

**St Michael’s Catholic Grammar School**

**JOB DESCRIPTION**

1. **Job Title**

Head of Sixth Form – Assistant Headteacher

1. **Responsibility**

Reports to the Headteacher

*(Please note Whole School Responsibilities, which depend upon individual gifts and experience, are shown at the end of this document in the Leadership Team description)*

1. **Role Description**

The Head of Sixth Form is responsible for:

1. Academic )
2. Reporting and assessment )
3. Pastoral ) needs of students in Years 12 & 13
4. SEND )
5. Administrative )
6. Day to day supervision of the Sixth Form Buildings

In practice, this involves:

**With the Staff**, performing Line Manager duties (by monitoring colleagues’ work and chairing meetings) for:

 - the teams of Form Tutors in Year 12 and 13

 - the Deputy Head of Sixth Form

 - the University Links Coordinator

**With the Students**:

* Coordination of:
* Recruitment and registration of new students
* Induction of new and existing students into the St. Michael’s Sixth Form ethos
* Programme of study for each student (subject choices, option blocks, dropping subjects etc.)
* Monitoring the operation of applications to Higher Education
* Planning and organising the biennial Careers Event for Years 10 & 11
* Monitoring the operation of the Enrichment programme
* Maintaining an atmosphere of academic achievement as well as excellent standards of dress, punctuality, courtesy and consideration
* Maintaining good order in Sixth Form buildings so that a pleasant working environment is created
* Following up any difficulties that may arise with individual students through Progress Meetings, Mentoring, Tracking and Target Setting and Register checking:

E.g. (i) Circulating Progress reports and mark grids

(ii) Collating student tracking information, organising Progress meetings, monitoring Mentoring

(iii) Identification of causes for concern and follow up whether for progress, attendance or punctuality

(iv) Liaison with parents/carers

* Being responsible for the smooth day-to-day operation of the Sixth Form;

e.g. (i) The organisation and presentation of Sixth Form assemblies

(ii) The planning and resourcing of the Sixth Form programme of Tutorial and Enrichment as well as induction of Year 12 & 13 Tutors regarding delivery

(iii) Responsibility for assisting Form Tutors with their Forms’ timetables in September

(iv) Smooth running of Sixth Form examinations, whether public (through liaison with the Examinations Secretary and Administrator) or internal

(v) Organisation of Parents’ meetings and Information Evenings

(vi) Leavers’ Day and return of text books

(vii) Coordination of any After-School Tutorials

* Being responsible for the Sixth Form Year of Service;

e.g. (i) Election of Head Girl/Boy and Deputies

 (ii) Year of Service and Committees

 (iii) Form Prefects, Primary School helpers, peer counsellors such as Guardian Angels

 (iv) Catering Committee rota

 (v) Awards for Speech Night

 (vi) School and Sixth Form Council meetings twice a year

* Being responsible for reporting to the Governing Body annually on Sixth Form matters
* Being responsible for the Enrichment programme
* Whole-school leadership roles are: Careers, Data Protection Officer, Freedom of Information Officer and SENDCO

**20 features of a successful and effective Leadership/Senior Management Team**

(See National Standards for Headteachers: DfE 2000)

1. Members are committed to teamwork.
2. Members are capable of fulfilling their individual leadership and management responsibilities.
3. Members have a range of strengths in terms of the knowledge, experiences, qualities, skills and attitudes they bring to the team.
4. The team is small enough for face to face discussion and large enough to include all individuals necessary for making major decisions.
5. There is a single tier structure of SLT meetings.
6. SLT meetings are on task with a friendly atmosphere, sense of humour and sense of perspective prevailing.
7. Attention is paid to the development of individual members and to the development of the team as a whole. Members gain intrinsic benefit from working in SLT.
8. Head provides conditions which encourage all members to contribute fully to the work of SLT.
9. High level trust, mutual respect and enjoyment among SLT members.
10. Different members take a lead on particular issues.
11. Major decisions are made by consensus reached after the open expression of individual views. Clear procedure exists in case consensus cannot be achieved.
12. SLT presents a united front to colleagues on decisions that have been taken in SLT, while acknowledging the range of views taken into account.
13. SLT members follow through with colleagues on issues connected with the implementation of decisions.
14. SLT values middle management as key players. Pressure and support are applied so that middle management carries out its responsibilities successfully and effectively.
15. High quality communication and linkage between SLT and rest of staff.
16. SLT is visible/has a high profile.
17. SLT is strong on vision, planning, optimism, problem solving and intelligent risk taking.
18. SLT cares for the people in the school.
19. SLT has integrity.
20. SLT has high credibility with colleagues, governors, parents/carers and students.

**Pastoral Leadership of St Michael’s Catholic Grammar School**

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| **ST MICHAEL’S CATHOLIC GRAMMAR SCHOOL****LEADERSHIP TEAM** |
| **Headteacher** | **Deputy Headteacher** | **School Business Manager** |
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|  |  |  |
| Formulation of School Policy | Oversight of pupil discipline | Support Staff |
| Liaison with Governors and Parents | Designated Safeguarding Lead (DSL) | Financial Planning and Control |
| Appointment, deployment, management and appraisal of staff | Day to day running of school and wellbeing of staff and students | Security and safety of premises |
| Liaison with outside agencies and other schools | Educational Visits CoordinatorPublicity | Archangel Trust, Gabriel Fund & School Trust |
| Determining, organising and Implementing the Curriculum | Liaison with Parents’ Association11+ Admissions | Financial procedures (P.F.O) |
| Liaison with Governors’ Committees | NQTs & Staff Induction | School CENSUS information oversight |
| Monitoring of Progress and Safety | Oversight of Timetable & Options |  |
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| **Assistant Head A** | **Assistant Head B** | **Assistant Head of KS3** |
| **Responsibility for VI Form Students:** | **Responsibility for KS4 Pupils:** | **Responsibility for KS3 Pupils:** |
|  |  |  |
| Academic progress | Academic progress | Academic progress |
| Examinations | Examinations | Examinations |
| Reporting & assessment | Reporting & assessment | Reporting & assessment |
| Pastoral Care & Curriculum | Pastoral Care & Curriculum | Pastoral Care & Curriculum |
| SEN/Gifted & Talented/Pupil Premium  | SEN/Gifted & Talented/Pupil Premium | SEN/Gifted & Talented / Pupil Premium |
| Careers/Work Experience | Careers/Work Experience | Careers/Work Experience |
| Head of Sixth Form | Head of Senior School | Head of Junior School |
| In charge of Grange/VI Centre/Old Convent | In charge of Senior Building | In charge of Junior Building |
|  |  |  |
| **Whole School Leadership****Roles:** | **Whole School Leadership Roles:** | **Whole School Leadership Roles:** |
| Careers | Examinations Secretary | Data Management |
| SEN/Gifted & Talented | Work Related Curriculum | Pupil Premium Coordinator |
| Data Protection Officer6th Form Admissions | Pastoral Curriculum including Citizenship | Artsmark and the Creative Life of the School |
| Freedom of Information | Child Protection Deputy DSL |  |
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| [EACH SUPPORTED BY A DEPUTY COORDINATOR OF THE KEY STAGE] |
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April 2021