



Job Title: Head of Sixth Form

Key Role: To ensure that all students engage successfully in their learning and are able to make progress towards their agreed targets. To meet the QTS standards and continue to develop professional practice.

Primary Purpose

Key Functions:

Pastoral Leader of Progress and Development

1. Impact on educational progress for your assigned pupils

- To provide leadership and management for your classes to promote excellent teaching so all students achieve their potential within an atmosphere in which students feel challenged, valued and secure.
- To manage and oversee the PSHE programme at KS5.
- Co-ordinate and deliver assemblies in collaboration with the tutor team.
- Arrange for and liaise with other staff to deliver specific assemblies.
- To lead and manage the UCAS system, working with the UCAS Co-ordinator and subject tutors, writing and reviewing references for students.
- To work effectively with Heads of Department to raise achievement post 16.

2. Impact on educational progress beyond your assigned pupils

- To assist the Governing Body, Headteacher and the SLT in the overall management and development of the school.
- Monitor planning, teaching progress, record keeping, assessing and homework.
- Effectively contribute to the school central record keeping system.
- To make a major contribution to the School Improvement Plan through whole school and team planning and evaluation.
- Effective liaison with all Heads of Year.

3. Accountability for leading, managing pupil development across the curriculum

- Co-ordinate the pastoral guidance and support of pupils in the Sixth Form and, when necessary, interview parents and liaise with outside agencies in connection with such matters.
- Work with the Form Teachers to ensure good standards of discipline and dress.
- Liaise with the School Attendance Officer and EWO to monitor lateness and absenteeism.
- Keep abreast of educational developments and engage with school-wide learning initiatives and integrate these into your Sixth Form.
- Liaise with the SENCO for support of pupils in the Sixth Form with Special Needs
- Following each reporting cycle, review assessment data and coordinate follow up across your Sixth Form
- Plan intervention activities to raise achievement. If appropriate liaise with the SENCO, outside agencies and outreach workers
- Monitor the effective working of the rewards and sanctions system for the Sixth Form.
- Ensure that correspondence between school and home relating to the Sixth Form is sent.
- Prepare for Form Teacher meetings – identify the purpose, circulate an agenda and minutes.
- Oversee form time and formally observe each Form Teacher each term. Review the programme and activities annually.

4. Line Management

- Form Teachers and attached staff.
- To present the views and requirements of the Sixth Form at meetings and feedback any consultation decisions.

5. Knowledge and Understanding

- To have a detailed knowledge of the National Curriculum programmes of study.
- To be familiar with the relevant external exam syllabuses and courses at KS5.
- To understand progression from KS4 programmes of study.
- To cope securely with subject-related questions which students raise.
- To have a secure knowledge and understanding of relevant ICT skills and subject related material to satisfy National Curriculum requirements and enhance learning.
- To be familiar with relevant Health and Safety requirements and plan lessons to avoid potential hazards.

6. Lead, develop and enhance the teaching practice of others

- Monitor the performance of Form Teachers and intervene to take corrective action where necessary.
- Mentor, coach and support colleagues to encourage their professional development through sharing good practice and cascading information.
- Use meetings to share good practice, moderate and cascade training.
- Work with the year team and PSHE/Citizenship coordinator to plan an integrated pastoral programme.
- Liaise with Heads of Department to discuss and implement support strategies when subject staff are experiencing difficulties with particular groups or individual pupils

Specific Pastoral Responsibilities:

- Play an active and supportive role in the spiritual and liturgical life of the school.
- Assist the Examinations Officer in the arrangement of internal examinations relating to the Sixth Form.
- Co-ordinate arrangements for events in your Sixth Form such as Parents' Evenings, Sixth Form open evenings, UCAS information evenings etc.
- Oversee the production of the Sixth Form prospectus.
- Interview new students applying to the Sixth Form.
- Oversee the timetable for, and the production of, school reports to parents.
- Oversee the production of deadline dates for coursework.
- Maintain satisfactory records on all pupils in the Sixth Form.
- Liaise with the Chaplain re: the organisation of Penitential Services and Year Masses.
- Support Senior Staff in ensuring the good conduct of pupils travelling to and from school on contract buses.
- Monitor the fabric of the building and to report immediately any problems to the Site Staff.
- Oversee any agreed mentoring programme – if appropriate.
- Support and advise pupils regarding examination techniques and time management.
- Meet regularly with Form Captains and School Council Representatives.
- Supervise Year notice boards and update notice boards in staff room.

Special Responsibilities:

- The duties of the post may be varied to meet the changed circumstances in a manner compatible with the post held.

General Teaching Responsibilities:

- To plan their teaching to achieve progression in students' learning:
- To set tasks for the whole class, individual and group work, including homework, which challenge students and ensure high levels of pupil interest.
- To set clear targets for students learning, building on prior attainment, and ensuring that students are aware of the substance and purpose of what they are asked to do.
- To identify students who:
Have special educational needs, including specific learning difficulties;
Are very able;
Are not yet fluent in English; and know where to get help in order to give positive and targeted support.
- To provide clear structures for lessons, and sequences of lessons, in the short, medium and longer term, which maintain pace, motivation and challenge for students.
- To make effective use of assessment information on students' attainment and progress in their teaching and in planning future lessons and sequences of lessons.
- To plan opportunities to contribute to students' personal, spiritual, moral, social and cultural development.
- To ensure coverage of the relevant examination syllabuses and National Curriculum programmes of study.

General

- To establish, effective working relationships with professional colleagues.
- To understand your professional responsibilities in relation to school policies and practices, including those concerned with pastoral and personal safety matters, including bullying.
- To understand the need to take responsibility for your own professional development and to keep up to date with research and development in pedagogy and in your subject.
- Ensure child protection and safeguarding responsibilities are met.
- Undertake the duties of teachers as outlined in the School Teachers Pay and Conditions Document.
- To fully support the school's Catholic ethos.
- Undertake any other duties and responsibilities as may be assigned from time to time, which are commensurate with the grade of the job.