

**Assistant Headteacher (Head of Sixth Form)
Required for September 2026
Pay Scale: L12 – L16 (Fringe)**

Governors are seeking to appoint, from September 2026, a suitably experienced and qualified individual to join the Senior Leadership Team of our thriving Catholic school. Assistant Headteacher's at BUCHS do not have permanent roles and responsibilities; this facilitates career development and is a successful feature of senior leadership in the school. The successful candidate will initially take responsibility for leading our Sixth Form as **Head of Sixth Form**, working closely with the Headteacher to further develop our co-educational provision. This role also benefits from our newly built, dedicated Sixth Form Block.

Located in the vibrant town of Brentwood, our popular and oversubscribed Catholic girls' school, which includes a co-educational Sixth Form, is renowned for its academic excellence and strong community ethos. As one of the highest-performing comprehensive schools in Essex, we are proud to have a motivated, supportive and friendly staff team that values collaboration and innovation.

We are seeking a dynamic and enthusiastic teacher to join our Senior Leadership Team. This permanent position offers the opportunity to teach at GCSE and Post-16 level. The ability to teach **History and/or Business Studies** would be preferred, but we will consider other subjects.

At Brentwood Ursuline, we are committed to supporting your professional development. Our comprehensive staff training programme provides excellent opportunities for both personal and professional growth, enabling you to continue to develop and excel in your career.

Why join us?

- **Outstanding results:** Consistently among the highest-achieving schools in Essex.
- **Supportive culture:** Access to our Employee Assistance Programme.
- **Prime location:** Conveniently accessible from London and the Essex countryside via the A12 and M25, and within easy walking distance of the Elizabeth Line.

If you are ready to inspire the next generation in a school that values excellence, wellbeing and community, we would love to hear from you.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The successful candidate will be subject to an **Enhanced DBS check**.

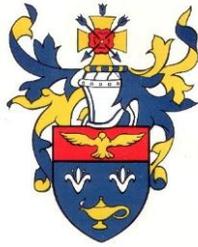
Please contact **Miranda Freeman** via email at mfreeman@buchs.co.uk or apply via the **Essex School Jobs** website using the Apply button.

Closing Date: Wednesday 25 March 2026

Please note: Applications will be considered upon receipt. We do not offer visa sponsorship.

Interviews: To be arranged as soon as possible.

Brentwood Ursuline Convent High School



Assistant Headteacher Job Description

Post Held: Assistant Headteacher
Responsible To: Headteacher
Salary Scale: Leadership Spine L12 to L16 (Fringe)
Responsible For: Decided by the Headteacher annually. Initially Head of Sixth Form

Duties: The Teachers' Pay and Conditions Document specifies the general professional duties of an Assistant Headteacher. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

Particular Duties: Under the overall direction of the Headteacher and in the light of the school's mission statement to undertake the following responsibilities:

Strategic Direction and Ethos

1. To assist the Headteacher in maintaining the ethos of the school.
2. To assist the Headteacher in setting an example of high quality performance in standards and leadership.
3. To play a major role, under the overall direction of the Headteacher, in
 - formulating the aims and objectives of the school;
 - establishing the policies through which they shall be achieved;
 - managing resources to that end; and
 - monitoring progress towards their achievement.

Staff

1. To participate in, as required, the appointment and management of teaching and associate staff and to ensure levels of performance necessary to achieve the agreed aims and objectives of the school.

Students

1. To ensure the highest standards of achievement for all students, through high expectations and well balanced curriculum
2. To ensure the entitlement of all students to have equal access to and participation in all aspects of the curriculum

3. To identify and provide for the specific needs of all students including those with special educational needs
4. To maintain effective support systems for students on entry to the school
5. To ensure that robust systems are developed and implemented for all aspects of child protection including the School's response to attendance, punctuality and behaviour

Parents / Carers

1. To maintain effective methods of consultation and communication, keep parents/carers fully informed about all matters relating to the education of their children and promote a positive relationship linking home and school in a supportive working partnership.

Relationships beyond the School

1. To assist the Headteacher in developing and maintaining effective relationships with the Diocese, the community, local employers and other agencies.
2. To undertake such other duties appropriate to the seniority of the position as may be required by the Headteacher.

Areas of Responsibility

We are a flexible SLT team and it is expected that all members contribute to leadership in all areas. Any specific duties will be assigned by negotiation and with regard to the particular skills, attributes and experience of the post-holder.

Other

1. To carry out any other duties relevant to the member of staff as directed by the Headteacher.
3. The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Brentwood Ursuline Convent High School



Assistant Headteacher Person Specification

		Essential	Desirable
LEADING A CATHOLIC SCHOOL			
1	Practising Catholic		✓
2	Understanding of the distinctive nature of the Catholic school	✓	
3	Commitment to Catholic education	✓	
4	Experience of teaching and/or managing a Catholic school		✓
5	Ability to develop the Christian life of the school	✓	
6	Ability to offer, by personal example, a witness to Gospel values	✓	
QUALIFICATIONS			
7	Qualified Teacher status – Degree stature	✓	
8	Evidence of commitment to own professional development	✓	
EXPERIENCE			
9	Successful teaching experience across the secondary age range	✓	
10	Successful senior leadership and management experience at whole-school level		✓
11	High quality ICT skills	✓	
PERSONAL QUALITIES			
12	A creative and strategic thinker	✓	
13	Stamina, energy, resilience and sense of humour	✓	
14	Ability to build and lead effective teams	✓	
15	Ability to maintain a reflective strategic overview whilst meeting the operational needs of the school	✓	
16	Ability to prioritise tasks	✓	
17	Ability to inspire, motivate and support students, staff and governors	✓	
18	Ability to gain the trust of parents	✓	
19	Ability to speak with confidence for the community in a variety of contexts	✓	
20	Excellent interpersonal skills	✓	
KNOWLEDGE AND UNDERSTANDING			
21	The ability to understand global and national trends and to plan in line with these	✓	
22	The ability to plan strategically and to monitor and evaluate the outcome of planning	✓	

23	The ability to lead and understand change, creativity and innovation	✓	
24	Knowledge and understanding of leadership styles appropriate for a secondary school	✓	
		Essential	Desirable
25	Knowledge and understanding of the processes of self-evaluation, leading to school improvement	✓	
26	Knowledge and understanding of the statutory role of Governors in a Catholic voluntary-aided school		✓
27	Knowledge and understanding of strategies for raising the personal and academic achievement of all students	✓	
28	Knowledge and understanding of curriculum management in a secondary school		✓
29	Knowledge and understanding of strategies for improving teaching and learning and the use of assessment for learning	✓	
30	Knowledge and understanding of new technologies and their use and impact to support learning	✓	
31	Knowledge and understanding of the collection and use of data to support achievement	✓	
32	Skills in maintaining high standards of discipline and behaviour to support learning	✓	
33	Commitment to equal opportunities throughout the school	✓	
34	Knowledge of staff management issues, including pastoral care, performance management and professional development		✓
35	Knowledge of strategies for developing effective teachers	✓	
36	The ability to communicate orally and in writing with all those with an interest in the school	✓	

Candidates may choose to address these in their application.