

## JOB DESCRIPTION

### HEAD OF SIXTH FORM, ASSISTANT HEADTEACHER

#### Line Management

To lead, manage, review and support the work of the Head of Year 12, Head of Year 13, Sixth Form Tutor Team and Sixth Form Administrator

#### Students

The Head of Sixth Form has responsibility for the collective success and personal development of the sixth form students at Sheldon. S/he:

- Sets the tone for the sixth form students, ensuring the sixth formers are appropriate role models for the rest of the student body in school and appropriate ambassadors outside school
- Leads sixth form assemblies
- Organises the induction programme for all those entering the sixth form and oversees this induction
- Takes a leading role in recruitment of internal and external students by organising specific events
- Oversees effective support and challenge for international students joining the sixth form
- Adopts a long-term strategy for the recruitment of internal students
- Ensures, in conjunction with the curriculum deputy headteacher and heads of faculty, that students are allocated to appropriate study programmes commensurate with their abilities and individual needs
- Reviews, evaluates, and as necessary designs, the appropriate curriculum for the sixth form students
- Generates suitably challenging targets for students and regularly monitors the progress of students against these targets
- Supports students appropriately in their personal development through internal and external activities and tutor time activities
- Monitors student wellbeing and liaises with other agencies as necessary
- Provides and monitors opportunities for community involvement, both in and outside school
- Provides a programme of work experience and Electives for all sixth form students
- In conjunction with the Head of Careers, has oversight for careers education and progression for post-16 students
- Leads the provision for the more able students from Years 7 to 13
- In conjunction with the two heads of year in the sixth form, writes the sixth form development plan
- Takes overall responsibility for the running of the Sixth Form Centre

Continued overleaf/

## **Staff**

In addition, s/he will:

- Assume overall responsibility for, and ensuring, high quality teaching within the sixth form
- Assume overall responsibility for, and ensuring, high-quality tutoring within the sixth form
- Monitor and report upon students and provide appropriate feedback to staff and parents through reports and parents' evenings
- Ensure that monitoring and reporting systems work efficiently
- Ensure the high quality of UCAS university entrance applications and equivalent to higher level apprenticeships etc.

## **Strategy**

More widely, the Head of Sixth Form will:

- Advise the senior management team on changes in university admission and employment trends that might impact the sixth form curriculum
- Advise the senior management team of changes within the post-16 curriculum
- Advise the senior management team on marketing and social media approaches specifically related to sixth form students
- Promote Sheldon Sixth Form via public events
- Represent Sheldon School as appropriate in meetings with schools, colleges, universities and other agencies as required
- Liaise with the Sixth Form Link Governor