****

**Job Description: Director of Sixth Form**

|  |  |
| --- | --- |
| **Post**  | * Director of Sixth Form
 |
| **Responsible to** | * Head of Secondary School
 |

Sharjah English School believes that each employee makes a significant contribution to our success and that contributions should not be limited by the assigned responsibilities. Therefore, this job description and person specification is designed to outline primary duties, qualifications, and job scope, but not limit the employee, or Sharjah English School, to only the work identified. It is the expectation of the school, that each employee will offer his/her services wherever and whenever necessary to ensure the success of our organisation.

The Director of Sixth Form will work closely with the Head of Secondary School in determining the Sixth Form’s development, direction and ethos. He or she will create an outstanding Sixth Form, leading a team of dedicated tutors to provide exceptional pastoral care, personal guidance and academic support. The Director of Sixth Form will have responsibility for the academic outcomes and wellbeing of all students in the Sixth Form, and will set the highest expectations for all students, supporting them in their personal development and academic achievement. There will be an achievement-focused ethos in the Sixth Form and all students are encouraged to excel. It is essential that the Sixth Form is an exciting, dynamic and forward-thinking component of the Secondary school, and one which provides all the necessary support and opportunities to students so that they can become the leaders of the future.

The main responsibilities of this post are outlined below.

**Providing High-Quality Pastoral Care and Managing Student Well-being**

* Oversee all pastoral and well-being arrangements in the Sixth Form.
* Work with the Sixth Form team to ensure that students are offered high quality support and guidance at all times.
* Ensure that PASS data for Sixth Form students is used effectively to identify students who need additional support, and to provide the necessary support
* Cultivate high standards of conduct amongst Sixth Form students.
* Develop leadership opportunities for Sixth Form students.
* Oversee the appointment of and lead the development of the Head Boy and Girl and Deputies / Prefects / House Captains.

**Overseeing Effective Academic Monitoring**

* Monitor the academic progress of all Sixth Form students – including the use of ALIS and report data.
* Take responsibility for overseeing reporting for Sixth Form Students and for organising parents evenings for Sixth Form students.
* Monitor the setting and quality of homework.
* Monitor student attendance and punctuality and to take all appropriate steps to ensure that attendance and punctuality of students in the Sixth Form are at the highest levels.
* Ensuring that students are adequately involved in the extra-curricular programme available to them.

**Developing the Curriculum**

* Help identify curriculum requirements, ensuring that each student has a rewarding educational programme for the year which will also equip them for applying to university.
* Develop an extended curriculum that prepares students for life outside of school. This will include the transition from school to university as well as enriching students’ knowledge in areas such as current affairs, art, music, economics and world history.
* Develop and extend the wider educational provision for students through the delivery of the Extended Project Qualification to students in the Sixth Form who wish to complete this qualification.
* Liaise with relevant staff with regard to all aspects of the post-16 Curriculum.
* Monitor developments in the Post-16 curriculum and disseminate information as appropriate.
* Develop a high-quality Enrichment Programme for post-16 students.

**Overseeing the Transition from Key Stage 4 to Post-16 and beyond**

* Oversee the transition from Key Stage 4 to Post-16 education and beyond.
* Survey Year 11 students about intentions for post-16 education including subject choices.
* Inform the SLT regarding course choices and impact on such issues as timetabling/staffing/group sizes.
* Liaise with HODs regarding the suitability of students for A level courses.
* Organise individual interviews with Year 11 students and parents after the mock GCSE examinations.
* Be in attendance on GCSE results day to confirm the subject choices of Year 11, meeting with parents to clarify these choices after the results day where necessary.
* Counsel students regarding BTEC and A Level choices in coordination with relevant staff.
* Organise the Sixth Form Presentation Evening for internal and external students.
* Coordinate the production of the Sixth Form Prospectuses.
* Organise a Sixth Form Induction Programme for returning and new students.

**Ensuring Effective Communication**

* Liaise with SLT, Staff, HODs, students and parents as appropriate.
* Attend Heads of Department/Heads of Key Stage and other meetings as appropriate.
* Ensure that Sixth Form Pastoral meetings are conducted with the provision of agendas and minutes.
* Maintain any pages on the school’s website in relation to Sixth Form.
* Liaise with the Examinations Officer in matters relating to Public Examinations.
* On the publication of results (BTEC and A Level), be present to advise Year 13 through the next steps in university admission and to deal with any queries regarding results.

**Leadership and Management of the Sixth Form**

* Act as role models for tutors by demonstrating high quality pastoral care and academic monitoring of students, continuous professional development and maintaining a professional presence in the Sixth Form.
* Lead Sixth Form assemblies and contribute to whole-secondary assemblies.
* Lead and manage the team of Sixth Form tutors and maintain regular formal and informal contact with tutors including provision of induction and support.
* Identify and address training needs for the Sixth Form team.
* Ensure all tutors understand, and are actively implementing the key aspects of the school’s policies, including those for behaviour, attendance, uniform and safeguarding.
* Be aware of recent research and developments related to Sixth Form pedagogy.
* Contribute to the management of key school events; for example, induction, transfer arrangements, school trips, extra-curricular and social events.
* Attend conferences relating to Sixth Form management and development.
* Cultivate and develop on-going self-review of the Sixth Form provision so as to ensure excellent standards of learning, progress and pastoral care.
* Contribute to the marketing of the Sixth Form and the recruitment of students from SES and external students to the Sixth Form.
* Ensure the Sixth Form area is kept in good order, ensuring the maintenance of a safe and orderly environment that is conducive to excellent study practices

**Ensuring High-Quality Reporting of Students’ Progress**

All members of the Sixth Form Leadership Team are responsible for overseeing formal reports and interim reports throughout the year groups and for drawing to the attention of relevant parties any concerns about or special needs of individual students. They monitor subject report writing by staff and tutors and ensure that low- or under-performing students are given a supplementary support programme where necessary.

The Director of Sixth Form will:

* Oversee the writing of Sixth Form full reports.
* Oversee the provision of subject information to parents, parents’ meetings and response to parents’ enquiries, ensuring that high standards are maintained.
* Proofread all the Sixth Form full reports, ensure that all subject and form-tutor comments provide clear, accurate information about students’ progress and learning goals.
* Ensure that reports are written using correct English and that intended meaning is clear to all parents and students

**Preparing Students for Higher Education**

The Director of Sixth Form will oversee and enhance the programme for students applying to competitive universities/colleges in the UK, North America and around the world. The Director of Sixth Form will also:

* Organise a programme of talks by outside university speakers/agents (and attend these meetings).
* Keep up-to-date a network of contacts with universities and agencies.
* Interview all Sixth Form students in order to finalise their university/college applications.
* Organise university fairs for Year 11-Year 13 students.
* Administer the university application process including applications to the UK and worldwide for applicants from Years 12/13 and the post A Level cohort.
* In conjunction with Sixth Form Tutors, provide a UCAS reference and see the entire procedure through to its conclusion.
* Brief the staff about the timetable for university applications and organise the process.
* Give university and career advice to individual tutors where required.
* Advise applicants and their parents on their choice of university/course.
* Advise students on the writing of personal statements.
* Arrange mock interviews for students.
* Ensure that tutors receive guidance on the writing of references to assist university applications.
* Set up links with universities world-wide and be able to inform students on issues relating to UCAS, Oxbridge entry, SAT, applications to North America and world-wide.
* Provide references, on request, for past students.
* Prepare for and conduct the University Application Information Evening for parents and Year 12 students in the Summer Term and prepare a University Application Handbook for parents and students.
* Interview all the Sixth Form students on a minimum of two occasions about their university choices and Personal Statements and provide ongoing support as necessary.
* Review and proofread the students’ Personal Statements/college essays.
* Provide supportive sessions and programmes of study for students wishing to take any university-related aptitude tests as appropriate.
* For all Sixth Form students and Year 11 students, develop and provide careers guidance and employment information and materials, ensuring that the information is available in a variety of formats.
* Meet deadlines for submission of university applications for all candidates.
* Keep an up-to-date record of students’ applications and their offers
* Complete the UCAS process as early as possible to ensure early offers for our students – normally by mid-October.
* Initiate and respond to communications with parents ensuring that they are kept fully informed and involved in the progress of their children.

Following the publication of A Level and BTEC results:

* Advise students about the clearing process (where necessary).
* Contact institutions to try to place students who do not have offers.
* Contact all the departing Year 13 students to confirm their university places.
* Produce a list of graduating students’ destinations for the Head of Secondary and the Principal.

Sixth Form Alumni

* Ensure that the school has a record of all graduating students’ final destinations.
* Maintain contact with graduates of Sharjah English School.

**Self-Review and Development**

* In conjunction with all stakeholders, review and evaluate all aspects of Sixth Form life.
* Write the yearly Sixth Form Development Plan, including bidding for resources to maintain and enhance provision.
* Engage in Continuous Professional Development.
* Support the professional development of colleagues.

**Events Administration**

* Construct an appropriate calendar of social and other special events for the Sixth Form, for organising, overseeing and supporting such events.
* Contribute to the organisation of any parent information evenings.
* Support and oversee the Student Leadership Team in the organisation of the Summer Graduation.

**ECAs**

* Make a significant contribution to the extra-curricular activities programme.

**The Community**

* Maintain an awareness of their role as an effective member of the SES community and beyond.
* Establish and maintain positive relationships with parents.
* Support school and community events and activities.

**School review, development and involvement**

* Support and embody the School's Mission, Vision and Values.
* Support school review and development activities.
* Adhere to all school policies.

In addition to the above responsibilities, the Director of Sixth Form will carry out all directed duties as required by the Head of Secondary and will carry out all aspects of their role with a high level of professionalism and respect for all stakeholders.

**Person Specification (Director of Sixth Form)**

All teachers at Sharjah English School united under the School Vision and the shared expectations outlined in our job descriptions. This person specification shows what we require in order to be shortlisted for a post here. It shows the qualifications, experience, knowledge, understanding, qualities and attributes needed in order to carry out the duties in the job description. Candidates must provide evidence in the application form and supporting statement and at interview that they meet these requirements.

|  |  |  |
| --- | --- | --- |
| Category | Essential Criteria | Desirable Criteria |
| **Training, Qualifications and Teaching Experience** | * QTS
* A good degree
* Evidence of sustained professional development
* At least 5 years’ experience in teaching in a secondary school
* Evidence of continued professional development
 | * Further qualifications relevant to school leadership
 |
| **Leadership Knowledge and Experience**  | * Show vision, conviction and authority
* Proven success in providing high-quality pastoral care in a previous role
* Detailed knowledge of the university applications process for UK and worldwide institutions
* Excellent communication and organisational skills
* Ability to analyse and interpret data to inform teaching and learning
* Experience of leading staff development
* Experience of carrying out performance management reviews and holding colleagues to account
* Understanding of UK safeguarding procedures and requirements
* Proven track record of success as a classroom teacher
 | * Proven success in raising achievement on a whole school level
* Experience of leading the implementation of whole school initiatives and monitoring the impact of these changes
* Experience of strategic planning on a whole school level
* Experience of supporting students in university applications
* Experience of implementing and/or working with quality assurance systems including school/departmental self-evaluation and appraisal
 |
| **Personal and Professional Qualities**  | * Ability and desire to work collaboratively to improve outcomes for students
* An understanding of the required professionalism and confidentiality necessary as a member of the leadership team
* Enthusiasm for initiating and supporting new developments across the school
* High expectations of both colleagues and students
* Excellent knowledge of British National Curriculum
* Ability to develop strong, supportive relationships with both colleagues and students
* Ability and desire to develop strong connections with the wider community
* Proactive nature in areas of responsibility
* Can inspire confidence in colleagues and motivate them to succeed
* Demonstrate resilience and tenacity in the face of challenges
* Understanding of strategies to promote safety, well-being and tolerance
* Adaptable to the constantly changing educational environment both within school and the UAE as a whole
 | * Excellent ICT skills and a desire to develop these skills in other staff
 |