# Assistant Vice Principal (Head of Sixth Form)

This position is responsible to the Principal. Alongside the Standards for all Teachers and Standards for all Heads of Departments, main duties will include:

* Leadership and management of Sixth Form students’ academic and pastoral care within and beyond the Academy in line with our Christian ethos and our core values.
* Develop Sixth Form students as leaders who model good character, exemplify high expectations and high levels of performance.
* Leadership and management of Key Stage 5 including:
  + Tutor leadership and the promotion of tutor group Assemblies and Tutor Reflections
  + Monitor and develop the Academic tutor system
  + The effective use of directed study for Sixth Form students when not taught in lessons
  + External links eg: child guidance and Social Services.
  + Effective leadership of staff supporting Sixth Form.
* Analyse data from data captures and provide termly summaries identifying strengths, areas to develop and actions. Specifically, in relation to progress and attainment gaps pertaining to gender, disadvantaged or SEND. Ensuring that timely targeted intervention and support is in place to rapidly raise the attainment of these student groups and delivering outcomes in line with the Academy targets.
* Academy admission at Year 12 through recommendation to the Principal and the general induction of new Sixth Form students, including any related open evening(s) and taster day(s).
* Keeping under review the Sixth Form curriculum in regard to its breadth and appropriateness.
* Management of Sixth Form Prefects, Prefect Programmes and Performance.
* Creative development and oversight of the Sixth Form Service Schemes.
* Oversight of designated tutor groups, including the annual Reports Summary for students in those tutor groups.
* Further and higher education, apprenticeship and careers advice to include UCAS advice and process.
* Sixth Form strategic work and recruitment including CIAG. Ensuring that Sixth Form provision is used as a lever to raise aspirations for all students across the Academy.
* Tracking students after they have left the Sixth Form and the development of an Alumni Association.
* Design and oversee the delivery of post-14 academic and vocational pathways which offer specialist study to students in subjects related to the above.
* Foster the best possible links with local, regional and national business groups, particularly those connected with Engineering education, in order to maximise the Academy’s access to expertise, sponsorship, training and employment.
* Build links with employers and trainee programs in the region to support students to follow appropriate pathways.
* Support the Vice Principal (Curriculum and Assessment) in the development of an appropriate curriculum.
* Line management of allocated department(s).
* Other duties as reasonably required by the Principal, including an appropriate amount of classroom teaching.