

**Director of Sixth Form**

**The Post**

The post will commence in September 2018.

*The successful candidate will be:*

* ***A graduate and highly experienced teacher.***
* ***Able to demonstrate a record of producing excellence in their area of expertise.***
* ***Able to develop and implement a vision and strategy for the Sixth Form.***
* ***Display exceptional professionalism and inter-personal skills and able to command the respect of colleagues, parents and the pupils.***
* ***Able to lead and coordinate a busy and large department.***
* ***Ambitious, energetic, enthusiastic and able to plan independently and collaboratively for the further development of the sixth form and the school.***
* ***Proven ability to manage and has outstanding organisational skills.***
* ***Committed to their own and the team’s professional development.***
* ***Able to articulate a clear understanding of, and sympathy with, the School’s Catholic and Benedictine ethos.***

**The role**

The Director of Sixth Form will report to the Deputy Headmaster, and will work closely with the Headmaster and the Deputy Head (Academic). This is a senior post, and the Director of Sixth Form will be a member of the Leadership Team.

We expect that the successful candidate will aspire to a Senior Deputy Headship or Headship after about 5 years in post. Certainly, extensive professional development opportunities will be offered to the successful candidate, to prepare fully to take up their next leadership opportunity at an appropriate time.

The Director of Sixth Form will be responsible for the academic progress, personal development, welfare and discipline of pupils in the Sixth Form. He/she will lead, manage, motivate and work collaboratively with the Deputy Directors of Sixth Form. The Director of Sixth Form, assisted by the Deputy Directors, will ensure that the following responsibilities are undertaken.

* Overseeing the students’ academic, personal, spiritual and social development; this to include the insistence on the highest of standards of discipline, dress, punctuality and attendance by all members of the Sixth Form.
* Ensuring that the Sixth Form is seen by the students, parents and teachers as an experience offering students challenges and opportunities for personal growth, involving greater trust and greater responsibility.
* Preparing an annual action plan for the Sixth Form, linked to the priorities set out in the School’s Strategic Plan, monitoring its implementation and evaluating its effectiveness.
* Assisting in marketing of the Sixth Form, both in-house and in the locality.
* Arranging for the induction of Lower Sixth students.
* Motivating sixth formers so that they work hard, play a full part in the life of the School, and obtain as much benefit as possible from sixth form life
* Promoting leadership opportunities for sixth formers, including mentoring younger pupils, and encouraging students to accept the challenge presented by these opportunities
* Co-ordination and oversight of the Decan system and development of closer, interactive links between the Sixth Form and the pre-GCSE years.
* Promoting and encouraging an extensive range of voluntary service opportunities for sixth formers
* Co-ordinating and developing an appropriate monitoring system for students across the two years, identifying targets for improvement and ensuring that parents are regularly informed of their son’s/daughter’s progress.
* Monitoring value added across the two years using Alis data.
* Leading and monitoring the performance of the team of Sixth Form Tutors, including the chairing of regular Tutors’ meetings
* Co-ordinating PSHE programme across the Sixth Form
* Overseeing of the compilation of UCAS references by tutors and regular liaison with the Head of Careers.
* Establishing a Sixth Form Council to represent the student views and to plan

social and charity fund-raising events, e.g. Leavers’ Mass and the "Going Down" Ball.

* Liaison with the Old Priorian Association to foster links between current and former students.
* Such other responsibilities as may be reasonably required from time to time by the Headmaster