

GRAHAM ROBERTS

Senior Leadership Team (SLT) | Head of Sixth Form & Examinations Officer

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LANGUAGES

- English (native)
- Arabic (basic)
- Spanish (basic)

CORE SKILLS

- Senior leadership & strategic planning
- Examinations compliance & risk management
- Post-16 leadership & student progression
- Behaviour systems design & implementation

PROFILE

Senior Leadership Team member with responsibility for post-16 provision and whole-school examinations compliance within an international school context. Extensive experience leading high-stakes regulatory processes, designing scalable school systems, and overseeing student behaviour and academic outcomes across UK and Middle East settings.

LEADERSHIP EXPERIENCE

Downe House Muscat | Senior Leadership Team (SLT) – Head of Sixth Form & Examinations Officer *(Sep 2025 – Present)*

Sixth Form Leadership

- Provide strategic leadership for Sixth Form provision, overseeing academic standards, student progress, and post-16 pathways.
- Work closely with the Principal and Vice Principal on post-16 policy, cohort planning, and whole-school priorities.
- Lead and support tutors and teaching staff to ensure consistent monitoring, expectations, and intervention.

Examinations & Compliance

- Hold whole-school responsibility for the complete examinations lifecycle and regulatory compliance across international awarding bodies.
- Design and manage exam timetables, entries, access arrangements, invigilation training, and secure conduct of assessments.
- Act as the senior point of accountability for examination risk management and procedural integrity.

Hay Al Sharooq International School | Behaviour for Learning Lead *(Mar 2022 – Jul 2025)*

- Designed, implemented, and monitored a whole-school behaviour for learning framework within a large through-school.
- Established structured systems for recording and responding to behaviour concerns; delivered staff training for consistency.
- Worked directly with parents and senior leaders to reinforce standards and support student improvement.

Hay Al Sharooq International School | Examinations Officer *(Jul 2021 – Jul 2025)*

- Managed internal and external examinations lifecycle including

timetabling, registrations, invigilator training, and results processing.

- Ensured centre compliance with international examination regulations and standards.

INTO Partnership (University of Newcastle) | English for Academic Purposes Tutor *(Jul 2019 – Sep 2020)*

- Planned and delivered EAP programmes to undergraduate and postgraduate international students.
- Supported students through research projects and presentations aligned to university-level academic standards.

Bauhaus Educational Services Ltd (UK) | Director *(May 2016 – Sep 2019)*

- Co-founded and established an independent private tuition company.
- Registered and maintained the organisation as an examinations centre with Pearson; ensured regulatory compliance.
- Registered with Ofsted; recruited and managed staff including DBS compliance.

EDUCATION

- National Professional Qualification in Senior Leadership (NPQSL) – The Best Practice Partnership (2023)
- PGCE Secondary English – Anglia Ruskin University (2010)
- BA (Hons) English (2:1) – Queen Mary, University of London (2006)