

Job Description – Deputy Director of Sixth Form (Enrichment and Complementary Studies)

Responsible to	Assistant Head, Learning and Sixth Form
Pay scale	MPS TLR 2.3 (currently £6,448 pa)
Terms and Conditions	Full time

Purpose of job

- To lead and inspire the Sixth Form team to provide the best education for all of our girls
- To support Sixth Form students to ensure the highest possible standards of achievement, progress, personal development, student leadership and well-being, including leading pastoral support, academic monitoring and intervention
- To support, develop and hold accountable a team of tutors focusing on high standards of social, personal and academic development of students
- To raise the quality of health, wellbeing and student experience
- Responsibility for the pastoral needs and provision for Sixth Form students
- To contribute to the strategic and operational leadership of the school

Main duties and responsibilities

Enrichment & Complementary Studies

- Develop and implement the Complementary Studies programme for Sixth Form
- Monitor attendance for the Sixth Form and develop a more robust attendance strategy when needed
- Oversight of Lecture Series
- Coordinate an innovative and varied enrichment programme designed specifically for the Sixth Form
- Lead a whole Sixth Form well-being and mental health initiative
- Pastoral oversight of the whole Sixth Form to create a cohesive strategy
- Create new opportunities to liaise with parents
- Available at school for the days preceding and following A Level results to support students
- Attendance at evening events where appropriate

Pastoral Leadership of the Sixth Form

The Deputy Director of Sixth Form will have responsibility for the pastoral care of the Sixth Form and will work with Deputy Head (Pastoral) to ensure that students' pastoral needs are appropriately met. This will include:

- Liaising with Matron, the school counsellor and outside agencies as appropriate.
- Managing effective working relationships between the students, tutors and parents of the Sixth Form and other Heads of Year in order that the school's ethos is reflected in the work of the Sixth Form.
- Tracking the academic progress of all pupils in the year group including detailed use of tracking data.
- Planning and implementing a programme of year assemblies in support of moral, spiritual and cultural development of pupils
- Working alongside the Exams Officer to ensure smooth organisation of exams for Sixth Form students
- Liaising with the SENCO and SLT regarding appropriate provision for individual pupils.
- They will be responsible for the specialist PSHE provision for the Sixth Form and will lead a PSHE team across the whole school.

Sixth Form Tutors

The Deputy Director of Sixth Form will be responsible for leading the work of a team of Sixth Form Tutors, ensuring effective use of form time, chairing and minuting Tutor Team meetings and communicating with them effectively on all aspects of Sixth Form life.

Attendance, conduct, dress, rewards and sanctions

The Deputy Director of Sixth Form will be responsible for all matters relating to Sixth Form attendance, conduct, dress and rewards & sanctions. This will include:

- Communication with staff and parents to clarify and implement consistent policies
- Responsibility for making arrangements for parents' evenings, pastoral evenings and reports
- Maintaining high standards of behaviour and discipline within the Sixth Form

Other responsibilities

The Deputy Director of Sixth Form will work closely with the Assistant Head to undertake any additional duties and responsibilities they deem appropriate.

Person Specification – DEPUTY DIRECTOR OF SIXTH FORM	
Qualifications	<ol style="list-style-type: none"> 1. University Degree or Equivalent and QTS (E) 2. Five A* - C grades at GCSE including English and Maths, or equivalent (E)
Experience	<ol style="list-style-type: none"> 3 Recent A Level teaching experience (E) 4 Whole-school leadership of a project or initiative (D) 5 Pastoral experience (E) 6 Excellent knowledge and experience of post-16 education (E) 7 Proven record of achievement as a middle or senior leader (E)
Knowledge, Skills and Personal Qualities	<ol style="list-style-type: none"> 8 Competent and effective user of IT, including Excel and Word and having the ability to learn to use SIMS (school database) relatively quickly (E) 9 Ability to work very accurately (E) 10 Ability to work under pressure and remain calm (E) 11 Abilities to lead, work as part of a team, to work independently and to think laterally and creatively (E) 12 The energy, enthusiasm and creativity to lead, manage, motivate and inspire (E) 13 Strong written and oral communication skills and the confidence to work effectively with staff, students and parents (E) 14 Excellent organisational and administrative skills including the ability to work to deadlines and the flexibility to take on new tasks as they arise (E) 15 Commitment to staff welfare, including being understanding, supportive and able to maintain confidentiality (E) 16 Commitment to equal opportunities and the equal value of all members of the school community (E) 17 The ability to demonstrate sound balanced judgment with decisiveness, flexibility and empathy (E) <p>D = Desirable E = Essential</p>

General responsibilities common to all staff

1. To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
 2. To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities and Health and Safety.
 3. To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
 4. To deal with all telephone and personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
 5. To participate in the School's performance management process.
 6. To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
 7. To undertake training and development relevant to the post.
 8. To undertake the duties and responsibilities outlined for all teaching staff (see teaching staff job description).
 9. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.
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