key member of the site leadership team to promote the well-being of staff and to work closely with a range of staff to ensure provision is best practice, highly successful, innovative and well regarded.



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# JOB DESCRIPTION

## Job Description

### Main Accountabilities

#### Character and Well-Being

- To ensure the Mission, Vision for Students and CTK Graces are central to the life of the site, informing how staff and students work with each other to promote success.
- To lead and manage all aspects of the ethics/ 10:10 programme, ensuring that staff deliver an engaging, well-resourced programme of study.
- To manage a curriculum department working closely with the Assistant Principal (Curriculum)
- To ensure Catholic Life permeates the life and work of the site in an integrated and embedded way.
- To have site level responsibility for safeguarding, ensuring systems and processes are robustly followed, that all members of the staff at the site know their responsibilities and fully deliver on them.
- To lead, manage and deliver agreed processes that ensure student attendance, punctuality and behaviour is excellent.
- To work closely with senior colleagues to ensure the character development and well-being aspects of tracking and monitoring processes are tightly aligned in a differentiated way to the vocational and academic curriculum.
- To lead and manage the partnerships, Learning Resource Centre and careers team at the site, ensuring partnerships with universities, employers, secondary schools, primary schools and the wider community are coherent, high quality and that they promote good transition and ambitious progression.
- To lead and manage the site wider learning and enrichment strategies ensuring they are delivered to a very high standard.
- To lead and manage student focused cross sixth form events and meetings such as community days and parent evenings so that there is a coherent, site level approach to their purpose and operation.
- To lead and manage processes that raise the profile of the student voice and which ensures student feedback is captured, reviewed and acted upon.



# JOB DESCRIPTION

## Management

- To work collaboratively and flexibly with the site Deputy Principal and fellow Assistant Principals to ensure the smooth day-to-day running of the site.
- Provide leadership for Heads of Hall, 10:10/Ethics tutors, student mentors and support staff on a day-to-day basis through agreed role or line management structures, liaising closely with other senior leaders to ensure that teaching, learning, assessment and central services are highly effective in enabling students to succeed.
- As part of the Centre Leadership Team (CLT) to ensure the site follows the sixth form's health and safety, safeguarding and other policies and procedures in accordance with legislation and good practice.

## Leadership

- Deputise for the site Principal in their absence as required.
- Work closely with the cross site CLT team and contribute to the implementation of whole college systems and quality processes to ensure that success rates, value added and other performance indicators are consistently above national benchmarks.
- Develop and maintain respectful and collaborative relationships, which promote staff well-being, building professionally credible teams whilst promoting a culture of best practice, value for money and effective service delivery across the site.
- When appropriate, represent the sixth form externally, working closely with stakeholders and partners to promote the work of the site.
- To make ongoing contribution to the leadership of the site and wider CTK vision, playing a full leadership role in college life, ensuring the site provides a well-kept, disciplined environment with classrooms that promote a scholarly approach to learning.
- Take forward an agreed cross sixth form strategic responsibility.

The duties outlined above are not intended to be exhaustive and the post holder will be required to undertake any duties commensurate with the role of Assistant Principal. In recognition of the ever-changing environment in which the college operates, the contents of this job description will be the subject of regular review in consultation with the post holder. The post holder will take part in an annual cycle of appraisal, which, will be conducted by the Deputy Principal (Pastoral).







# PERSON SPECIFICATION

The successful candidate will have the following experience, skills and qualities:

## **Experience/Knowledge**

### **Essential**

- Successful experience of leadership and working at a strategic level in a school or college.
- Understanding of approaches that promote a holistic approach to sixth form education and knowledge of the joined-up systems and processes that are important in developing character and which deliver strong social, spiritual, ethical and personal development in students.
- Experience of curriculum management and an understanding of how to engage sixth form students in a range of learning activities so that their behaviour, attitudes, punctuality and attendance are very good.
- Up-to-date knowledge of safeguarding policies and practice and experience of successfully managing this in an educational setting.
- Proven management experience of delivering strategic objectives and achieving targets within time and resource constraints.
- Track record as an accomplished and engaging teacher with a proven understanding of teaching, learning and assessment and the changing demands of the curriculum for key stage 5 students.
- Track record of outstanding outcomes including value added and achievement.



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# PERSON SPECIFICATION

## Skills and Qualities

### Essential

- Ability to contribute to the development of and deliver a strong strategic vision. The ability to lead, manage and motivate staff to deliver high levels of performance.
- Ability to maintain high standards through intervention and by acting as a role model. Ability to build, lead and manage a strong and committed team.
- Ability to communicate, consult and negotiate effectively on a wide range of issues with students, teachers, managers and parents.
- Sensitivity to the needs of a spiritually, culturally and socially diverse community. Knowledge and understanding of the management issues related to quality assurance.
- Ability to remain calm and decisive in time-pressured or challenging situations, with a strong aptitude in prioritising, managing workload and meeting deadlines.
- Ability to seek continuous development and improvement with courage to challenge and change established approaches.
- Demonstrable analytical skills with an ability to synthesise data information, producing concise, timely reports for a variety of audiences.
- Ability to use IT at a level commensurate with job role.
- An ability to develop highly productive and effective relationships with staff and external stakeholders. Emotional intelligence with a strong moral compass. Resilient, curious and determined.
- A relentless commitment to excellence. Energetic, enthusiastic and highly motivated with excellent attention to detail as well as a strong sense of humour.
- A commitment to Equity, Diversity and Inclusivity underpinned by willingness and ability to contribute to the holistic implementation of this demonstrated in performing the duties of the post.

## Qualifications

### Essential

- Qualified to degree level or equivalent professional qualification.
- Hold a recognised teaching qualification.
- Evidence of strong commitment to continuing professional development.



A photograph of three students in a classroom. A young woman in the foreground is smiling and painting on a canvas. Behind her, a young man and another student are also working on their art. The scene is brightly lit with natural light from a window in the background.

# HOW TO APPLY

Visits to CTK are welcomed by prior appointment.

Please contact [recruitment@ctksfc.ac.uk](mailto:recruitment@ctksfc.ac.uk) to arrange a mutually convenient time.  
To apply please visit the vacancies page of our website [here](#).

On this page you will be able to download the CTK Application Form along with the CTK Equal Opportunities Form.

Completed forms should be sent via email to [recruitment@ctksfc.ac.uk](mailto:recruitment@ctksfc.ac.uk) no later than the closing date outlined in the key dates section of this pack



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# KEY DATES

## **Key Dates for submitting your application**

**Closing Date: Friday 7<sup>th</sup> March 2025 (9am)**

**Interview Date: Thursday 13<sup>th</sup> March 2025**



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