



### **Job Description: Assistant Head – Head of Sixth Form**

The Assistant Head - Sixth Form is responsible to the Head for the running and promotion of the Sixth Form at Derby High School. S/he maintains an overview of the education of the Sixth Form students and leads our strong and supportive Sixth Form team. This major and exciting post offers the opportunity to blend together pastoral care, academic focus and development of the individual, ensuring every student's potential is realised. The Assistant Head's specific responsibilities relate to the Senior School but it is important that the successful candidate understands their rôle in the context of the whole school, which includes the Primary department.

#### **Specific responsibilities for this rôle:**

- ❖ To lead and manage the Sixth Form tutor team, including delegating to the Deputy Head of Sixth Form as appropriate, to achieve the following:
  - Develop an appropriately ambitious work ethic in all Sixth Form students.
  - To monitor the academic progress of Sixth Form students, advise on appropriate intervention measures as required and work with parents to support these measures.
  - To develop a programme to support the personal, social, economic and health needs of Sixth Form students.
  - To lead regular Sixth Form assemblies.
  - To provide appropriate careers advice and guidance, supporting students with their applications for university/Oxbridge/GAP years/apprenticeships and beyond.
  - To encourage and develop opportunities for leadership within the Sixth Form and to provide training for those leadership roles, including management of the appointment to Prefect roles.
  - To update and uphold school policies relevant to Sixth Form, including behaviour, discipline and uniform expectations.
- ❖ To liaise with the Assistant Head – Co-curricular – to stimulate the intellectual life of the Sixth Form both in the curriculum and through the extra-curricular programme.
- ❖ To brief SLT on the impact of any proposed changes or developments on the Sixth Form.
- ❖ To work with the Assistant Head – Data and Curriculum - to review targets and tracking of individual student progress and the overview of the internal examination process for Sixth Form.
- ❖ To organise events for Sixth Form students and their parents, including Parents' Meetings, Open Evening and relevant Information and Celebration Evenings.
- ❖ To promote the Sixth Form as the aspirational Sixth Form of choice amongst younger students.
- ❖ To liaise with the Head of Key Stage 4 to ensure smooth transition and induction from Y11 into Y12.
- ❖ To advise on the publication of Sixth Form information booklets and the marketing of the Sixth Form both internally and externally.
- ❖ To lead on Sixth Form objectives in the School Development Plan underpinned by a separate Sixth Form Development Plan.
- ❖ To keep the Head informed of relevant issues relating to your area of responsibility.

**As a member of the Whole School Leadership Team responsible to the Head you will:**

- ❖ Promote good staff relationships and ensure clear channels of communication between the staff and the leadership team.
- ❖ Participate fully in strategic planning, policy making and implementation of the School Development Plan.
- ❖ Line manage a number of academic departments.
- ❖ Participate in any Senior School staff recruitment selection process.
- ❖ Play a part in ensuring the health, safety and well-being of all pupils at all times.
- ❖ Attend Senior School events, supporting both the staff running them and the students taking part in them.
- ❖ Lead whole school assemblies as required.
- ❖ Develop an understanding of legal issues relating to managing a school including: Child Protection Procedures, Equal Opportunities, Race Relations, Disability, Human Rights and Employment Legislation, Data Protection.
- ❖ Attend appropriate Governors' committees.
- ❖ Be responsible for the PSHE/Citizenship overview.
- ❖ Be the SLT Alumni link.

**Teaching**

- ❖ Teach an agreed number of lessons.

**D. Gould**  
**Headteacher**  
**January 2018**